



**AGENDA**  
**VILLAGE OF ROSELLE**  
**VILLAGE BOARD COMMITTEE OF THE WHOLE**  
**August 26, 2019**  
**Following Village Board Meeting**

*Meeting Chaired by Mayor Andy Maglio*

**1. Roll Call**

**2. Approval of Prepared Agenda**

**3. Citizen Comments/Questions**

Residents who wish to address the Board, please come to the podium, state your name and address, and limit your comments to three minutes.

**4. Cannabis Regulation and Tax Act**

Documents:

[CANNABIS REGULATION AND TAX ACT.PDF](#)

**5. Small Cell Wireless Facilities - Master License Agreements**

Documents:

[SMALL CELL MASTER LICENSE AGREEMENTS.PDF](#)

**6. Executive Session**

- A. Executive Session Minutes
- B. Collective Bargaining
- C. Litigation
- D. Personnel
- E. Real Property
- F. Security Procedures
- G. Risk Management

**7. Citizen Comments/Questions**

Residents who wish to address the Board, please come to the podium, state your name and address, and limit your comments to three minutes.

**8. Other Business**

## 9. Adjourn

In compliance with the Americans with Disabilities Act, any person with a disability requiring a reasonable accommodation to participate in the meeting should contact Jason Bielawski, ADA Compliance Officer, 8:30 a.m. to 5:00 p.m. Monday through Friday, telephone: 630-671-2810, email [jbielawski@roselle.il.us](mailto:jbielawski@roselle.il.us).

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**AGENDA ITEM # 4**

**AGENDA ITEM EXECUTIVE SUMMARY  
Committee of the Whole Meeting  
August 26, 2019**

**Item Title:** Cannabis Regulation and Tax Act

**Staff Contact:** Jeffrey D. O'Dell, Village Administrator

**COMMITTEE OF THE WHOLE ACTION**

**Continue a discussion regarding the new Cannabis Regulation and Tax Act (CRTA) and provide direction to staff should the Village Board be interested in permitting various recreational cannabis businesses to operate in the Village of Roselle.**

**Executive Summary:**

At its August 12, 2019 Committee of the Whole meeting, the Village Board directed staff to bring back more information to its August 26 meeting regarding regulation of personal possession and consumption of recreational cannabis, the licensing of recreational cannabis businesses, specific zoning considerations, and alternatives for the Village Board or its Planning and Zoning Commission to further deliberate recreational cannabis business zoning and land uses. Attached to this memorandum are several documents providing additional information related to the following:

- ✓ Regulations related to personal possession and consumption of recreational cannabis,
- ✓ Licensing and regulation of recreational cannabis businesses,
- ✓ Zoning considerations for recreational businesses, and
- ✓ Process for deliberating recreational cannabis business zoning and land uses.

Staff will be prepared to discuss this information in more detail at Monday night's COW meeting.

**Implications:**

**Is this item budgeted?** No, however, a municipality is permitted under the new CRTA to impose a local retailer sales tax of up to 3% of the retail purchase price of cannabis sold at a recreational cannabis dispensary business. The tax must be imposed in 0.25% increments. The State of Illinois will also derive revenues from State taxes and licensing imposed on cannabis businesses with 8% of those proceeds distributed back to local governments to fund crime prevention programs, training, and interdiction efforts.

**Any other implications to be considered?** N/A

**Attachments:**

Background information, definitions of cannabis businesses, and Crains and Chicago Tribune newspaper articles.

## **Regulations Related to Personal Possession and Consumption of Recreational Cannabis**

**When does the Cannabis Regulation and Tax Act (CRTA) become effective?** Governor JB Pritzker signed HB 1438, better known as the CRTA, on June 25, 2019. The new law becomes effective on January 1, 2020.

**Can the consumption and possession of cannabis be banned by a local municipality like the Village of Roselle?** No, municipalities cannot ban or override the CRTA.

**Who can legally purchase and consume cannabis?** Individuals at least 21 years of age may possess, consume, use, purchase, obtain, and transport cannabis for personal use so long as it does not exceed 30 grams of cannabis flower, no more than 5 grams of cannabis concentrate, or no more than 500 milligrams of THC ( the chemical that makes users high).

**Who can legally grow and sell recreational cannabis?** Only licensed businesses will be able to legally grow and sell cannabis. Medical cannabis patients will be allowed to grow up to 5 plants within their home so long as the patient has lived in Illinois for 30 weeks prior to cultivation and control the residential property or be authorized to grow on the property by a person in lawful possession of the property.

**Will cannabis consumption be allowed in public places and where will consumption be allowed?** The consumption of cannabis in public is unlawful and will only be allowed on private property or potentially, specifically designated establishments such as dispensaries or smoking lounges. A public place can be defined as any place where a person can reasonably be expected to be observed by others including parks and buildings owned or leased by the state or local unit of government. A public place does not include a private residence unless the private residence is used to provide licensed daycare.

**Can municipalities adopt and enforce local ordinances to regulate possession and public consumption of cannabis.** Yes, the Village of Roselle will need to amend its local municipal code to prosecute the possession, use, or cultivation cases involving more cannabis than permitted by the CRTA. The Village will have the same authority to prosecute these cases as local ordinance and code violations with the probable exception of local code violations involving vehicle moving violations such as driving while under the influence of cannabis, which has to be reported to the Secretary of State.



## **Licensing and Regulation of Recreational Cannabis Businesses**

The State has the exclusive domain for licensing recreational cannabis businesses. Primary enforcement of business provisions will be with the Department of Financial and Professional Regulation (retail business regulations), State Police (background checks), Department of Public Health (health warnings and advertising), Department of Human Services (preventive and assistance based programs), and Department of Agriculture (cultivation business regulations).

The new law establishes a policy to promote the issuance of recreational cannabis business licenses to applicants that historically have been negatively impacted by prior cannabis laws and ensures various social equity issues are considered to provide some economic benefit to applicants from disproportionately impacted areas.

Local governments may enforce business registration requirements, require businesses to comply with local building and fire codes, and impose restrictions on the location, security, and environment in which retail business consumption occurs.

The State will issue cannabis dispensary business licenses based on a graduated scale. Up to 75 licenses may be issued by May 1, 2020, up to a total of 295 by December 31, 2020, and a maximum of 500 by January 1, 2022.

To ensure geographical dispersion of cannabis dispensary businesses, licenses will be awarded to each U.S. Bureau of Labor Statistics region as determined by the State's population. There are 17 BLS regions in the State with the Chicago – Naperville – Elgin region receiving 47 dispensary locations. The Village of Roselle is located in this BLS region.

The first State licenses authoring the sale of cannabis will be issued to existing licensed medicinal cannabis dispensaries. Currently, there are 55 businesses in the State authorized to sell medicinal cannabis. Those businesses are authorized to open an additional location as early as January 1, 2020.

Area municipalities with licensed operating medicinal cannabis dispensary businesses include Naperville, Addison, Arlington Heights, Mount Prospect, Rolling Meadows, Deerfield, Oak Park, Elmwood Park, Aurora, and Romeoville.

Dispensaries may only be operated at a single location, open for business between the hours of 6:00 am to 10:00 pm, located no closer than 1,500 feet

from an existing dispensary, and prohibited from operating a drive through window.

## **Zoning Considerations for Recreational Cannabis Businesses**

The Illinois Cannabis Regulation and Tax Act (CRTA) allows municipalities to regulate recreational cannabis businesses within their jurisdictions. Therefore, the Village can prohibit the sale of recreational cannabis entirely or allow sales and regulate retail locations to certain zoning districts and through zoning approvals. If the Village Board elects to prohibit the retail sale of recreational cannabis, an ordinance must be passed amending the zoning ordinance accordingly.

Currently, the zoning ordinance allows medicinal cannabis cultivation centers and medicinal dispensaries in the M Limited Industrial District. The process used for this amendment was initiated in 2014 by the Village Board directing the Planning and Zoning Commission to conduct a public hearing on the text amendment involving definitions and Industrial District(s) consideration for cannabis cultivation centers and/or dispensing organizations.

On April 28, 2014, the zoning ordinance was amended to allow medicinal cannabis dispensing organizations as a permitted use and medicinal cultivation centers as a special use in the M Limited Industrial District.

Descriptions of the different classes of recreational cannabis businesses as defined by the CRTA for consideration are attached. Allowing any one, or all of these recreational cannabis businesses within the Village, will require various definitions in the current zoning ordinance to be updated or added, including “marijuana cultivation center” (update), “marijuana dispensing organization” (update), “tobacco lounge” (update), and any definitions relating to cannabis processing, wholesaling, etc. (new).

Any zoning assessment of recreational cannabis businesses will involve an array of uses that could be classified in commercial or manufacturing districts. Deliberation concerning the appropriate zoning designation for these uses will include the following:

- ✓ Market ring (this defines the type of commercial district).
- ✓ Compatibility with other zoning district uses (is it an analogous or complementary use to the district).
- ✓ Compatibility or impact on adjoining properties (both same and different zoning districts).
- ✓ Consumer habits (identify behaviors to assess impact on parking, noise level, lighting, aesthetics, i.e. how often frequented, visit length to the establishment, anticipated peak hours, number of shift employees for the

- establishment, level of truck or commercial traffic (deliveries or shipping), and storage and loading requirements.
- ✓ Parameters of additional Federal or State regulation (i.e. separation requirement, protected use, etc.)

Once the initial zoning assessment has been completed, additional consideration shall include (1) identification of the appropriate district; one or more existing zoning districts, a newly created zoning district, or a newly created overlay district (2) if the use is permitted or will require a special use permit and (3) identification of new or amended definitions related to the identified uses.

## **Process for Deliberating Recreational Cannabis Business Zoning and Land Uses**

The process for considering the zoning and land use impact of the Cannabis Regulation and Tax Act (CRTA) includes several alternatives and steps.

### **Amendment Process**

- ✓ Village Board can deliberate and approve all zoning and land use related issues without assistance from the Planning and Zoning Commission, or
- ✓ Village Board can direct the Planning and Zoning Commission to hold its own public hearing to deliberate all zoning and land use related issues, or
- ✓ Village Board can determine that it will permit certain recreational cannabis related businesses but utilize the Planning and Zoning Commission to deliberate and make a recommendation to the Village Board on what recreational cannabis business uses will be permitted, what zoning districts they may be located, and/or any other zoning and land use requirements.

Many municipalities are deliberating the initial question concerning whether or not to allow recreational cannabis businesses in their communities directly with their Village Boards. The CRTA presents considerations broader than just zoning and land uses, including taxation on the sale of recreational cannabis and the impact the new law will have on law enforcement. Having the Village Board directly involved from the start allows for a “full” review of all aspects with the legislative body.

The Planning and Zoning Commission’s role is to make a recommendation on land uses and text amendments that impact land value in the community. The CRTA provides for a variety of cannabis businesses that could be scrutinized. The Planning and Zoning Commission utilized in its conventional manner offers several benefits to the Village Board including insight on public opinion of the various recreational cannabis uses and an additional deliberation period for the Village Board.

### **Recreational Cannabis Business for Consideration**

- ✓ All CRTA defined recreational cannabis users, or
- ✓ Dispensaries only (due to being the only sales tax generator), or

- ✓ A mix of the uses (cultivation and dispensaries), or
- ✓ Other combination

Cultivation businesses for medicinal purposes are currently permitted as a special use in the M Limited Industrial District while a medicinal dispensary is a permitted use in the M Limited Industrial District. A recreational cannabis cultivation business is expected to generate higher utility taxes due to power generation requirements. Other secondary revenue sources may include fees from vehicle stickers. The Village may impose a local retailer sales tax of up to 3% on the retail purchase price of recreational cannabis sold at a dispensary business.

### **Zoning Districts for Consideration**

- ✓ All Commercial (B-1, B-2, B-3, B-4, B-5), Manufacturing (M), and ORI Districts, or
- ✓ Exclude Town Center from Commercial, or
- ✓ Exclude all Commercial Districts and permit the use either as a special use or permitted use in the M and ORI only, or
- ✓ Other combination

### **Special or Permitted Uses**

- ✓ Special uses require notification in the newspaper, on site signage, certified letters to property owners within 250 feet, and regular mail within the next 250 feet (500 feet in total between certified and regular mail).
- ✓ Special uses should contain performance standards that require assessment from location to location. If the performance standard is well defined, i.e. 5 parking spaces per 1000 square feet of retail floor area, it should simply be a requirement versus necessary for review through a public hearing for a special use.

## **Cannabis Business Establishments Definitions Illinois Municipal League Model Ordinance**

### **ADULT-USE CANNABIS BUSINESS ESTABLISHMENT:**

An adult-use cannabis cultivation center, craft grower, processing organization, infuser organization, dispensing organization or transporting organization.

### **ADULT-USE CANNABIS CRAFT GROWER:**

A facility operated by an organization or business that is licensed by the Illinois Department of Agriculture to cultivate, dry, cure and package cannabis and perform other necessary activities to make cannabis available for sale at a dispensing organization or use at a processing organization, per the Cannabis Regulation and Tax Act, (P.A. 101-0027), as it may be amended from time-to-time, and regulations promulgated thereunder.

### **ADULT-USE CANNABIS CULTIVATION CENTER:**

A facility operated by an organization or business that is licensed by the Illinois Department of Agriculture to cultivate, process, transport and perform necessary activities to provide cannabis and cannabis-infused products to licensed cannabis business establishments, per the Cannabis Regulation and Tax Act, (P.A. 101-0027), as it may be amended from time-to-time, and regulations promulgated thereunder.

### **ADULT-USE CANNABIS DISPENSING ORGANIZATION:**

A facility operated by an organization or business that is licensed by the Illinois Department of Financial and Professional Regulation to acquire cannabis from licensed cannabis business establishments for the purpose of selling or dispensing cannabis, cannabis-infused products, cannabis seeds, paraphernalia or related supplies to purchasers or to qualified registered medical cannabis patients and caregivers, per the Cannabis Regulation and Tax Act, (P.A. 101-0027), as it may be amended from time-to-time, and regulations promulgated thereunder.

### **ADULT-USE CANNABIS INFUSER ORGANIZATION OR INFUSER:**

A facility operated by an organization or business that is licensed by the Illinois Department of Agriculture to directly incorporate cannabis or cannabis concentrate into a product formulation to produce a cannabis-infused product, per the Cannabis Regulation and Tax Act, (P.A. 101-0027), as it may be amended from time-to-time, and regulations promulgated thereunder.

### **ADULT-USE CANNABIS PROCESSING ORGANIZATION OR PROCESSOR:**

A facility operated by an organization or business that is licensed by the Illinois Department of Agriculture to either extract constituent chemicals or compounds to produce cannabis concentrate or incorporate cannabis or cannabis concentrate into a product formulation to produce a cannabis product, per the Cannabis Regulation and Tax Act, (P.A. 101-0027), as it may be amended from time-to-time, and regulations promulgated thereunder.

ADULT-USE CANNABIS TRANSPORTING ORGANIZATION OR TRANSPORTER:  
An organization or business that is licensed by the Illinois Department of Agriculture to transport cannabis on behalf of a cannabis business establishment or a community college licensed under the Community College Cannabis Vocational Training Pilot Program, per the Cannabis Regulation and Tax Act, (P.A. 101-0027), as it may be amended from time-to-time, and regulations promulgated thereunder.

August 14, 2019 12:49 PM

## How an overlooked facet of the weed law could trip up two of the industry's biggest players

The fine print in the state's 610-page recreational marijuana bill could provide some challenges to getting retail sales up and running by Jan. 1.

JOHN PLETZ



Stephen J. Serio

Cresco Labs

The fine print in the state's 610-page recreational marijuana bill could provide some challenges to getting retail sales up and running by Jan. 1.

It looks like the marijuana industry is about to hit one of the early speed bumps on the road to legalization of recreational sales in Illinois.

To be ready to sell marijuana to the masses on Jan. 1, the state decided to allow the existing 55 medical-marijuana retail outlets to also sell weed for recreational use, rather than take its chances on having a bunch of new applicants ready to go.

In passing a detailed law that topped 600 pages, legislators hoped to eliminate the bureaucratic uncertainties that slowed the rollout of recreational use in states such as California and Massachusetts, which simply asked voters whether to allow recreational marijuana use in their states. But red tape, like water, finds its own path.

The Illinois Department of Financial & Professional Regulation, the agency in charge of issuing those initial recreational-use licenses, interprets the legislation literally: “Any medical cannabis dispensing location in operation on the effective date of this act” is eligible.

That could pose a problem for two of the major cannabis players: Cresco Labs and Green Thumb Industries.

Cresco wants to move the MedMar dispensary it owns in Wrigleyville about three blocks to the John Barleycorn tavern at 3524 N. Clark St. The company says it’s already outgrown its existing 900-square-foot facility when it comes to medical use, which has grown significantly from the early days of the program. And it wants to move to a 2,500-square-foot location. (It hasn’t yet asked for a license for recreational sales at the new location.)

The city’s Board of Zoning Appeals will decide next month whether to allow the special-use zoning that’s required for a medical-marijuana retail outlet.

GTI has a medical dispensary in Naperville, where the City Council is asking for an ordinance to outlaw retail sales of marijuana for recreational use.

The challenge, however, is that recreational use, by definition, is expected to dramatically expand the number of marijuana customers.

Sen. Heather Steans, a co-author of the recreational-legalization law, says the apparent mismatch could get addressed in an expected “trailer bill,” or legislation that will clean up any oversights or procedural problems in the 610-page statute.

“We know they need more space because they’ll have more customers,” she said. “We don’t want lines to be around the block.”

Medical dispensary license holders have until Sept. 1 to apply for recreational-use permits. Cresco and GTI each have five medical dispensaries.

A second provision of the law allows existing medical-use license holders to seek a license for an additional location. That’s 55 new locations by Jan. 1. License holders are scouring the city for the best locations along busy thoroughfares. [The Chicago Tribune reported](#) that cannabis companies scouted the former Apple store on Michigan Avenue.

“Everyone’s looking at everything,” says Jason Erkes, a spokesman for Cresco. “We’re all looking at the most heavily trafficked corridors as potential locations.”

But for now, at least in Chicago, that’s just window shopping. The city of Chicago hasn’t spelled out its zoning criteria for exactly where it will allow marijuana retailers.

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#### EARLIER:



Suburbs say no to recreational marijuana



There will be weed, but where?

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Inline Play

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**Source URL:** <https://www.chicagobusiness.com/news/how-overlooked-facet-weed-law-could-trip-two-industrys-biggest-players>

# Mag Mile high: Cannabis companies are scouting Michigan Avenue for pot shops

By ALLY MAROTTI and RYAN ORI

CHICAGO TRIBUNE |

AUG 14, 2019 | 7:05 AM

Cannabis companies are eyeing sites on some of the priciest retail streets in Chicago, including the Magnificent Mile, as they get ready to sell recreational marijuana in Illinois.

Dispensaries have opened in marquee retail spots around the country — like Fifth Avenue in New York and a mile from the Las Vegas strip. Chicago's turn may be next.

Real estate sources say industry players are scouting locations with heavy foot traffic and alongside well-known retailers, and they're doing so well before the city develops rules and regulations for cannabis sales, including amending the current zoning requirements.

If dispensaries end up on the Mag Mile, marijuana sales would bring a new definition of "high street" — the term for the world's top retail streets — at a time when North Michigan Avenue and similar shopping districts around the world are grappling with changes in shopping habits.

A bill signed by Gov. J.B. Pritzker this summer makes recreational marijuana use legal in Illinois starting Jan. 1, and sets the stage for existing medical dispensaries to expand their physical presence. The 55 medical dispensaries currently operating in Illinois can apply to sell recreational marijuana at their stores. They also can open a second dispensary.

One opportunity being eyed on the Mag Mile, according to real estate sources, is the former Apple store at 679 N. Michigan Ave.

The space is controlled by Chicago-based Water Tower Realty, a small, local real estate investor, through a long-term ground lease. The multi-level, 30,000-square-foot space has been vacant since Apple moved its Mag Mile flagship south to a new building along the Chicago River in October 2017. Water Tower Realty did not respond to requests for comment.



A rendering shows what Cresco Labs' dispensaries will look like after a renovation and rebranding effort. (Cresco Labs)

The scouting comes as retail landlords face challenges such as empty storefronts and bankruptcies that have pushed down rents. In Chicago, leases for top Mag Mile spaces averaged \$450 per square foot in 2018, down from \$550 the previous two years, according to Cushman & Wakefield.

Many property owners are rolling out the welcome mat, viewing cannabis as a fast-growing retail concept, said Dan Molnar, a broker at Baum Realty Group who is representing marijuana company Cresco Labs in retail leases in the Chicago area and other cities.

“There are a lot of unknowns, but everybody is trying to be prepared for whatever the city puts forward,” he said. “It’s going to be highly trafficked areas with both locals and tourists.”

However, owners of some of the largest properties, where retail generates a relatively small portion of the building’s overall revenue, are taking a more cautious approach, said retail broker John Vance of Stone Real Estate. He’s had landlords in and around downtown pass on negotiating leases with marijuana sellers.

“The use is legal, yes, but some people will be turned off by it,” he said. Recreational marijuana is still illegal on the federal level. That brings other regulatory hurdles, including an inability to lease space in a building whose construction loan is from a large, federally insured bank. Some large commercial brokerages also have restrictions on real estate deals involving cannabis companies.

“It is illegal under federal law to knowingly open, lease, rent, use or maintain property for the manufacturing, storing or distribution of marijuana,” employees of Chicago-based Cushman & Wakefield were told in a July email.

“As such, our professionals as individuals, and Cushman & Wakefield as a corporation, can both potentially be exposed to criminal as well as civil liability.”



An artist's rendering from Cresco Labs depicts the way the interior of their stores will look. (Cresco Labs)

Marijuana companies aren't commenting on specific locations in the city where they're negotiating for space. But some, like Cresco, are rolling out clean, brightly designed dispensary concepts, that would fit into Chicago's retail corridors. Cresco's stores will be called Sunnyside.

PharmaCann and Green Thumb Industries, each with plans to open five new Illinois dispensaries, also are implementing dispensary concepts aimed at making shoppers feel welcome and comfortable. Their stores are called Verilife and Rise, respectively.

GTI has almost 30 dispensaries around the country. It is exploring locations for three recreational stores in Chicago and two downstate, said chief strategy officer Jennifer Dooley.

Phoenix-based 4Front Ventures, which owns a dispensary in the South Shore neighborhood, also is looking for a separate recreational dispensary location. President and co-founder Kris Krane declined to say where the company is looking.

“It’s pretty competitive out there right now,” he said. “A lot of people looking in the same areas.”

Without specific zoning rules in place, companies may need to get creative. Tenants could sign leases that are contingent on obtaining city approval, leases that contain buyout clauses or other types of agreements.

“It’s a bit of a cart before the horse,” said Chuck Taylor, director of operations at Lemont-based Englewood Construction, which has done work for medical and recreational marijuana sellers in several other states. “Anyone looking to be open at the start of January already needs to be working on things like site selection, leasing, engaging an architect and the permitting process.”

Regardless of the uncertainties, it’s clear that attitudes toward cannabis have changed since Illinois rolled out its medical marijuana program, said Jeremy Unruh, director of public and regulatory affairs at PharmaCann. Unlike with medical sales, the new law allows cities to tax marijuana sales.

“Five years ago, we were relegated to areas where the municipalities wanted to hide us,” he said. “Now I don’t think that’s the case, especially given the fact that 3% of total sales can go to the municipality.”



**AGENDA ITEM # 5**

**AGENDA ITEM EXECUTIVE SUMMARY  
Committee of the Whole Meeting  
August 26, 2019**

**Item Title:** Small Cell Wireless Facilities - Master License Agreements

**Staff Contact:** Karen R. Young, P.E. Public Works Director

**COMMITTEE OF THE WHOLE ACTION**

**Staff to provide the Village Board with an update regarding preparation of a Master License Agreement for Small Cell Wireless Facilities in the rights-of-way.**

**Executive Summary:**

On July 23, 2019 the Village Board adopted Ordinance No. 2018-3981 relating to Village Code Article VIII – Small Cell Wireless Facilities in Rights-of-Way. This article establishes regulations, standards and procedures for the siting and collocation of small wireless facilities in a manner that is consistent with the Small Wireless Facilities Deployment Act. Section 18-139 License Agreement is provided below, which allows for the Village Staff and Village Attorney to prepare a license agreement with the individual company, which is then approved by the Village Administrator. Currently Village Attorney and Staff have been working with both Verizon and AT&T regarding their request for a Master License Agreement for Small Cell Wireless Facilities located in the right-of-way. The agreement with AT&T is still in the early stages of development, with the Verizon agreement nearing completion. Once the Verizon agreement is completed, we anticipate receiving the first round of applications in the next few months.

**Sec. 18-139. - License agreement.**

Village staff and the village attorney shall prepare a license agreement as allowed by the Act which shall include supplements for each small wireless facility installation. Submission of an executed license agreement within thirty (30) days after the applicant has been notified that its application is complete shall be a condition precedent to the issuance of the permit. An applicant may request modifications to a license agreement which may be approved by the village administrator. If the village administrator refuses to approve the modifications, the applicant may appeal such determination to the village board. The appeal shall be in writing and specify the applicant's proposed modifications and reasons for the request. Village staff will schedule a request for modifications on the village board agenda no later than 21 (twenty-one) days after the receipt of the applicant's written request. (Ord. No. 2018-3980, § 1, 7-23-18)

**Implications:**

**Is this item budgeted?** n/a

**Any other implications to be considered?** Staff is evaluating options for using a consultant to process the Small Cell Permit Applications, which would include preliminary site approval, permit review and approval and post construction inspection. It is not clear the number of small cell permit applications the Village will be receiving, but given the strict timeline required for review a consultant may be our best option to balance the daily workload with the small cell permit processing requirements. In addition, staff will be evaluating the current design standards as permits are being processed to make sure all of the design considerations are appropriate for the Village's needs.

**Attachments:**

n/a