

**AGENDA FOR THE BOARD OF TRUSTEES**  
**Monday, September 19, 2016, 7:30 P.M.**

Call to Order  
Roll Call  
Pledge of Allegiance  
Deerfield Road Update  
Manpower Recommendations  
Minutes of Previous Meeting  
Bills and Payroll  
Public Comment

**REPORTS**

- 16-97            Report and Recommendation from the Manpower Commission re: Change of Name to Volunteer Engagement Commission
- 16-100           Report and Recommendation of Staff re: Backflow Prevention (RPZ) Program

**CONSENT AGENDA**

**OLD BUSINESS**

- 16-95-1           Ordinance Increasing the Number of Class C Liquor Licenses from Six (6) to Seven (7) for Roti Mediterranean Grill – 1R
- 16-57-1           Ordinance Adopting the 2016 Village of Deerfield Appearance Code – 1R

**NEW BUSINESS**

- 16-98            Authorization to Execute Design Engineering Contract for Richfield Pump Station Improvements

Items for discussion by Mayor and Board of Trustees  
Reports of the Village Manager  
Adjournment

September 6, 2016

The regular meeting of the Board of Trustees of the Village of Deerfield was called to order by Mayor Harriet Rosenthal in the Council Chambers of the Village Hall on September 6, 2016, at 7:30 p.m. The clerk called the roll and announced that the following were:

Present: Harriet Rosenthal, Mayor  
Alan Farkas  
Thomas Jester  
Robert Nadler  
William Seiden  
Dan Shapiro  
Barbara Struthers

and that a quorum was present and in attendance. Also present were Kent Street, Village Manager and Village Attorney Peter Coblentz.

PLEDGE OF ALLEGIANCE

Police Officer Marci Landy led those in attendance in reciting the Pledge of Allegiance.

PROMOTION OF MARCI LANDY TO THE POSITION OF POLICE SERGEANT

Chief Sliozis reported Marci Landy began with the department in 1997. During her career with Deerfield, she has held a number of positions. She currently serves on the Homeland Security Task Force. During her career, she worked with the school districts and has become proficient in computer science and forensics.

Mr. Street swore Landy in to her new position of Sergeant. Sergeant Landy thanked everyone for their support.

DEERFIELD ROAD UPDATE

Engineering Technician Tyler Dickinson and Director of Public Works and Engineering Barbara Little provided an update on the Deerfield Road construction. Mr. Dickinson reported the bridge work was completed so the eastbound roadway has been opened between Wilmot and Chestnut. There was a gas conflict causing a delay in the downtown area, but the curbs and gutters have been installed. From east of Waukegan Road to Highland Park, the contractor has one lane of pavement installed. Crews will work from Rosemary to Kipling next week and from Kipling to Highland Park the following week. Kipling was open for the start of school. The excavation and pavement removal has begun in Highland Park. Mr. Dickinson reported they will begin working on the north side of the road before the end of the month and anticipate completion in 2016.

Mayor Rosenthal asked about the underpass, which was supposed to be completed before Labor Day. Mr. Dickinson noted gas main conflicts held up the construction. Between the State funding delay and gas main conflicts, the project is behind 21 working days. Mayor Rosenthal asked about the Village's recourse. Ms. Little noted North Shore Gas did not take into account the depth of the excavation. Mayor Rosenthal believes they need to take responsibility as they have cost the Village businesses a lot of money. Mr. Coblentz will need to investigate the facts

of the matter before he can comment on potential paths of recourse. Ms. Little noted the Village worked with them extensively two years ago to try to anticipate gas main conflicts. Trustee Farkas requested a report showing the issues and delays, in comparison to the original bid documents to determine whether this was an honest oversight or if the other parties should have known about the issues. Trustee Struthers noted the gas company frequently works with contractors and pavers and should have known before the work was held up. Trustee Shapiro believes the Trustees should be educated on the situation so they can evaluate the problem and determine the next course of action. Trustee Seiden questioned the length of time the project was stalled due to the State. Ms. Little stated the State shutdown affected the contractor's activities as they had to prepare for the shut down and demobilize. Mayor Rosenthal expressed frustration for the residents and businesses that are affected by the construction. Trustee Jester emphasized the importance of moving forward as swiftly as possible rather than trying to find an entity to blame for the delays. Mr. Dickinson noted the contractor will do some underground work in the north lanes of traffic overnight in the coming weeks.

MINUTES OF PREVIOUS MEETING

Trustee Struthers moved to approve the minutes from the August 15, 2016, Board of Trustees meeting. Trustee Nadler seconded the motion. The motion passed unanimously on a voice vote.

TREASURER'S REPORT

Finance Director Eric Burk presented highlights from the July Treasurer's Report representing 58 percent of the year. The non-Home Rule sales tax has increased over the past two months. Last year was higher due to unusual activity. The Village will see another increase in August, which will bring the numbers closer to 2015. Water and sewer fees have increased. Hotel tax has increased over last month and the same period last year. State income tax is ahead right now. Building permit revenue exceeds projection. Large recent expenditures include engineering and construction costs and equipment purchases.

BILLS AND PAYROLL

Trustee Seiden moved to approve the Bills and Payroll dated September 6, 2016. Trustee Shapiro seconded the motion. The motion passed by the following vote:

AYES: Farkas, Jester, Nadler, Seiden, Shapiro, Struthers (6)

NAYS: None (0)

PUBLIC COMMENT

There was no Public Comment on non-agenda items.

REPORTS

REPORT AND RECOMMENDATION  
RE: NORTHWEST QUADRANT  
MASTER PLAN AS AN AMENDMENT  
TO THE COMPREHENSIVE PLAN OF

Mr. Street reported the major stakeholders in the Northwest Quadrant met several times and a report was prepared and distributed to each participant's leadership. Following the Board's approval of a

THE VILLAGE OF DEERFIELD

right-in, right-out on Deerfield Road, the striping plan was also endorsed.

Mr. Street summarized the general provisions include in the Northwest Quadrant master plan.

The general provisions include:

- Support and enhance existing uses
- Conveniently walkable
- Attractive
- Reliably safe
- Environmentally friendly
- Fiscally responsible
- Respectful and neighborly
- Reasonably maintained

The specific provisions include:

A) Prepare a Joint Use Agreement executed by all stakeholders stating each's contributions, commitments and responsibilities and support for implementation, operation and maintenance; the Northwest Quadrant Guiding Concepts - Northwest Quadrant Stakeholder Working Group July 26, 2016, agreement should acknowledge the value of various types of contributions, including property, construction costs, maintenance costs and the value of supporting services. The agreement should also endeavor to identify stakeholder contributions, list expected stakeholder costs and benefits and include a projected timeline for the implementation of improvements.

B) Encourage and facilitate on-going communication between and among the Northwest Quadrant stakeholders concerning site planning and operations, respecting the interconnection of parcels and the shared use of access, parking and other resources. An annual meeting and regular meetings as design development proceeds should be held to facilitate on-going communication.

C) Improve safety, accessibility and lighting for pedestrians along and across Jewett Park Drive between Robert York Avenue and the Village Hall and Church sidewalks, in the Church lot, and in the Village lot. Provide safe pedestrian access between the Community Center and the Library.

D) Improve safety for vehicles and pedestrians at all intersections.

E) Provide an interior two-way drive aisle on Jewett Park Drive.

F) Provide safe and usable vehicle access to/from Deerfield Road, that does not encourage cut-through traffic looking to avoid Waukegan and Deerfield Roads.

G) Provide parking space layout that is efficient, orderly and conveniently usable, providing: up to three-hour customer/visitor spaces; longer term employee spaces, drop-off service on the south and west sides of the Church; continues existing shared use arrangements; meets the

routine parking needs of the stakeholders; and provides overflow spaces for stakeholder special events.

H) Provide visual “lead into” Jewett Park and consider raised (tree top) walk system and overlook above preschool playground.

I) Provide a pre-school drop-off on east side of Community Center with unimpaired sight lines from drop-off vehicles to pre-school entrance door and retain the drop off on the west side.

J) Allow for the eventual transformation of the private parking lot and private driveway west of the commercial properties to be repurposed by the owner to offer a more pedestrian friendly space with potential access offered to the commercial properties that do not currently have access to this space.

K) Develop a written/formal agreement between the Village and the Church for the redesign, exchange and use of Church owned property, existing easement and adjoining Village property

L) Provide F and M Property Holdings controlled parking spaces in the Village lot for any lost elsewhere

M) Provide to be determined number of parking space passes for Park District employees for use in Village lot

N) Provide to be determined number of parking space passes for Church/Christian Beginnings employees for use in Village lot;

O) Provide to be determined number of parking space passes for Library employees for use in Village lot.

P) Provide to be determined number of parking space passes for F and M Property Holdings shop space employee use in Village lot.

Q) Provide to be determined number of parking space passes for Taxman shop space employee use in Village lot.

R) Provide access for mid-range length delivery trucks and emergency vehicles.

S) Relocate overhead utilities underground.

T) Provide for refuse/recycling corrals for the Church, F and M Property Holdings and Taxman property in Village lot.

U) Apply and demonstrate sustainable and environmentally friendly techniques and systems where appropriate, incorporating recognition of cost-effectiveness and relative ease of maintenance.

V) Develop written/formal use agreement between the Village and Park District for a redesign of Park Avenue.

W) Develop written/formal use agreement between the Village and Park District, working in conjunction with the Deerfield American Legion or other appropriate military veterans' organization, if a relocation or redesign of the Veterans' Memorial is pursued.

Mayor Rosenthal indicated there was a nice spirit of cooperation between the stakeholders. The major stakeholders met numerous times and each group worked through the concerns. The proposed report has been unanimously approved by the stakeholders with everyone's interest taken into account. She noted one of the goals after the parking lot is restriped, is to do a traffic count. Mr. Street noted it was do a modest restriping while providing parking on the eastend.

Trustee Seiden expressed concern that the parking plan is actually the same as the D and D1 plans which were previously presented. Mr. Street if this recommendation is accepted, its provisions would prevail over those depicted in concept plans.

Trustee Seiden moved to accept the report and recommendation. Trustee Struthers seconded the motion. The motion passed by the following vote:

AYES: Farkas, Jester, Nadler, Seiden, Shapiro, Struthers (6)  
NAYS: None (0)

Mayor Rosenthal thanked the stakeholders, many of whom were present, for their participation and support of this effort.

REPORT AND RECOMMENDATION OF Management Analyst David Fitzgerald reported  
STAFF RE: INCREASING THE Roti Mediterranean Grill requested a Class C liquor  
NUMBER OF CLASS C LIQUOR license to serve beer and wine. They passed their  
LICENSES FROM SIX (6) TO SEVEN (7) required background checks. Mr. Fitzgerald  
FOR ROTI MEDITERRANEAN GRILL reported the Police Department and Administration  
are in favor of the recommendation.

Carl Segal, Roti CEO, stated they hope to open toward the end of September. They have 22 restaurants total. Mayor Rosenthal noted because there is not a gate, beer and wine cannot be served outdoors. Mr. Segal stated their policy is to card everyone and most of the time management rings up and serves beer and wine.

Trustee Shapiro moved to accept the report and recommendation. Trustee Nadler seconded the motion. The motion passed by the following vote:

AYES: Farkas, Jester, Nadler, Seiden, Shapiro, Struthers (6)  
NAYS: None (0)

REPORT AND RECOMMENDATION  
OF THE PLAN COMMISSION RE:  
REQUEST FOR FINDING OF  
SUBSTANTIAL CONFORMANCE FOR  
APPROVAL OF CHANGES TO THE  
PREVIOUSLY APPROVED PLANS FOR  
3 PARKWAY NORTH PARKING  
STRUCTURE EXPANSION (FULCRUM  
ASSET ADVISORS, LLC.)

Mr. Street reported the Plan Commission held a Public Hearing to consider the proposal to expand the existing three-level parking lot to the north. They would not be making changes to the building. Mr. Street noted they also want to use a part of the Village-owned right-of-way of Hawthorne Lane for additional surface parking. The Plan Commission voted 4-0 in favor of the request. If approved, the portion of the project related to additional surface parking on Hawthorne Lane would be contingent

upon approval of an Ordinance vacating a certain portion of the right-of-way.

Peter Broccolo, Principal with Fulcrum Asset Advisors, stated they acquired Parkway North 3, 7 and 9 from the John Buck Company. The number one issue is the parking at Parkway North 3. It is a challenge to lease space with the parking ratio. Trustee Struthers noted all the handicapped spaces appear to be outdoors. She asked if some could be moved. Steve Wright, Principal with Wright Heerema Architects, stated some of the handicapped spaces are covered.

Trustee Seiden moved to accept the report and recommendation. Trustee Shapiro seconded the motion. The motion passed by the following vote:

AYES: Farkas, Jester, Nadler, Seiden, Shapiro, Struthers (6)  
NAYS: None (0)

CONSENT AGENDA

ORDINANCE O-16-17 ANNEXING  
CERTAIN TERRITORY EXCLUDED  
FROM THE VILLAGE OF  
RIVERWOODS – 2R

An Ordinance annexing certain territory excluded from the Village of Riverwoods. Second Reading.

ORDINANCE O-16-18 EXCLUDING  
CERTAIN TERRITORY COMMONLY  
KNOWN AS 780 SAUNDERS ROAD  
FROM THE VILLAGE OF DEERFIELD

An Ordinance excluding certain territory commonly known as 780 Saunders Road from the Village of Deerfield. Second Reading.

ORDINANCE O-16-19 AMENDING THE  
WAGE AND SALARY PLAN – 2R

An Ordinance amending the wage and salary plan. Second Reading.

Trustee Jester moved to accept the Consent Agenda and adopt the Ordinances. Trustee Struthers seconded the motion. The motion passed by the following vote:

AYES: Farkas, Jester, Nadler, Seiden, Shapiro, Struthers (6)  
NAYS: None (0)

OLD BUSINESS

There were no items for Old Business.

NEW BUSINESS

AUTHORIZATION TO EXECUTE  
DESIGN ENGINEERING SUPPLEMENT  
FOR PHASE II ENGINEERING  
CONSULTING SERVICES FOR THE  
KATES ROAD BRIDGE AND  
ROAD REHABILITATION PROJECT

Mr. Dickinson reported that the roadway work for the bridge project has become eligible for partial reimbursement. For the Village to take advantage of the 80 percent Federal participation, the Phase I and additional Phase II design engineering and consulting need to be completed according to Federal Requirements.

Mayor Rosenthal expressed concern about funding appropriations that go through the State. She does not want the State budget to impact pass through Federal funds. Ms. Little stated the Federal Funds are appropriated to the State. Mayor Rosenthal asked how the Village can be protected from a State budget impasse. She suggested adding something to the contract that protects the Village if the State is having budget issues, the money can be sent directly to the Village. Mr. Coblenz stated that would require reworking the way the State and Federal governments have worked together. Trustee Nadler believes if the Village wants Federal or State funds, we have to play by their rules. Trustee Seiden suggested taking out insurance to keep the project funded if the State fails to make payments. Trustee Farkas believes the Village is in a situation where it either can take the funding with a risk or pass on it. Trustee Nadler asked about the timing of the project. Ms. Little noted the project would not begin until after July 4. The State fiscal year begins July 1. The project would not be affected by a budget impasse, as it would start after a budget is approved.

Trustee Shapiro moved to authorize Mayor Rosenthal to execute the design engineering supplement for Phase II engineering consulting services for the Kates Road bridge and road rehabilitation project. Trustee Farkas seconded the motion. The motion passed by the following vote:

AYES: Farkas, Jester, Nadler, Seiden, Shapiro, Struthers (6)

NAYS: None (0)

AUTHORIZATION TO AWARD  
CONTRACT FOR ROOF  
REPLACEMENT AT DOWNTOWN  
METRA TRAIN STATION

Public Works Analyst Justin Keenan reported the Village was contacted by Metra stating there was funding available for train station improvements. The improvements include a roof replacement at the Deerfield Road Metra station. The work would be

100 percent funded by Metra, but the Village is responsible for overseeing the bidding and the work.

The Village received five bids for the project. The lowest bid was from Waukegan Roofing in the amount of \$82,500.

Trustee Farkas moved to award the contract for roof replacement at the Metra Station to Waukegan Roofing in the amount of \$82,500. Trustee Shapiro seconded the motion. The motion passed by the following vote:

AYES: Farkas, Jester, Nadler, Seiden, Shapiro, Struthers (6)  
NAYS: None (0)

AUTHORIZATION TO AWARD CONTRACT FOR A REPLACEMENT FLOOR AT THE METRA STATION Mr. Keenan reported the Village received one bid to replace the interior floor at the Deerfield Road Metra Station. Staff checked references and are recommending awarding the contract to Integral Flooring Systems in an amount of \$54,505.

Trustee Nadler moved to award the contract for interior floor replacement at the Deerfield Road Metra Station to Integral Flooring Systems in an amount of \$54,505. Trustee Shapiro seconded the motion. The motion passed by the following vote:

AYES: Farkas, Jester, Nadler, Seiden, Shapiro, Struthers (6)  
NAYS: None (0)

AUTHORIZATION TO EXECUTE AMENDMENT NO. 1 TO METRA AGREEMENT FOR COMMUTER PARKING OPERATION AND MAINTENANCE Ms. Little reported the Village has an agreement for operation and maintenance of the commuter parking facilities adjacent to the Metra Train Station. The agreement has an annual fee of \$7,440. Metra is proposing to eliminate the fee charged to the Village.

Trustee Struthers moved to execute amendment #1 to the Metra agreement for commuter parking operation and maintenance. Trustee Shapiro seconded the motion. The motion passed by the following vote:

AYES: Farkas, Jester, Nadler, Seiden, Shapiro, Struthers (6)  
NAYS: None (0)

RESOLUTION R-16- 13 AUTHORIZING THE RELEASE AND VACATION OF A CERTAIN STORM SEWER EASEMENT AND THE EXECUTION OF A PLAT OF EASEMENT VACATION (DEERBROOK) Assistant Village Manager Andrew Lichterman reported a utility easement was found on Deerbrook Mall property. Staff has confirmed the Village does not use the storm sewer easement and recommends the Village proceed with vacating the easement.

Trustee Seiden moved to accept the Resolution. Trustee Struthers seconded the motion. The motion passed by the following vote:

AYES: Farkas, Jester, Nadler, Seiden, Shapiro, Struthers (6)  
NAYS: None (0)

Michelle Panovich, representing Deerbrook Mall ownership, provided an update on the Jewel construction. She noted Jewel is excited to finish construction on their building and expect to open by the end of July 2017.

Ms. Panovich reported they have a lot of interest in the center. They have found a replacement tenant for Sports Authority as well as another larger tenant. They will be 65 percent leased for the enclosed mall area.

### DISCUSSION

#### RECOGNITION

Mayor Rosenthal noted the Village was recognized by the personal finance website WalletHub.com as the 7<sup>th</sup> best City in Illinois for jobs. There were 162 cities listed.

#### LEAD TESTING

The Village will coordinate lead testing for drinking fountains and sinks in the public sector buildings. The Village will report shortly on the results. The school districts have already tested their water sources.

#### JOY OF THE GAME

Mayor Rosenthal and Mr. Street toured the Joy of the Game facility. The facility has changed over time and now houses a wellness facility and a school.

#### NW MUNICIPAL CONFERENCE

Mayor Rosenthal met with officers from the Northwest Municipal Conference to discuss plans for the coming year.

#### ADJOURNMENT

There being no further business or discussion, Trustee Nadler made a motion to adjourn the meeting. Trustee Farkas seconded the motion. The motion passed unanimously. The meeting was adjourned at 8:55 pm.

The next regular Board of Trustees meeting will take place on September 19, 2016, at 7:30 pm.

APPROVED:

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Mayor

ATTEST:

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Village Clerk

**BILLS FOR THE  
SEPTEMBER 19, 2016  
VILLAGE BOARD MEETING**

Vendor	Invoice #	Description	Org	Obj	Total Invoice
A LAMP CONCRETE CONTRACTORS	15481	2016 STREET REHAB PROJ/PAY #3/080916-090116	142050	5910	343,576.98
A LAMP CONCRETE CONTRACTORS	15483	DEER LK & ESTATE REHAB/PH III/PAY #3/081516-082916	222082	5910	192,771.90
					536,348.88
ABC HUMANE WILDLIFE CONTROL	182409	HORNETS' NEST REMOVAL	102050	5365	150.00
ADVANCED TREECARE	1031-10246i	TREE REMOVAL - 2 TAMARISK	102037	5365	1,450.00
ADVANCED TREECARE	1031-10269i	TREE AND STUMP REMOVAL	102037	5365	1,750.00
ADVANCED TREECARE	1031-10322i	TREE AND STUMP REMOVAL	102037	5365	602.00
					3,802.00
AFTERMATH INC	JC2016-6179	BIOHAZARD CLEANUP - 08/09/2016	106010	5320	105.00
AMALGAMATED BANK OF CHICAGO	1853938008CT-090116	FISCAL AGENT FEES/GOB 2008/SEP 15 - AUG 16	357071	5760	450.00
AMERICAN FIRST AID SERVICES INC	40628	FIRST AID SUPPLIES	542052	5410	44.35
ANDALMAN, BRIAN OR MEGHAN	554027	TREE APPLICATION REFUND	100001	4232	75.00
AQUAFIX INC	19346	VITASTIM PACKETS - WRF	542052	5422	475.43
ARMOR SYSTEMS CORP	010900660000	COLLECTION FEE - AUG 16	106010	5460	8.33
ARMOR SYSTEMS CORP	010015410000-083116	COLLECTION FEE - AUG 16	101111	5365	55.51
					63.84
ASSOCIATED TECHNICAL SERVICES LTD	27789	LEAK DETECTION	502050	5365	694.50
B & F TECHNICAL CODE SERVICES, INC	44646	JEWEL-OSCO PLAN REVIEW	101330	5365	5,082.30
BACKFLOW SOLUTIONS INC	1517	ANNUAL FEE - ONLINE BACKFLOW PROGRAM	502010	5362	495.00
BACKFLOW SOLUTIONS INC	104412A	RPZ REMEDIATION LETTERS	102110	5365	115.00
					610.00
BADE PAPER PRODUCTS INC	202670-00	OPERATING SUPPLIES	101210	5460	239.00
BADE PAPER PRODUCTS INC	202670-00	OPERATING SUPPLIES	101330	5460	143.40
BADE PAPER PRODUCTS INC	202670-00	OPERATING SUPPLIES	102038	5460	286.80
BADE PAPER PRODUCTS INC	202670-00	OPERATING SUPPLIES	106010	5460	286.80
					956.00
BRENDAN'S TOOLS INC	09061626030	SMALL TOOLS	702050	5440	69.99
BROWNELLS INC	12926714.00	RANGE SUPPLIES	106034	5460	139.67
BUNNELL, CAROLYN	09042016	EXP REIMB: CERTIFICATION FEE	106020	5212	50.00
CARTER, LEO OR MARGUERITE	553932	TREE APPLICATION REFUND	100001	4232	75.00
CDW GOVERNMENT INC	FDW2363	SERVER MEMORY	101210	5810	184.40
CDW GOVERNMENT INC	FGP2068	VDI TEST ENDPOINT CLIENTS	101210	5810	513.94
CDW GOVERNMENT INC	FGP2181	UPS BATTERY UNITS FOR DESKTOPS	101210	5460	67.59
CDW GOVERNMENT INC	FGP2181	UPS BATTERY UNITS FOR DESKTOPS	106034	5460	67.59
CDW GOVERNMENT INC	FHB4529	UPS BATTERY REPLACEMENT	101210	5460	162.80
					996.32
CHANGE OF SPACE CUSTOM HOMES, INC	552819/56181	1161 MYRTLE/DEPOSIT REFUND	910000	2423	10,000.00
CHICAGO TRIBUNE MEDIA GROUP	CTCM579930	BID NOTICE - WILMOT LIFT STATION	102110	5336	438.54
CHRISTOPHER B. BURKE ENGINEERING LTD	131232	DEERFIELD RD RECON/PH III SUPPORT/073116-082716	222082	5362	10,591.69
CHRISTOPHER B. BURKE ENGINEERING LTD	131233	ESTATE DR/DEER LK RD RECON/PH III/073116-082716	222082	5362	3,324.93
CHRISTOPHER B. BURKE ENGINEERING LTD	131296	KATES RD WTR TWR PAINTING: 073116 - 082716	222082	5362	3,506.49
					17,423.11
CINTAS	022346097	MATS - VH	101111	5320	64.45
CINTAS	022358135	MATS - PW/ENG	102010	5320	50.77
CINTAS	022358135	MATS - PW/ENG	102038	5320	50.77
CINTAS	022358135	MATS - PW/ENG	502010	5320	50.77
CINTAS	022358135	MATS - PW/ENG	542010	5320	50.77
CINTAS	022358136	BOOTS - BUSSCHER	542010	5130	214.00
CINTAS	022358138	MATS - WRF	542052	5320	89.55
CINTAS	022361131	MATS - VH	101111	5320	64.45
CINTAS	022364186	MATS - VH	101111	5320	64.45
					699.98
CITY OF HIGHLAND PARK	009155-083116	WATER PURCHASES - AUG 16	502031	5423	129,708.59
CITY OF HIGHLAND PARK	009530-083116	WATER PURCHASES - AUG 16	502031	5423	2,608.48
CITY OF HIGHLAND PARK	020587-083116	WATER PURCHASES - AUG 16	502031	5423	131,766.24
					264,083.31
COMCAST CABLE	45808419	FIBER INTERNET SERVICE - SEP 16	101111	5540	446.04
COMCAST CABLE	45808419	FIBER INTERNET SERVICE - SEP 16	101210	5540	446.04
COMCAST CABLE	45808419	FIBER INTERNET SERVICE - SEP 16	101330	5540	446.04
COMCAST CABLE	45808419	FIBER INTERNET SERVICE - SEP 16	102010	5540	111.51
COMCAST CABLE	45808419	FIBER INTERNET SERVICE - SEP 16	102110	5540	111.51
COMCAST CABLE	45808419	FIBER INTERNET SERVICE - SEP 16	106010	5550	446.04
COMCAST CABLE	45808419	FIBER INTERNET SERVICE - SEP 16	502010	5540	111.51
COMCAST CABLE	45808419	FIBER INTERNET SERVICE - SEP 16	542052	5540	111.51
COMCAST CABLE	45835092	VOICE TRUNK SERVICE (PW) - SEP 16	101111	5540	76.81
COMCAST CABLE	45835092	VOICE TRUNK SERVICE (PW) - SEP 16	101210	5540	76.81
COMCAST CABLE	45835092	VOICE TRUNK SERVICE (PW) - SEP 16	101330	5540	76.81
COMCAST CABLE	45835092	VOICE TRUNK SERVICE (PW) - SEP 16	102010	5540	15.36
COMCAST CABLE	45835092	VOICE TRUNK SERVICE (PW) - SEP 16	102110	5540	38.40
COMCAST CABLE	45835092	VOICE TRUNK SERVICE (PW) - SEP 16	106010	5550	76.81
COMCAST CABLE	45835092	VOICE TRUNK SERVICE (PW) - SEP 16	502010	5540	11.52
COMCAST CABLE	45835092	VOICE TRUNK SERVICE (PW) - SEP 16	542052	5540	11.52
COMCAST CABLE	0010692-090516	CABLE TV SERVICE: 09/16/2016 - 10/15/2016	101210	5540	6.35
COMCAST CABLE	0010692-090516	CABLE TV SERVICE: 09/16/2016 - 10/15/2016	106010	5550	6.36
					2,626.95

Vendor	Invoice #	Description	Org	Obj	Total Invoice
COMED	0039019040-072716	A/C 0039019040 06/22/2016 TO 07/22/2016	102050	5510	149.99
COMED	0233100028-080316	A/C 0233100028 07/05/2016 TO 08/03/2016	102050	5510	1,145.98
COMED	1398050042-080116	A/C 1398050042 06/22/2016 TO 07/22/2016	102010	5510	112.29
COMED	1398050042-080116	A/C 1398050042 06/22/2016 TO 07/22/2016	106010	5388	134.38
COMED	1398050042-080116	A/C 1398050042 06/22/2016 TO 07/22/2016	602019	5510	123.58
COMED	1398050042-080116	A/C 1398050042 06/22/2016 TO 07/22/2016	602038	5510	166.28
COMED	1695047076-080316	A/C 1695047076 07/05/2016 TO 08/03/2016	102050	5510	114.91
					<u>1,947.41</u>
CONTINENTAL WEATHER SERVICE	15499	WEATHER FORECASTING - SEP 16	102010	5365	37.50
CONTINENTAL WEATHER SERVICE	15499	WEATHER FORECASTING - SEP 16	502010	5365	37.50
CONTINENTAL WEATHER SERVICE	15499	WEATHER FORECASTING - SEP 16	542010	5365	37.50
CONTINENTAL WEATHER SERVICE	15499	WEATHER FORECASTING - SEP 16	542052	5365	37.50
					<u>150.00</u>
CPS COMPANIES / CHICAGO PARTS & SOUND LLC	783155	STOCK AUTO PARTS	702050	5470	76.50
CRAFTWOOD LUMBER CO.	221129	PARTS - WATER TRUCK	102037	5421	48.04
CREATIVE PRODUCT SOURCING, INC - DARE	96695	DARE SUPPLIES	910000	2452	873.16
CUMMINS NPOWER LLC	711-30640	GENERATOR REPAIR	101210	5322	341.40
DANIEL CREANEY COMPANY	39959	WOODLAND & OAKWOOD DRAINAGE STUDY - AUG 16	102110	5362	975.00
DATAPROSE LLC	DP1602389	UTILITY BILLING STMTS & LATE NOTICES: AUG 16	502010	5335	262.53
DATAPROSE LLC	DP1602389	UTILITY BILLING STMTS & LATE NOTICES: AUG 16	502010	5337	585.32
DATAPROSE LLC	DP1602389	UTILITY BILLING STMTS & LATE NOTICES: AUG 16	542010	5335	118.56
DATAPROSE LLC	DP1602389	UTILITY BILLING STMTS & LATE NOTICES: AUG 16	542010	5337	264.33
DATAPROSE LLC	DP1602389	UTILITY BILLING STMTS & LATE NOTICES: AUG 16	582030	5337	94.41
DATAPROSE LLC	DP1602389	UTILITY BILLING STMTS & LATE NOTICES: AUG 16	582030	5390	42.34
					<u>1,367.49</u>
DELUXE	77697674	BANK DEPOSIT SLIPS	101111	5335	78.82
DR HORTON INC	430166/52493	1062 CENTRAL/DEPOSIT REFUND	910000	2410	3,000.00
DRH CAMBRIDGE HOMES INC	444056/52492/FINAL	1062 CENTRAL/DEPOSIT REFUND	910000	2423	10,000.00
DRH CAMBRIDGE HOMES INC	444742/52493/A	1062 CENTRAL/DEPOSIT REFUND	910000	2423	500.00
DRH CAMBRIDGE HOMES INC	444742/52493/B	1062 CENTRAL/DEPOSIT REFUND	910000	2423	200.00
					<u>10,700.00</u>
DUBROW, IRA AND MARJORIE	545701/56175	1256 HACKBERRY/DEPOSIT REFUND	910000	2423	200.00
DYNEGY ENERGY SERVICES	147136816071	A/C 0195097137 06/27/2016 TO 07/25/2016	502031	5510	3,423.23
DYNEGY ENERGY SERVICES	147136916071	A/C 0411051084 06/23/2016 TO 07/21/2016	542052	5510	251.44
DYNEGY ENERGY SERVICES	147137016071	A/C 0465035072 06/27/2016 TO 07/25/2016	502031	5510	266.59
DYNEGY ENERGY SERVICES	147137116071	A/C 0606055010 06/23/2016 TO 07/26/2016	502031	5510	3,430.58
DYNEGY ENERGY SERVICES	147137216071	A/C 0822171022 06/24/2016 TO 07/25/2016	542052	5510	286.46
DYNEGY ENERGY SERVICES	147137316071	A/C 0927104050 06/21/2016 TO 07/20/2016	542052	5510	756.38
DYNEGY ENERGY SERVICES	147137416071	A/C 3547124017 06/21/2016 TO 07/20/2016	542052	5510	19,799.66
					<u>28,214.34</u>
ELEVATOR INSPECTION SERVICES COMPANY INC	62230	ELEVATOR REINSPECTION	101330	5365	30.00
ELEVATOR INSPECTION SERVICES COMPANY INC	62328	ELEVATOR REINSPECTION	101330	5365	15.00
					<u>45.00</u>
EMPLOYMENT SCREENING ALLIANCE	12832	CREDIT CHECKS	106010	5387	92.50
ENERGENECS INC	0032570-IN	CHLORINE TABLETS	542052	5422	3,785.60
ENVIRONMENTAL RESOURCE ASSOCIATES	802855	NUTRIENTS - WRF	542052	5460	94.52
ESSCOE LLC	23683	CCTV SERVICE CALL - WRF	542052	5322	310.00
FEDERAL EXPRESS CORP	5-523-12942	MAILING - ENG	102110	5337	30.15
FOREMOST PROMOTIONS	357312	COMMUNITY SERVICE SUPPLIES	106033	5415	1,263.00
FREEMAN, RYAN	09242016	FARMERS MARKET - HARVEST FEST/BALLOON ARTIST	101210	5387	350.00
FURMAN, STEVE	553905	TREE APPLICATION REFUND	100001	4232	75.00
GALLS LLC	005704907	APPAREL: KROLL/DAVIE/HURY	106010	5130	(43.02)
GALLS LLC	005704922	APPAREL: VARIOUS	106034	5130	(128.01)
GALLS LLC	005704925	APPAREL: KUHLLERS/MELVIN	106034	5130	(33.78)
GALLS LLC	005704926	APPAREL: HURY	106034	5130	(25.24)
GALLS LLC	005907671	MOURNING BANDS	106010	5130	32.89
GALLS LLC	005915530	APPAREL: KUHLLERS	106034	5130	75.99
GALLS LLC	005915538	LATEX GLOVES	106034	5460	375.92
					<u>254.75</u>
GB SPRINKLER SYSTEMS INC	51112	SPRINKLER REPAIR - VH	102037	5914	252.50
GB SPRINKLER SYSTEMS INC	51133	SPRINKLER REPAIR - VH	102037	5914	1,204.25
					<u>1,456.75</u>
GEWALT-HAMILTON ASSOCIATES INC	2	NORTH AVE/PHASE III/062016-072416	222082	5362	15,289.17
GHA TECHNOLOGIES INC	9881260	TONER	106010	5460	164.00
GRAND PRIX CAR WASH	242	CAR WASH - #303	102110	5326	23.00
GRAND PRIX CAR WASH	083116	SQUAD CAR WASHES - AUG 16	106034	5326	35.50
GRAND PRIX CAR WASH	083116/CD	CAR WASH - CD	101330	5322	3.50
					<u>62.00</u>
HACH COMPANY	10064447	SCREEN REPLACEMENT	542052	5810	114.94
HACH COMPANY	10066508	ORP SENSOR REPLACEMENT	542052	5810	1,047.00
HACH COMPANY	10082618	REPLACEMENT ORP SENSOR - WRF	542052	5810	1,113.39
					<u>2,275.33</u>

Vendor	Invoice #	Description	Org	Obj	Total Invoice
HARD ROCK CONCRETE CUTTERS INC	158309	SAWCUT - HUNTER CT & WAUKEGAN RD	102050	5365	480.00
HART, CAROLYN	554420	TREE APPLICATION REFUND	100001	4232	75.00
HD SUPPLY WATERWORKS	G059736	CLAMPS	502050	5421	3,075.00
HIGHLAND PARK FORD	107344	REPAIR PARTS - SQUAD #8	702050	5470	59.65
HOME DEPOT CREDIT SERVICES	2561360	CUTTER AND BLADES - WRF	542052	5470	9.94
HOME DEPOT CREDIT SERVICES	4562166	SUPPLIES - WRF	542052	5470	23.92
HOME DEPOT CREDIT SERVICES	5064330	SUPPLIES - WRF	542052	5470	96.56
HOME DEPOT CREDIT SERVICES	5064361	SUPPLIES	542031	5421	48.77
HOME DEPOT CREDIT SERVICES	6064159	OPERATING SUPPLIES	101210	5460	9.03
HOME DEPOT CREDIT SERVICES	6064159	OPERATING SUPPLIES	102038	5460	162.52
HOME DEPOT CREDIT SERVICES	6064159	OPERATING SUPPLIES	106010	5460	9.03
HOME DEPOT CREDIT SERVICES	6591668	LIGHT BULBS - WRF	542052	5470	32.91
HOME DEPOT CREDIT SERVICES	7012729	PAD LOCKS - WRF	542052	5470	172.80
HOME DEPOT CREDIT SERVICES	9020927	CORD ENDS - WRF	542052	5470	19.92
					585.40
HR SIMPLIFIED INC	48146	COBRA NOTIFICATION - AUG 16/COBRA MIN FEE - SEP 16	101111	5365	100.00
IDLEWOOD ELECTRIC SUPPLY INC	309887	OPERATING SUPPLIES	101210	5460	59.80
IDLEWOOD ELECTRIC SUPPLY INC	311344	CONDUIT FOR DEERFIELD RD	102037	5914	659.27
					719.07
ILLINOIS EMERGENCY MANAGEMENT AGENCY	4086	ANNUAL DUES	106010	5330	25.00
ILLINOIS TRUCK CENTRE INC	T106119	PARTS - #803	702050	5470	54.22
JEM TOP INC	61338	CAP FOR NEW FORD F-150 (SQUAD #10)	106034	5810	772.00
JEM TOP INC	61338	CAP FOR NEW FORD F-150 (SQUAD #10)	211150	5860	1,297.00
					2,069.00
JG UNIFORMS, INC	5802	BADGES: KASS	106034	5130	177.39
KATZ, DANIEL AND JILL	474273/TMR	1319 STRATFORD/TREE MITIGATION REFUND	100001	4462	2,437.50
KNOWBE4 INC	INV-08602	SECURITY AWARENESS PROGRAM	101210	5370	1,275.00
KONICA MINOLTA BUSINESS SOLUTIONS	240395392	MFP MAINT/PW-STREETS/040116-063016	102010	5335	134.27
KONICA MINOLTA BUSINESS SOLUTIONS	9002693434	COPIER MAINT/PW-ENG/AUG 16	102110	5450	198.96
					333.23
KUCEBA, DESIRAE	09042016	EXP REIMB: CERTIFICATION FEE	106020	5212	50.00
KUHLERS, KASEY	081216	TRAVEL EXP REIMB	106034	5211	797.74
LAKE COUNTY JUVENILE OFFICERS ASSN	093016	TRAINING (4)	106033	5212	100.00
LICHTERMAN, ANDREW	08302016	EXP REIMB: A/C & PLUMBING REPAIR	101210	5320	880.45
LITTLE TOMMY'S PLUMBING SHOP	1190-29633	REPAIRS - PW	102010	5320	120.34
LITTLE TOMMY'S PLUMBING SHOP	1190-29633	REPAIRS - PW	502010	5320	120.34
LITTLE TOMMY'S PLUMBING SHOP	1190-29633	REPAIRS - PW	542010	5320	120.32
					361.00
LITTLE, BARBARA K.	52781090116	TRAVEL EXP REIMB/APWA CONF/LITTLE	102010	5211	500.00
LITTLE, BARBARA K.	52781090116	TRAVEL EXP REIMB/APWA CONF/LITTLE	102110	5211	643.45
					1,143.45
LONGHINI, ANDREW D	554461	TREE APPLICATION REFUND - 1305 KNOLLWOOD RD	100001	4232	75.00
MADDOCK CONSTRUCTION CO	516161/55108	1685 LAKE ELEANOR/DEPOSIT REFUND	910000	2423	6,700.00
MARTENSON TURF PRODUCTS INC	51710	GRASS SEED	102050	5421	990.00
MCHENRY ANALYTICAL WATER LABORATORY, INC	591557	INDEPENDENT LAB TESTING - WRF	542052	5365	175.80
MCHENRY ANALYTICAL WATER LABORATORY, INC	591633	INDEPENDENT LAB TESTING - WRF	542052	5365	45.40
					221.20
MENACKER, NADINE	AUG16	HOME GREETER - AUG 16	101210	5387	200.00
MENONI & MOCOJNI, INC.	24116	WATER PLUG - PW/465 ELM	542051	5421	2,336.40
MENONI & MOCOJNI, INC.	1199256	DIAMOND WALL SYSTEM	102050	5421	210.00
MENONI & MOCOJNI, INC.	1199884	BLACK DIRT - STUMP FILL	102037	5914	68.61
MENONI & MOCOJNI, INC.	1199985	BLACK DIRT - STUMP FILL	102037	5914	25.50
MENONI & MOCOJNI, INC.	1201242	GRASS SEED/STRAW BLANKET	542031	5421	739.70
MENONI & MOCOJNI, INC.	886830686	CONCRETE - 520 CARRIAGEWAY	542051	5421	630.00
MENONI & MOCOJNI, INC.	886874776	CONCRETE - MONTGOMERY & CRANSHIRE	102050	5421	560.00
					4,570.21
MGN LOCK - KEY & SAFES, INC.	56107	LOCK REPAIR - TRAIN STATION	102038	5322	130.50
MGN LOCK - KEY & SAFES, INC.	56140	TRAIN STATION LOCK MAINTENANCE	102038	5322	143.00
					273.50
MGP, INC	3209	CSR STUDY GROUP - AUG 16	101210	5365	275.00
MGP, INC	3210	GIS STAFFING SERVICES - AUG 16	102110	5375	6,334.17
					6,609.17
MIDWEST METER INC	0080945-IN	CONNECT SOFTWARE MAINT: 08/01/2016 - 08/01/2017	502054	5365	500.00
MIDWEST POWER VAC, INC	216659	LIFT STATION WET WELL CLEANING	542052	5365	2,800.00
MOLL, VALERIE	083116	EXP REIMB - PROMOTION CAKE	106010	5460	57.73

Vendor	Invoice #	Description	Org	Obj	Total Invoice
MOORE LANDSCAPES INC.	28374	TURF MAINT/SEP 16/#9 OF 12	101111	5324	675.74
MOORE LANDSCAPES INC.	28374	TURF MAINT/SEP 16/#9 OF 12	101210	5914	168.93
MOORE LANDSCAPES INC.	28374	TURF MAINT/SEP 16/#9 OF 12	102038	5320	675.73
MOORE LANDSCAPES INC.	28374	TURF MAINT/SEP 16/#9 OF 12	102050	5365	675.73
MOORE LANDSCAPES INC.	28374	TURF MAINT/SEP 16/#9 OF 12	602019	5320	675.73
MOORE LANDSCAPES INC.	28374	TURF MAINT/SEP 16/#9 OF 12	602038	5390	506.81
MOORE LANDSCAPES INC.	28375	PLANTING & MAINT/SEP 16/#9 OF 12	101111	5324	1,073.74
MOORE LANDSCAPES INC.	28375	PLANTING & MAINT/SEP 16/#9 OF 12	101210	5914	2,863.33
MOORE LANDSCAPES INC.	28375	PLANTING & MAINT/SEP 16/#9 OF 12	102037	5914	2,147.50
MOORE LANDSCAPES INC.	28375	PLANTING & MAINT/SEP 16/#9 OF 12	102038	5320	357.92
MOORE LANDSCAPES INC.	28375	PLANTING & MAINT/SEP 16/#9 OF 12	602019	5320	357.92
MOORE LANDSCAPES INC.	28375	PLANTING & MAINT/SEP 16/#9 OF 12	602038	5390	357.92
MOORE LANDSCAPES INC.	28454	ADDITIONAL LANDSCAPE MAINTENANCE - VH	102037	5914	<u>160.00</u>
					10,697.00
MOSCONI - ENRICO LANDSCAPE CONTRACTORS INC	T33189	TRIMMING ALONG SIDEWALKS	102050	5365	360.00
MOSCONI - ENRICO LANDSCAPE CONTRACTORS INC	T33190	TRIM TRAIN STATION LOT	602038	5322	320.00
MOSCONI - ENRICO LANDSCAPE CONTRACTORS INC	T33191	STUMP RESTORATION	102037	5914	520.00
MOSCONI - ENRICO LANDSCAPE CONTRACTORS INC	T33192	REPAIR RETAINING WALL	102037	5914	<u>120.00</u>
					1,320.00
MOTIVATORS INC	196621	COMMUNITY SERVICE ITEMS	106033	5415	639.81
MURRIN, MICHAEL	AUG16-2	PLUMBING INSPECTIONS (62) - AUG 16	101330	5365	4,030.00
MUTUAL SERVICES OF HIGHLAND PARK	531059	SECURITY BIT TAMPER - WRF	542052	5440	5.39
NAPA AUTO PARTS - WHEELING	403619	TRAILER LIGHTS	702050	5470	23.90
NAPA AUTO PARTS - WHEELING	403986	STOCK AUTO PARTS	702050	5470	14.37
NAPA AUTO PARTS - WHEELING	404515	ATF FILTER	702050	5470	20.15
NAPA AUTO PARTS - WHEELING	405246	THERMOSTAT - #308	702050	5470	<u>10.36</u>
					68.78
NOBLE INDUSTRIAL SUPPLY CO	SI-115116	GRAFFITI REMOVER	102050	5421	435.31
NOBLE INDUSTRIAL SUPPLY CO	SI-115117	GRAFFITI REMOVER	102050	5421	<u>435.24</u>
					870.55
NORTH CENTRAL LABORATORIES	377347	INDEPENDENT LAB TESTING - WRF	542052	5460	239.26
NORTH CENTRAL LABORATORIES	378026	LAB SUPPLIES - WRF	542052	5460	<u>289.76</u>
					529.02
NORTHWEST POLICE ACADEMY	2016-2017	ANNUAL MEMBERSHIP	106034	5212	50.00
OFFICE DEPOT	861854332001	OFFICE SUPPLIES	101111	5450	24.99
OFFICE DEPOT	861854563001	OFFICE SUPPLIES	101111	5450	46.22
OFFICE DEPOT	861854564001	OFFICE SUPPLIES	101111	5450	<u>95.76</u>
					166.97
O'LEARY'S CONTRACTORS EQUIPMENT & SUPPLY	186235	GENERATOR REPAIR	702050	5470	44.00
PASSPORT PARKING INC	3950	MOBILE PAY SERVICE - AUG 16	602019	5390	484.75
PASSPORT PARKING INC	3950	MOBILE PAY SERVICE - AUG 16	602038	5390	<u>484.75</u>
					969.50
PATRIOT PAVEMENT MAINT	752	2016 CRACK SEALING PROGRAM	222082	5990	39,850.44
PETER BAKER & SON CO.	12867	BLACK TOP	102050	5421	512.04
PETER BAKER & SON CO.	12977	BLACK TOP	502050	5421	<u>1,371.39</u>
					1,883.43
PINSKY, STEFFANIE AND GREG	493881/54299	325 KINGSTON TERR/DEPOSIT REFUND	910000	2423	200.00
PINSKY, STEFFANIE AND GREG	493881/54299/1ST	325 KINGSTON TERR/DEPOSIT REFUND	910000	2423	<u>12,250.00</u>
					12,450.00
POMP'S TIRE SERVICE INC	290083971	TIRES - #303	702050	5470	354.08
PRECISION SERVICE & PARTS INC	30IV105288	BLOWER MOTOR - #304	702050	5470	98.33
PRECISION SERVICE & PARTS INC	30IV106022	TUNE UP - #U-4	702050	5470	<u>62.60</u>
					160.93
PROSAFETY INC	2/827540	SAFETY GLASSES - WRF	542052	5130	120.60
QUILL CORPORATION	8559565	OFFICE SUPPLIES	101330	5460	71.92
QUILL CORPORATION	8586021	OFFICE SUPPLIES	101330	5460	12.15
QUILL CORPORATION	8592075	OFFICE SUPPLIES	101330	5460	<u>14.75</u>
					98.82
RED'S GARDEN CENTER INC	17377	TOP SOIL FOR STUMP RESTORATION	102037	5421	132.00
RED'S GARDEN CENTER INC	17625	TOP SOIL	542051	5421	429.00
RED'S GARDEN CENTER INC	17638	TOP SOIL	542051	5421	429.00
RED'S GARDEN CENTER INC	17651	TOP SOIL	542051	5421	198.00
RED'S GARDEN CENTER INC	17860	BLACK DIRT	102050	5421	198.00
RED'S GARDEN CENTER INC	17871	BLACK DIRT	502050	5421	462.00
RED'S GARDEN CENTER INC	17904	SOD	502050	5421	62.25
RED'S GARDEN CENTER INC	18065	SOD	502050	5421	<u>14.94</u>
					1,925.19
RONDOUT SERVICE CENTER LLC	8633	SAFETY LANE TEST - #814	702050	5470	23.50
RUSSO POWER EQUIPMENT INC	3415186	MOWER TIRES	702050	5470	208.00
RYDIN SIGN & DECAL	323413	2017 TEMPORARY HANDICAPPED PLACARDS	106010	5335	161.19

Vendor	Invoice #	Description	Org	Obj	Total Invoice
SAM'S CLUB DIRECT	0211	OPERATING SUPPLIES	101210	5460	28.88
SAM'S CLUB DIRECT	0211	OPERATING SUPPLIES	106010	5460	28.88
SAM'S CLUB DIRECT	0811	OPERATING SUPPLIES	101210	5460	125.60
SAM'S CLUB DIRECT	0811	OPERATING SUPPLIES	101330	5460	41.87
SAM'S CLUB DIRECT	0811	OPERATING SUPPLIES	102010	5460	62.80
SAM'S CLUB DIRECT	0811	OPERATING SUPPLIES	102038	5460	41.87
SAM'S CLUB DIRECT	0811	OPERATING SUPPLIES	106010	5460	125.60
SAM'S CLUB DIRECT	0811	OPERATING SUPPLIES	542052	5460	20.93
					<u>476.43</u>
SCHWARZ, JEAN	553568	TREE APPLICATION REFUND	100001	4232	75.00
SCIARRETTA ENTERPRISES, INC	16-185494	STUMP AND CHIP REMOVAL	102037	5365	850.00
SCIARRETTA ENTERPRISES, INC	16-185495	REMOVE DOWNTOWN STREETSCAPE	102037	5914	4,700.00
SCIARRETTA ENTERPRISES, INC	16-185496	LANDSCAPE MAINT/MULTIPLE LOCATIONS	102050	5365	1,875.00
SCIARRETTA ENTERPRISES, INC	16-185497	LANDSCAPE MAINT/MULTIPLE LOCATIONS	102050	5365	1,755.00
					<u>9,180.00</u>
SHNIDERMAN, SCOTT AND DINA SIMO BROTHERS TREE SERVICE	444769/52704/FINAL 555276	1233 WINCANTON/DEPOSIT REFUND TREE APPLICATION REFUND - 880 NORTHWOODS DR	910000 100001	2423 4232	5,000.00 75.00
SIMON, JODI AND STEVE SIMON, JODI AND STEVE SIMON, JODI AND STEVE	486126/54208/1ST 489108/54209/A 489108/54209/B	850 NORTHWOODS/DEPOSIT REFUND 850 NORTHWOODS/DEPOSIT REFUND 850 NORTHWOODS/DEPOSIT REFUND	910000 910000 910000	2423 2423 2423	5,000.00 11,000.00 200.00
					<u>16,200.00</u>
SMITH, PHILLIP SOKOLOWSKI, JOANNA STEINER ELECTRIC COMPANY SUNSET FOOD MART INC SWAGIT PRODUCTIONS LLC	554800 542476/55874 S005468340.001 159936 7816	TREE APPLICATION REFUND 1535 DARTMOUTH/DEPOSIT REFUND EXPL PROOF SOCKETS - WRF OPERATING SUPPLIES VIDEO STREAMING SERVICES/BOARD MEETINGS - AUG 16	100001 910000 542052 101111 101210	4232 2423 5470 5460 5364	75.00 660.00 215.22 56.62 645.00
SWANSONS BLOSSOM SHOP LTD SWANSONS BLOSSOM SHOP LTD SWANSONS BLOSSOM SHOP LTD SWANSONS BLOSSOM SHOP LTD SWANSONS BLOSSOM SHOP LTD	2639016 2639016 2639016 2639016 2639016	ARRANGEMENT - PHILLIPS ARRANGEMENT - PHILLIPS ARRANGEMENT - PHILLIPS ARRANGEMENT - PHILLIPS ARRANGEMENT - PHILLIPS	102010 102110 502010 542010 542052	5365 5365 5365 5365 5365	18.79 18.79 18.79 18.79 18.79
					<u>93.95</u>
TERMINAL SUPPLY CO. TERMINAL SUPPLY CO.	47061-00 47061-01	GARAGE - PAINT SUPPLIES GARAGE - PAINT SUPPLIES	702050 702050	5410 5410	159.88 9.28
					<u>169.16</u>
THE UPS STORE THELEN MATERIALS LLC THOMAS ENGINEERING GROUP LLC TYLER TECHNOLOGIES, INC. / MUNIS UNITED STATES POSTAL SERVICE UNIVERSITY OF ILLINOIS VERA TIKHOMIROV WALGREEN NATIONAL CORP	082916 338678 9(16-158) 045-168334 89100091416 UPIN8400 09242016 JUN16	13 X 19 LAMINATED MAPS STONE DEERFIELD RD RECON/PH III/073116-082716 MUNIS FIXED ASSETS MODULE LICENSE/SUPPORT MAILING - HARVEST FEST POST CARDS TRAINING: KUHLEERS FARMERS MARKET - HARVEST FEST/FACE PAINTER SALES TAX REBATE - JUN 16 SALES	106010 502050 222082 101111 101210 106034 101210 101111	5460 5421 5362 5370 5337 5212 5387 5395	165.00 727.66 215,387.14 415.80 2,000.00 573.00 270.00 183,507.20
WASTE MANAGEMENT WASTE MANAGEMENT	5806242-2008-4 5809480-2008-7	REFUSE SERVICE - AUG 16 REFUSE SERVICE - AUG 16	582030 582030	5391 5391	3,811.50 99,884.40
					<u>103,695.90</u>
WEIN, DAVID WEST SIDE EXCHANGE WESTERN REMAC INC ZIEBELL WATER SERVICE PRODUCTS	71231 W47728 50343 234154-000	PARKING CITATION PAYMENT REFUND GARAGE PARTS STOCK VOD STREET SIGN DATE DECALS COUPLINGS/CLAMPS/PIPE	106010 702050 102050 502050	5460 5470 5421 5421	25.00 161.73 225.00 919.60
					<u>1,574,396.62</u>

**Pre-Paid Wire Transactions**

IPBC	AUG16	MEDICAL/LIFE INSURANCE: AUG 16	100000	1613	3,402.61
IPBC	AUG16	MEDICAL/LIFE INSURANCE: AUG 16	100000	2437	700.00
IPBC	AUG16	MEDICAL/LIFE INSURANCE: AUG 16	100000	2437	1,997.88
IPBC	AUG16	MEDICAL/LIFE INSURANCE: AUG 16	100000	2437	2,136.77
IPBC	AUG16	MEDICAL/LIFE INSURANCE: AUG 16	100000	2437	25,579.54
IPBC	AUG16	MEDICAL/LIFE INSURANCE: AUG 16	100000	2438	73.69
IPBC	AUG16	MEDICAL/LIFE INSURANCE: AUG 16	100000	2438	108.82
IPBC	AUG16	MEDICAL/LIFE INSURANCE: AUG 16	100000	2438	19,523.22
IPBC	AUG16	MEDICAL/LIFE INSURANCE: AUG 16	100000	2439	358.86
IPBC	AUG16	MEDICAL/LIFE INSURANCE: AUG 16	100000	2439	62,824.38
IPBC	AUG16	MEDICAL/LIFE INSURANCE: AUG 16	101111	5120	250.00
IPBC	AUG16	MEDICAL/LIFE INSURANCE: AUG 16	730000	2054	914.47
IPBC	AUG16	MEDICAL/LIFE INSURANCE: AUG 16	730000	2054	995.56
IPBC	AUG16	MEDICAL/LIFE INSURANCE: AUG 16	730000	2060	170,374.55
					<u>289,240.35</u>
US BANK US BANK	SNKTRSTAUG16 TRUSTAUG16	TRUST FEES/SINK ACCT/AUG 16 TRUST FEES/VILL ACCT/AUG 16	367072 730000	5369 2801	49.49 122.20
					<u>171.69</u>
					<b>Total Pre-Paid Wire Transactions \$ 289,412.04</b>
					<b>Grand Total \$ 1,863,808.66</b>

To the Finance Director:

The payment of the above listed accounts has been approved by the Board of Trustees at their meeting held on September 19, 2016 and you are hereby authorized to pay them from the appropriate funds.

---

(Treasurer)

**REQUEST FOR BOARD ACTION**

16-97

**Agenda Item:** \_\_\_\_\_

**Subject:** Report and Recommendation from the Manpower Commission re: Change of Name to  
\_\_\_\_\_  
Volunteer Engagement Commission  
\_\_\_\_\_

Acceptance of Report

**Action Requested:** \_\_\_\_\_  
Manpower Commission

**Originated By:** \_\_\_\_\_  
Mayor and Board of Trustees

**Referred To:** \_\_\_\_\_

**Summary of Background and Reason for Request**

The Manpower Commission has requested to change and updated their official name to one that better represents what they do. The Commission is requesting to be called the Volunteer Engagement Commission. The new name would reflect their work in recruiting, interviewing and finding meaningful volunteer positions and opportunities for residents that are mutually beneficial to the Village and the volunteers.

Commission Chair Susie Wexler will be at the meeting to discuss the proposal.

**Reports and Documents Attached:**

September 19, 2016

**Date Referred to Board:** \_\_\_\_\_

**Action Taken:** \_\_\_\_\_

**VILLAGE OF DEERFIELD  
LAKE AND COOK COUNTIES, ILLINOIS**

---

**ORDINANCE NO. O-16**

**AN ORDINANCE AMENDING CHAPTER 1, SECTIONS 2-156 AND 2-158 OF THE  
MUNICIPAL CODE OF THE VILLAGE OF DEERFIELD OF 1975 TO  
CHANGE THE NAME OF THE MANPOWER COMMISSION TO THE VOLUNTEER  
ENGAGEMENT COMMISSION**

---

**PASSED AND APPROVED BY THE  
PRESIDENT AND BOARD OF TRUSTEES  
OF THE VILLAGE OF DEERFIELD, LAKE  
AND COOK COUNTIES, ILLINOIS, this  
\_\_\_\_\_ day of \_\_\_\_\_, 2016.**

**Published in pamphlet form  
by authority of the President  
and Board of Trustees of the  
Village of Deerfield, Lake and  
Cook Counties, Illinois, this  
\_\_\_\_\_ day of \_\_\_\_\_, 2016.**

**VILLAGE OF DEERFIELD  
LAKE AND COOK COUNTIES, ILLINOIS**

---

**ORDINANCE NO. O-16**

**AN ORDINANCE AMENDING CHAPTER 1, SECTIONS 2-156 AND 2-158 OF THE  
MUNICIPAL CODE OF THE VILLAGE OF DEERFIELD OF 1975 TO  
CHANGE THE NAME OF THE MANPOWER COMMISSION TO THE VOLUNTEER  
ENGAGEMENT COMMISSION**

---

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE  
VILLAGE OF DEERFIELD, LAKE AND COOK COUNTIES, ILLINOIS, AS FOLLOWS:

**SECTION 1:** That Section 2-156 (Establishment; Number of Members) and Section 2-158 (Duties and Functions) of Chapter 1 (General Provisions) of the Municipal Code of the Village of Deerfield of 1975, as amended, is hereby further amended by replacing all instances of “Manpower Commission” with “Volunteer Engagement Commission.”

**SECTION 2:** That the Village Clerk is hereby directed to publish this Ordinance in pamphlet form.

**SECTION 3:** That all ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, hereby repealed.

**SECTION 4:** That this Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

AYES:

NAYS:

ABSENT:

ABSTAIN:

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

---

Village President

ATTEST:

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Village Clerk

## **REQUEST FOR BOARD ACTION**

**Agenda Item:** 16-100

**Subject:** Report and Recommendation of Staff re: The Backflow Prevention (RPZ) Program

**Action Requested:** Approval of Recommendation

**Originated By:** Department of Public Works and Engineering

**Referred To:** Mayor and Board of Trustees

### **Summary of Background and Reason for Request**

As required by the Illinois Environmental Protection Agency and the Illinois Plumbing Code, all homeowners that have an irrigation system must have the Reduced Pressure Zone (RPZ) device inspected on an annual basis. This device prevents contaminants from flowing back into the fresh water supply if there is a drop in water pressure. This test must be completed whether or not the system is in use. These requirements are covered under Illinois Administration Code Section 890.1130(b) and Section 890.1140(d).

After conducting a survey of the Village to find homes that had irrigation system, but were not completing the annual inspections, a little under 700 homes were mailed letters. As of this board meeting, homeowners have received two letters regarding their irrigation system and the steps required to become compliant. They have had over 8 weeks to comply with this request. As of September 15, 2016, 189 residents have still not complied (28%). The Public Works Department is recommending that each home is hand delivered a final notice letter that gives them 10 days to comply or their water service will be interrupted.

The water service will not be completely shut off. Instead the water service will be greatly reduced. This will only allow the resident to access drinking water and use bathroom facilities which is necessary for the home not to be considered uninhabitable by Lake County. The work will not have to be completed during the 10 day timeframe, only scheduled due to the limited time given. The Public Works Department believes that this measure is strong enough to convince residents who have ignored the first two letters to comply.

The department has the authority to discontinue water service to residents as defined by Municipal Code Section 23-4 Plumbing; Compliance; *No water shall be turned on for service to premises in which the plumbing does not comply with the provisions relating to plumbing in this code, provided that water may be turned on for construction work in unfinished buildings, subject to the provisions of this chapter. (1963 Code § 23.104).*

### **Reports and Documents Attached:**

RPZ Program Memo

**Date Referred to Board:** September 19, 2016

**Action Taken** \_\_\_\_\_

# Memorandum



**TO: Village Board of Trustees**

**FROM: Barbara K. Little P.E.,  
Director of Public Works and Engineering  
Justin Keenan,  
Public Works Analyst**

**DATE: September 12<sup>th</sup>, 2016**

**SUBJECT: Backflow Prevention (RPZ) Program**

---

## **Background**

As required by the Illinois Environmental Protection Agency and the Illinois Plumbing Code, all homeowners that have an irrigation system must have the Reduced Pressure Zone (RPZ) device inspected on an annual basis. This device prevents contaminants from flowing back into the fresh water supply if there is a drop in water pressure. This test must be completed whether or not the system is in use. These requirements are covered under Illinois Administration Code Section 890.1130(b) and Section 890.1140(d).

RPZ back flow devices have been required for at least the past 20 years. Therefore, homes that have sprinkler systems older than 20 years generally do not have one. It is also not unheard of for residents who have had systems installed without a permit as recently as 5 years ago to not have an RPZ device. The cost of RPZ installations can range from \$700-\$1,500 depending on the system.

## **Issue**

After conducting a survey of the Village to find homes that had irrigation system, but were not completing the annual inspections, a little under 700 homes were mailed letters. These letters informed the resident of the RPZ installation and annual testing requirements. The first letter was mailed out on July 19<sup>th</sup> with a 30 day deadline. A second letter was mailed out on August 22<sup>nd</sup> with a September 9<sup>th</sup> deadline. As of the September 9<sup>th</sup> deadline, 476 (72%) residents have complied with the requirements or are scheduled to comply. 189 residents have still not complied. Public Works cannot confirm how many residents have RPZ's and are not testing them or just do not have an RPZ device.

By the September 19<sup>th</sup> Village Board Meeting, residents will have had a little over 8 weeks to comply with our request. Any resident who has called and acted in good faith to have the work completed within a reasonable timeframe has been granted a short extension. The vast majority of the remaining residents have not contacted the Village regarding either of the letters.

# Memorandum

## **Recommendation**

Going forward, the Public Works Department requests Village Board approval to break up the number of remaining non-compliant homeowners into four groups that will receive hand delivered water interruption notices between Tuesday, September 20<sup>th</sup> – Friday, September 23<sup>rd</sup>. By splitting up the notices across four days, PW will be better able to manage calls and sending out crews to interrupt the water service. These water interruption notices will give the resident 10 days to contact the Village and schedule the work or else the water pressure to their home will be greatly reduced. This will only allow the resident to access drinking water and use bathroom facilities which is necessary for the home not to be considered uninhabitable by Lake County. The work will not have to be completed during the 10 day timeframe, only scheduled due to the limited time given. The Public Works Department believes that this measure is strong enough to convince residents who have ignored the first two letters to comply.

The department has the authority to discontinue water service to residents as defined by Municipal Code Section 23-4 Plumbing; Compliance; *No water shall be turned on for service to premises in which the plumbing does not comply with the provisions relating to plumbing in this code, provided that water may be turned on for construction work in unfinished buildings, subject to the provisions of this chapter. (1963 Code § 23.104).*

**REQUEST FOR BOARD ACTION**

16-85-1

**Agenda Item:** \_\_\_\_\_

**Subject:** Ordinance Increasing the Number of Class C Liquor Licenses from Six (6) to Seven (7)  
\_\_\_\_\_

for Roti Modern Mediterranean  
\_\_\_\_\_

Approval

**Action Requested:** \_\_\_\_\_

Petitioner

**Originated By:** \_\_\_\_\_

Mayor and Board of Trustees

**Referred To:** \_\_\_\_\_

**Summary of Background and Reason for Request**

Roti Modern Mediterranean has requested a Class C liquor license to serve beer and wine only to patrons at their new location in Deerfield Square. A report and recommendation was approved on September 6. Roti has requested a waiver of the second reading, as they plan to open next week.

**Reports and Documents Attached:**

Letter Requesting Waiver of Second Reading  
Ordinance

**Date Referred to Board:** September 19, 2016

**Action Taken:** \_\_\_\_\_

September 2, 2016

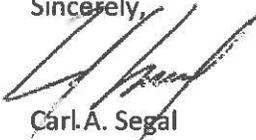
Mr. David Fitzgerald  
Management Analyst  
Village of Deerfield  
850 Waukegan Road  
Deerfield, IL 60015

Dear Mr. Fitzgerald:

As we move through the process to obtain a liquor license for our soon-to-open location at 720 Waukegan Road, we respectfully request the second hearing with the Village's Board of Trustees be waived, as we hope to open on Wednesday, September 28, 2016.

I will be in attendance at the meetings on September 6 and September 19, to answer any questions the Board may have regarding our operations.

Sincerely,



Carl A. Segal  
CEO

**VILLAGE OF DEERFIELD  
LAKE AND COOK COUNTIES, ILLINOIS**

---

**ORDINANCE NO. O-16**

**AN ORDINANCE AMENDING CHAPTER 3 OF THE  
MUNICIPAL CODE OF THE VILLAGE OF DEERFIELD OF 1975 TO  
INCREASE THE NUMBER OF AUTHORIZED CLASS C LIQUOR LICENSES  
FROM SIX (6) TO SEVEN (7)**

---

**PASSED AND APPROVED BY THE  
PRESIDENT AND BOARD OF TRUSTEES  
OF THE VILLAGE OF DEERFIELD, LAKE  
AND COOK COUNTIES, ILLINOIS, this  
\_\_\_\_\_ day of \_\_\_\_\_, 2016.**

**Published in pamphlet form  
by authority of the President  
and Board of Trustees of the  
Village of Deerfield, Lake and  
Cook Counties, Illinois, this  
\_\_\_\_\_ day of \_\_\_\_\_, 2016.**

**VILLAGE OF DEERFIELD  
LAKE AND COOK COUNTIES, ILLINOIS**

---

**ORDINANCE NO. O-16**

**AN ORDINANCE AMENDING CHAPTER 3 OF THE  
MUNICIPAL CODE OF THE VILLAGE OF DEERFIELD OF 1975 TO  
INCREASE THE NUMBER OF AUTHORIZED CLASS C LIQUOR LICENSES  
FROM SIX (6) TO SEVEN (7)**

---

BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF DEERFIELD, LAKE AND COOK COUNTIES, ILLINOIS, AS FOLLOWS:

**SECTION 1:** That Section 3-9 (Number of Licenses) of Chapter 3 (Alcoholic Beverages) of the Municipal Code of the Village of Deerfield of 1975, as amended, is hereby further amended by striking said Section in its entirety and substituting in lieu thereof the following:

Sec. 3-9. Number of Licenses.

There shall be issued in the Village no more than:

(a)	Class A	Three (3)
(b)	Class B	One (1)
(c)	Class BB	One (1)
(d)	Class C	Six (7)
(e)	Class D	Two (2)
(f)	Class D-1	Zero (0)
(g)	Class D-2	Zero (0)
(h)	Class E	Thirteen (14)
(i)	Class F	Zero (0)
(j)	Class G	Four (4)
(k)	Class H	None (0)
(l)	Class I	Two (2)
(m)	Class J	Zero (0)
(n)	Class K	One (1)
(o)	Class L	Zero (0)
(p)	Class M	Three (3)
(q)	Class N	One (1)
(r)	Class O	One (1)

**SECTION 2:** That the Village Clerk is hereby directed to publish this Ordinance in pamphlet form.

**SECTION 3:** That all ordinances or parts of ordinances in conflict herewith are, to the extent of such conflict, hereby repealed.

**SECTION 4:** That this Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

AYES:

NAYS:

ABSENT:

ABSTAIN:

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_

Village President

ATTEST:

\_\_\_\_\_

Village Clerk

**REQUEST FOR BOARD ACTION**

16-57-1

**Agenda Item:** \_\_\_\_\_

**Subject:** Ordinance Adopting the 2016 Village of Deerfield Appearance Code  
\_\_\_\_\_  
\_\_\_\_\_

**Action Requested:** First Reading  
\_\_\_\_\_  
Appearance Review Commission

**Originated By:** \_\_\_\_\_  
Village Board of Trustees

**Referred To:** \_\_\_\_\_

**Summary of Background and Reason for Request**

On June 6, 2016, the Village Board accepted a report and recommendation of the Appearance Review Commission (ARC) updating the Appearance Code. Staff worked with Village Attorney Coblenz to prepare an ordinance adopting the 2016 Appearance Code, along with necessary updates to the Appearance Criteria and Rules of Procedure in order to more accurately reflect the Commission’s governance procedures.

The ARC first began their review and update of the Appearance Code in 2011. These updates were incorporated into user-friendly booklets that are intended to help guide petitioners in understanding what will be expected, thereby making the review process faster and easier for the petitioner. The ARC further defined the existing Appearance Code, making clear to property owners, business owners, and design professionals what creates Deerfield’s character.

Planner Spagnoli will be available to answer questions at the Board meeting.

**Reports and Documents Attached:**

- Ordinance
- Appearance Criteria and Rules of Procedure
- Appearance Code (Building & Site / Signs)

**Date Referred to Board:** September 19, 2016  
\_\_\_\_\_

**Action Taken:** \_\_\_\_\_

**VILLAGE OF DEERFIELD  
LAKE AND COOK COUNTIES, ILLINOIS**

---

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE ADOPTING THE 2016 VILLAGE  
OF DEERFIELD APPEARANCE CODE**

---

**PASSED AND APPROVED BY THE  
PRESIDENT AND BOARD OF TRUSTEES  
OF THE VILLAGE OF DEERFIELD, LAKE  
AND COOK COUNTIES, ILLINOIS, this**

**\_\_\_\_\_ day of \_\_\_\_\_, 2016.**

**Published in pamphlet form  
by authority of the President  
and Board of Trustees of the  
Village of Deerfield, Lake and  
Cook Counties, Illinois, this  
\_\_\_\_\_ day of \_\_\_\_\_, 2016.**

**VILLAGE OF DEERFIELD  
LAKE AND COOK COUNTIES, ILLINOIS**

---

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE ADOPTING THE 2016 VILLAGE  
OF DEERFIELD APPEARANCE CODE**

---

**WHEREAS**, the Village of Deerfield is a home rule unit of local government pursuant to the provisions of Article VII, Section 6 of the Illinois Constitution; and

**WHEREAS**, as a home rule unit of local government, the Village of Deerfield may exercise any power and perform any function pertaining to its government and affairs, except as limited in accordance with Article VII, Section 6 of the Illinois Constitution; and

**WHEREAS**, the Deerfield Appearance Review Commission (“ARC”) was established in 1986 pursuant to Ordinance No. O-86-21 and was charged with developing appearance review criteria for proposed buildings, structures and site improvements within the Deerfield Village Center as previously defined by Ordinance No. O-78-8; and

**WHEREAS**, the corporate authorities of the Village of Deerfield adopted the 1986 Appearance Code (the “1986 Code”) and the Appearance Review Criteria and Rules of Procedure for the Village of Deerfield Appearance Review Commission (the “1986 Appearance Review Criteria”) as proposed by an Ad Hoc Committee in 1986; and

**WHEREAS**, the corporate authorities of the Village of Deerfield adopted Ordinance No. O-00-05 in 2000 which served to expand the jurisdiction of the ARC to include the C-2 Outlying Commercial zoning district; and

**WHEREAS**, the corporate authorities of the Village of Deerfield adopted Ordinance No. O-05-34 in 2005 which served to expand the geographic area considered part of the Deerfield Village Center (the “Village Center” or “Deerfield Village Center”) that is within the jurisdiction of the ARC; and

**WHEREAS**, the Appearance Code and Appearance Review Criteria are intended to express unifying and consistent community design standards to guide property and business owners in developing and proposing exterior design drawings, site plans, signage plans and landscaping and building materials within the Village Center and C-2 Outlying Commercial zoning districts with the object of fostering building and site development consistency and compatibility within the Village Center area and C-2 district through the application of the design criteria and principles set forth in the Deerfield Appearance Code; and

**WHEREAS**, the Appearance Code and Appearance Review Criteria are further intended to allow for creative design solutions that remain compatible with the design principles set forth in the Appearance Code; and

**WHEREAS**, the Deerfield Appearance Review Commission has now engaged in a comprehensive review of the 1986 Code; and

**WHEREAS**, the Appearance Review Commission has recommended to the corporate authorities of the Village of Deerfield the adoption of a new and updated 2016 Village of Deerfield Appearance Code (the “2016 Appearance Code”), a copy of which is attached to this Ordinance, setting forth modernized community design principles and criteria for the appearance of buildings, structures, sites, plantings, signs, street hardware and other objects that are or will be visible within the built environment of the Deerfield Village Center area and C-2 zoning district; and

**WHEREAS**, the corporate authorities of the Village of Deerfield concur in the recommendation of the Appearance Review Commission and determine that is in the public interest that the 2016 Appearance Code be adopted as the Village of Deerfield Appearance Code; and,

**WHEREAS**, the corporate authorities of the Village of Deerfield have determined that the 1986 Appearance Review Criteria should be updated and replaced by the Appearance Criteria and Rules of Procedure attached hereto (the “2016 Appearance Review Criteria”) to be consistent with the 2016 Appearance Code; and

**WHEREAS**, the corporate authorities of the Village of Deerfield concur in the recommendation of the Appearance Review Commission and determine that is in the public interest that the 2016 Appearance Code be adopted as the Village of Deerfield Appearance Code which, together with the 2016 Appearance Review Criteria, shall be applicable as the criteria, design standards and rules of procedure to be applied by the ARC in reviewing and issuing certificates of approval for proposed buildings, structures, sites, plantings, signs, street hardware and other objects and improvements visible within the built environment of the Village Center, C-2 district and any other areas that may now or hereafter added to the Appearance Code jurisdiction of the ARC;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF DEERFIELD, LAKE AND COOK COUNTIES, ILLINOIS, in the exercise of its home rule powers, as follows:

**SECTION 1:** That the above and foregoing recitals are hereby incorporated and made a part of this ordinance as if fully set forth herein.

**SECTION 2:** That the 2016 Appearance Code, including the appendices attached thereto, is hereby adopted as the Appearance Code of the Village of Deerfield, and shall be applied by the Appearance Review Commission in reviewing requests for new construction and any alterations to a building exterior or site, including signs, landscaping and any design features that are visible to the general public, within the designated areas of ARC jurisdiction as set forth in Section 2-158(a)(8) of the Municipal Code of the Village of Deerfield, as amended.

**SECTION 3:** That the 2016 Appearance Review Criteria attached hereto is hereby adopted as the Appearance Criteria and Rules of Procedure for the Appearance Review Commission.

**SECTION 4:** A certificate of approval from the Appearance Review Commission, or a positive appeal to the Board of Trustees of the Village of Deerfield pursuant to the 2016 Appearance Review Criteria, must be obtained before a building permit will be issued for new construction or alterations to a building exterior or site, or before any changes in a planned unit development or special use located within the designated area of ARC jurisdiction will be issued or approved.

**SECTION 5:** That this Ordinance, and each of its terms, shall be the effective legislative act of a home rule municipality without regard to whether such Ordinance should: (a) contain terms contrary to the provisions of current or subsequent non-preemptive state law; or, (b) legislate in a manner or regarding a matter not delegated to municipalities by state law. It is the intent of the corporate authorities of the Village of Deerfield that to the extent that the terms of this Ordinance should be inconsistent with any non-preemptive state law, this Ordinance shall supersede state law in that regard within its jurisdiction.

**SECTION 6:** That this Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

PASSED this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

AYES:

NAYS:

ABSENT:

ABSTAIN:

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Village President

ATTEST:

\_\_\_\_\_  
Village Clerk

APPEARANCE CRITERIA AND RULES OF  
PROCEDURE FOR THE VILLAGE OF DEERFIELD  
APPEARANCE REVIEW COMMISSION

Section 1 – Jurisdiction

The jurisdiction of the Appearance Review Commission shall include the external design features, exterior building components, landscaping and site plans, all as more particularly set forth herein, on all new private and public buildings and structures and exterior remodeling and additions to all existing private and public buildings and structures located within the area (the “Jurisdictional Area”) defined in Section 2-158(a)(8) of the Municipal Code of the Village of Deerfield of 1975, as amended (the “Village Code”). The Appearance Review Commission shall apply the appearance criteria set forth in the 2016 Appearance Code adapted pursuant to Ordinance No. \_\_\_\_\_, and as thereafter amended (the “Appearance Code”).

Section 2 – Meeting, Quorum, Records

Meetings of the Commission shall be held at least monthly on a regularly scheduled basis. A majority of the appointed and serving members of the Commission, but in no event less than three (3), shall constitute a quorum.

Decisions of the Commission shall be taken by the majority vote of the members present, except in the case of denial of a Certificate of Approval (“Certificate”), in which case the concurring vote of three (3) members shall be required.

All meetings shall be open to the public. The Secretary of the Commission shall keep minutes of its proceedings and shall keep records of its examinations, hearings and official actions.

Section 3 – Powers and Duties

The Commission shall have the powers and duties to set forth in Section 2-158(a)(8) of the Village Code.

Section 4 – Regulatory Powers of Commission

No permit or certificate required under any Village ordinance for a sign or for the construction, alteration or repair of any building or structure in the Jurisdictional Area shall be issued by the Director of Building and Zoning (Director) or his designees without a Certificate issued by the Commission or by direction of the Board of Trustees following an appeal from a denial of said Certificate by the Commission. If the Director shall determine that no exterior building component, external design feature, or any other element contained in the Appearance Criteria hereinafter established, is involved in the work for which a permit or certificate is sought, no Certificate is required. The Commission shall also conduct periodic inspections of the Jurisdictional Area to determine compliance with the maintenance and upkeep standards contained in the Appearance Code and shall furnish the Director with a report of said inspections and the Director shall act thereon as hereinafter provided.

## Section 5 – Procedure for Obtaining Certificate of Approval

- A. The Director shall after receipt of an application for a permit or certificate determine and advise the applicant whether a Certificate is required.
- B. Any applicant for a permit or certificate which may require a Certificate may file with the Secretary of the Commission a written request for a preliminary conference. At such conference, the Commission shall give consideration to preliminary exterior drawings, sketches or photographic examples, landscape and site plans and materials on a specific project, and shall give its informal opinion to assist the applicant in the development of a project plan which would be consistent with the purpose of the Appearance Code.
- C. Application for Certificate of Approval
  - (1) Applicants for permits or certificates which may require a Certificate, as specified in Section 4, shall apply to the Secretary of the Commission for such Certificate. Upon receipt of such application, the Secretary of the Commission shall schedule, at its next available regularly scheduled meeting, the applicant to be given a hearing on such application. The applicant shall be given reasonable notice of said meeting.
  - (2) The fact that an application for a Certificate has been filed shall not be cause for delay by the Director in review of plans relating to the building and zoning aspects of the project while said application is pending.
  - (3) At least 14 days before the hearing, the applicant shall provide the Secretary of the Commission with the following documentation, all drawn to scale: drawings which shall include plans and existing elevations, site plans, landscaping and screening plans (showing the location of existing trees), renderings and specifications of signs, parking area plans, and a statement as to kind, color and texture of material. The Commission may make recommendations as to changes in the exterior drawings, sketches, landscaping, site plan, signs, materials and colors which, in the judgment of the Commission would meet the goals set forth in the Appearance Code.
  - (4) After hearing and considering the documentation presented, the Commission shall approve issuance of a Certificate if it finds that:
    - a) The applicant's plans are substantially consistent with the Appearance Code.
    - b) The proposed external design features and exterior building components of the development are suitable and compatible with the character of neighborhood buildings and structures existing and under construction and

with the general character of the Jurisdictional Area and contribute to the favorable environment of the Jurisdictional Area.

c) The external design features and exterior building components of the developmental will not be detrimental to the harmonious and orderly growth of the Jurisdictional Area.

d.) The external design features and exterior building components will not cause substantial depreciation in the property values or taxable values in the Jurisdictional Area.

(5) The Commission shall render its decision along with the findings in support thereof in writing within 15 days after the conclusion of the hearing and notify the Director and the applicant. In the event that the Commission denies the issuance of a Certificate to the applicant, no permit or certificate shall be issued by the Director except by direction of the Board of Trustees upon appeal as hereinafter set forth. In the event a permit or certificate is being sought with respect to the property which is the subject matter or a consideration by either or both the Zoning Board of Appeals or the Plan Commission of the Village of Deerfield, the Commission shall furnish a copy of its recommendation to the appropriate body for their information and consideration.

(6) Amendments to a Certificate may be obtained by application therefor in the same manner as provided for an original Certificate except in those instances where an amendment is requested pursuant to the procedures set forth in Section 6 (B) below.

#### Section 6 – Enforcement by Director of Building and Zoning

Upon the granting of a Certificate or an amendment thereto, the exterior drawings, sketches, landscape and site plans, renderings and other documentation upon which Certificate or amendments were granted shall be turned over to the Director who shall, from time to time as the project is under construction and finally upon its completion, determine that there have been no deviations therefrom. Such deviations shall constitute a violation hereof and shall cause an immediate revocation of the Certificate or amendment and of any permits or certificates previously issued.

- A. It shall be the duty of any person or organization receiving a Certificate or amendment to comply with the requirements of the Certificate and to obtain such inspections as may be necessary in order to insure compliance. The Director shall notify such recipient of any deficiencies found to exist. Failure to take corrective action within 10 days after notification of any deficiencies will constitute a violation hereof.
- B. When, by reason of non-availability of planting or other materials or any other valid circumstance, it becomes necessary to vary any of the provisions under which a

Certificate or amendment has been granted and, in the opinion of the Director, such variation will be aesthetically equal to or better than the original provisions and will not conflict with the goals of the Appearance Code, the Director shall have the power to grant such variation. When such variations are granted, the Director shall, within 30 days thereafter, submit a written report of the circumstances to the Commission.

- C. Before any use may be made of any improvements constructed under the provisions hereof, under which a permit is required, a final inspection of the premises must be obtained from the Director who will consider his findings in matters under the jurisdiction of the Commission, together with other Village codes and ordinances, in the issuance of any required permit or certificate. Any required permit or certificate shall not be issued unless the completed work is found to be in compliance with plans approved by the Commission and under which the Certificate or amendment was issued.
- D. Upon receipt by the Director of a report from the Commission noting any failures of property owners to conform to the maintenance and upkeep standards, the Director shall proceed to enforce said standards in accordance with the Municipal Code of the Village of Deerfield, as amended.

#### Section 7 – Appeal to Board Trustees

In the event the Commission denies a Certificate or amendment thereto or fails to timely act as hereinabove provided, the applicant shall have the right to appeal directly to the Board of Trustees. Such appeal shall be made in writing and shall be filed within 30 days of the decision to deny or within 30 days of the failure of the Commission to timely act. In the event that an appeal is taken with respect to property which is the subject matter of a consideration by either or both the Zoning Board of Appeals or the Plan Commission of the Village of Deerfield, the Board of Trustees shall consider the appeal concurrently with the recommendation of said bodies. In an appeal not involving the Zoning Board of Appeals or the Plan Commission, the Board of Trustees shall consider and decide upon such appeal within 21 days after the filing thereof. Upon such appeal, all records and findings concerning the application shall be submitted to the Board of Trustees by the Director and the Commission. Thereupon the Board of Trustees may:

- A. Adopt the decision of the Commission, or
- B. Overrule or modify the decision of the Commission and direct the issuance of a Certificate, or
- C. In the event the Commission has failed to timely act as hereinabove provided, direct or deny the issuance of a Certificate.
- D. Refer the matter back to the Commission for further consideration.

# Deerfield Appearance Code

VILLAGE OF DEERFIELD, ILLINOIS



## BUILDING & SITE

### **Mission Statement:** **Good Design is Good Business**

Over the years the Village of Deerfield has taken many steps to ensure the health, safety, and welfare of the Village Center and the outlying commercial areas. The establishment of the Appearance Review Commission in 1986 and the adoption of the Appearance Code represent Deerfield's conscious efforts to protect and to keep Deerfield a desirable community. We take pride in our community and recognize the value of good design, knowing that good design is good economic development. What we see daily in our community, consciously and subconsciously, influences our lives. People are attracted to properties and businesses that are well designed. Poor appearance and lack of property maintenance lead to decline in customers, loss of revenues, and decreased property values.

This user-friendly booklet is intended to provide a clear understanding of the appearance standards that create Deerfield's character. Many businesses establish branding to promote their identity; the Village of Deerfield also has a brand (Deerfield's character) and we need to work together to preserve and enhance our community. Please familiarize yourself with the requirements and expectations. You are a part of the fabric that comprises the Deerfield community and we welcome your request for improvements.



## Deerfield Appearance Code

### Criteria for Appearance

The purpose of these criteria is to establish a checklist of those items which affect the physical aspect of the Village of Deerfield's environment. Pertinent to appearance is the design of the site, building and structures, plantings, signs, street hardware, and miscellaneous other objects which are observed by the public.

These criteria are not intended to restrict imagination, innovation, or variety, but rather to assist in focusing on design principles which can result in creative solutions that will develop a satisfactory visual appearance within the Village, preserve taxable values, and promote the public health, safety and welfare.

### **FACTORS FOR EVALUATION**

The following factors and characteristics which affect the appearance of a development will govern the Appearance Review Commission's evaluation of a design submission:

1. *Conformance to Village Ordinances and Appearance Code criteria.*
2. *Logic of design.*
3. *Exterior space utilization.*
4. *Architectural character.*
5. *Attractiveness.*
6. *Material selection.*
7. *Harmony and compatibility.*
8. *Circulation – vehicular and pedestrian.*
9. *Maintenance aspects.*
10. *Mobility for change in the future.*
11. *Quality of contribution to the entire architectural concept.*
12. *Sustainability*

# Deerfield Appearance Code

## Building Design

1. *Architectural Style*: The evaluation of the appearance of a project shall be based on the logic of its design, architectural character and relationship to the surrounding area and community. Monotony of design in single or multiple structure projects shall be avoided. Variation of detail, form, and siting shall be used to provide visual interest. Architectural style is unrestricted; however, inappropriate and incompatible designs or concepts shall be avoided.
2. *Large Structures*: Flat facades, vertical and horizontal, shall be avoided in larger buildings. Varying the parapet and providing articulation and modulation in the facade will reduce the visual expanse of the structure. This will also add visual interest creating an aesthetically pleasing structure.
  - a. Consideration should be given to larger buildings being broken into multiple buildings if possible, or into smaller building mass elements through varied rooflines, varied façade planes, upper story setbacks, front elevation windows, etc.
  - b. In the Village Center, the design of the façade should be in keeping with the historic lot size. Deerfield's historic lot sizes were approximately 50 feet wide. The parapet height, recesses and materials should vary accordingly.
3. *Scale*: Structures shall be of an appropriate scale and mass to be harmonious with their sites, neighboring buildings and developments, and the community.
4. *Materials*:
  - a. Building materials shall be durable and conducive to easy maintenance and upkeep.
  - b. Materials shall be selected and scaled for suitability to the type of structure and design in which they are used.
  - c. Structures shall have the same harmonious materials used on all elevations that are wholly or partly visible to the public from a public or private street, place, way or adjacent property.
  - d. In choosing exterior materials and finishes for new construction, additions, alterations and renovations, the following shall be considered:
    - (1) EIFS (such as Dryvit) material, and stucco are not to be used as a primary material, and should be limited to applications above the pedestrian level (approximately 10 feet above the ground).
    - (2) Aluminum and vinyl siding (residential type) shall not be used on commercial buildings.
    - (3) Metal panels shall be installed with an appropriate gauge thickness so as to avoid the oil-canning effect (buckling or waviness of the metal).

- (4) Panel finishes shall not show blistering, pimpling or delamination.
  - (5) Painting of masonry materials, including stone, brick and certain block, is strongly discouraged.
  - (6) Mirrored, reflective or dark tinted glass is discouraged, especially at the pedestrian and grade level. Also, applied glass films may be granted, if an unsightly view exists – see Window Sign Regulations (Deerfield Zoning Ordinance, Article 9.02-B, 13).
  - (7) Brick and stone convey permanence and are preferred building materials.
5. *Primary Entrance:* The main entrances shall be oriented to a public street or prominent public area, and should be a clearly defined architectural feature of the building.
- a. Every building shall incorporate building address numerals that shall be a minimum of three inches in height, a contrasting color to the mounting surface, and placed on the building facing the public street for which the address is given, or if not possible, a public way.
6. *Components:* Building components such as windows, doors, eaves, and parapets shall have appropriate proportions and relationships to one another and to the building as a whole. A façade that includes non-structural and non-functional elements designed to attract attention is not appropriate, and may be considered signage. Some examples may include murals, ghost signs and images.
- a. Art objects are a component of building/site design and shall be reviewed for their scale, placement and appropriateness.
  - b. When designing a commercial building or structure, consideration shall be given to the placement of future tenant signs.
7. *Colors:* Colors shall be harmonious. Bright or brilliant colors should be minimized and may be used only for accents and must be compatible with the overall color scheme. Large expanses of a single color are discouraged.
8. *Appurtenances:* All gas and electric meters, downspouts, and other appurtenances shall either be incorporated internally into the structure or be of similar color and/or materials to the principal structure. Outside remote utility readers shall be placed or screened in such a manner as not to be seen from a public way.
9. *Roofs:*
- a. Visible and pitched roofs should be of a material, color and texture appropriate to the building design character and use.
  - b. Pitched roofs should have overhangs which define the roof/wall interface.
  - c. Gable and pitched roofs should be scaled to the face of the building so as not to dominate the elevation nor be so small as to lack a feeling of closure and protection.

- d. In the Village Center, consider pitched, sloped or gable roofs in keeping with Deerfield's historic character and development.
- e. Perimeter lighting that outlines the expanse of the building or a specific building feature/element that is meant to draw attention to the structure, such as signage is meant to do, will not be allowed. Exemption: Holiday Decorations (Zoning Ordinance 9.01-A,3).

10. *Awnings & Canopies:*

- a. The lowest point of a canopy or an awning's framework shall be a minimum of eight (8) feet above the ground, with a canvas valance having a minimum clearance of seven (7) feet, two (2) inches above the ground.
- b. Awnings shall be designed to project over individual window and door openings. Long expanses of awnings are discouraged.
- c. Awnings and canopies should be an enhancement to the building and shall be mounted in such a way as to not cover any ornamental feature of the building.
- d. In multi-tenant/multi-unit buildings, awnings/canopies should be coordinated to complement the overall architecture of the center.
- e. Awning/canopy colors should enhance and complement the building and any adjacent awnings.
- f. An awning/canopy may be used as a background for an allowed wall sign, in lieu of a sign mounted directly to the building wall. If the valance is used for the sign, a margin must be provided at the top and bottom of the valance as well as either end, providing negative space around the sign.
- g. No part of an awning shall be made of a translucent material that would allow light from the interior of the awning to illuminate through the awning material.
- h. Awnings shall be well maintained and replaced when necessary. Torn, frayed, damaged, faded, stained, or dirty awnings must be cleaned, repaired or replaced with the same approved material and color.

11. *Upper Level Decks and Balconies:*

- a. Decks and balconies above the first floor should be screened from public view with materials harmonious to the building; or
- b. Located so as not to be visible from the adjacent public street(s).
- c. In the Village Center, decks and balconies for office or residential use (private use) should not face a major arterial street, Waukegan or Deerfield Roads. For patio and grade level decks see: Relationship of Building(s) to site and adjacent areas.

12. *Mechanical Equipment:* Mechanical and utility equipment located on the roof or exterior of a building shall either be:

- a. Screened from public view with materials harmonious to the building; or
- b. Located so as not to be visible from a public way.

13. *Sustainable Design*: Sustainable design is encouraged, and any exterior feature of such system and/or material(s) shall be integrated into the building's overall architectural design. When feasible consider proven sustainable design, including but not limited to active and passive solar and geo-thermal. Use of locally-produced building materials is encouraged. For "green" ideas go to the U.S. Green Building Council website, or other "green" websites.  
Any solar panels or wind energy systems must meet the regulations described in Deerfield Zoning Ordinance, Article 2.10: Alternative Energy Systems.

# Large Structures

Big-box stores

**NO** 

Flat facades

**YES**

Varied facade with differing parapet heights, recesses and materials.



Village Center facade design

**YES** 

Broken into smaller visual units, in keeping with Deerfield's historic character. See Building Design 2b.



Materials: Glass

YES ✓

Glass provides a welcoming view into an establishment and an opportunity to display items for sale.

YES ✓

Clear glass allows natural daylight to enter the space which can result in reduced energy costs. Also, clear glass allows views into the building interiors which provides for a safer environment.



NO

Glass is a transparent material and completely blocking the light and vision into the space is not appropriate.

Exception for unsightly views, see Window Sign Regulations



YES ✓

If an unsightly view existing, it may be necessary to cover the window area. An opaque window film, in a color that works well with the building design, applied to the inside of the glass would be an appropriate solution.

Materials: EIFS (exterior insulation finishing system) and Stucco



Stucco and EIFS are soft materials that can be easily chipped or marred resulting in damage to the material and a poor appearance. Also, there is a history of water infiltration problems with these materials.

YES



EIFS is better suited for applications above the pedestrian level, such as a background for signs.



## Components

Example of non-structural and non-functional elements used to attract attention. See Building Design 6.



The building facade could be considered a sign, and therefore, is not appropriate.



The box raceway is not an appropriate building element. The sign structure does not relate to anything in the development and conceals the building's decorative corner design.



# Components: Signs

A business sign shall include any illustration, insignia, display or identification, which directs attention to that business or commodity, service, activity or entertainment sold or offered within the building or premises.



The yellow and red canopy elements are considered signage. The surface face of sign elements must be flat. Three dimensional signage is not allowed.



The flat faced vinyl stripes are considered signage. Only signs that are within the allowable square footage may be granted.



Wall signs must be mounted directly to the outermost wall, not above the wall. When designing a building, accommodations need to be made for sign placement.

# Awnings & Canopies

YES ✓

The style, color and placement of an awning shall complement the building architecture.



YES ✓

An awning can provide shade and shelter, and provide a decorative focal point for the entrance.

NO

An awning which wraps around the entire building ignores the building architecture.



NO

The awning material shall not allow light to pass through the fabric.



# Upper Level Decks and Balconies



Front building facade facing major road



Back side of building with balconies and landscaping



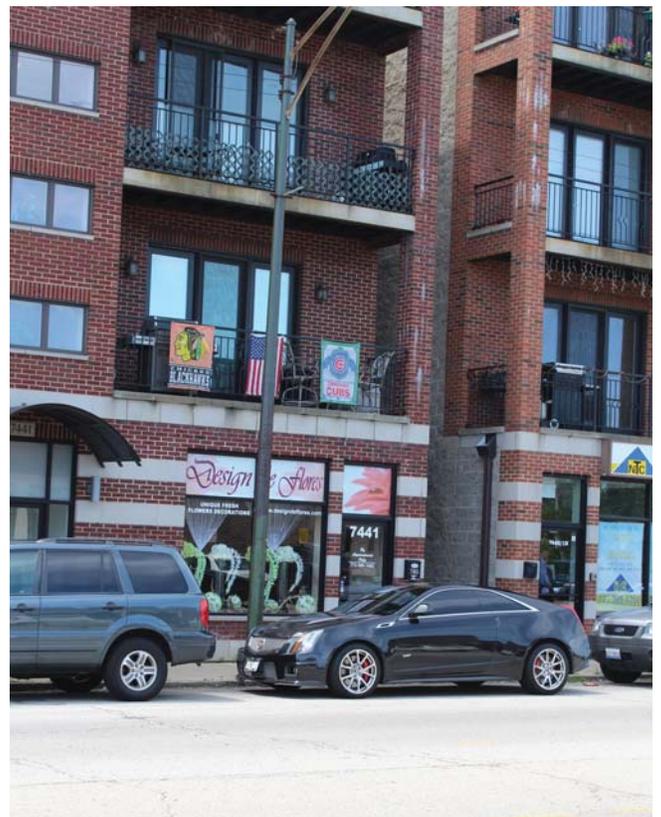
**NO**

Residential balconies shall not face a major arterial road.



**NO**

Unscreened decks and balconies



# Mechanical Equipment



Mechanical items such as refrigeration, heating and air conditioning equipment when placed on the roof, known as rooftop units (RTU), shall not be visible to public view.



YES



If the rooftop unit(s) cannot be located in such a manner as to be shielded from public view, then that RTU(s) should be screened with materials to lessen the impact of the unsightly view.



YES

The RTUs are hidden from public view by the parapet wall (the building's design). When designing a building or structure consideration shall be given to the concealment of the RTUs from public view.



## Deerfield Appearance Code

### **Relationship of Building(s) to site and adjacent areas**

1. *Building & Structure Location:* The site shall be planned to accomplish a desirable transition with the streetscape and to provide for adequate landscaping, safe vehicular and pedestrian circulation, and appropriate parking areas. Setbacks and yard requirements greater than the minimum required by the zoning district are encouraged if necessary to provide a harmonious relationship between buildings and structures.
2. *Secondary Building Access:* Buildings with parking located behind are encouraged to provide access through a rear (or secondary) entrance for customer/employee convenience. Elements such as signage, paving, and landscape treatments are key items to such orientation. These items/materials shall be consistent in design with the development as a whole.
3. *Compatibility:* The height and scale of each building and structure shall be compatible with its site and existing adjacent buildings. When neighboring buildings are differing in architectural designs, compatibility shall be gained by such means as screens, sight breaks, and materials.
  - a. *Building Mass Transition:* Taller buildings when placed adjacent to shorter structures may need a visual transition. Consider stepping back the upper stories and using other architecture techniques to transition gradually and minimize the adverse impact on the surrounding area.
4. *Public Spaces:* Pedestrian-friendliness is encouraged. Open spaces, pedestrian plazas, courtyards, and outdoor seating areas along with pedestrian scale amenities should be provided when possible and should be easily accessible from adjacent streets or sidewalks.
5. *Patios and Grade Level Decks:* Outdoor dining and seating areas adjacent to streets and/or parking areas should be protected by a perimeter barrier, such as fencing, planters or bollards. The barrier(s) shall be appropriately designed for safety and shall be aesthetically compatible with the development.
6. *Bike Facilities:* Where appropriate, bicycle storage (bike racks) shall be provided with appropriate paving connections. Safe circulation for bicycle traffic shall be provided within the site and with connections to adjacent properties (Zoning Ord. 2.09). The bike rack design shall coordinate with the other site furnishings.

7. *Drive-through:* Vehicle stacking lanes and components associated with a drive-through, including canopies, menu boards, speakers and such, should be located to the rear or side of a building , on a non-street facing side. Such components should coordinate (style, material and color) with the building design.
8. *Utility Services:* Newly installed utility services, and service revisions necessitated by exterior alterations, are strongly encouraged to be underground. Satellite dishes and cell towers shall be appropriately concealed.
9. *Neighborly Considerations:* Project features such as service entrances, loading zones, and mechanical and electrical equipment should be located to minimize their impact on adjacent properties, along with providing adequate screening, if necessary.

# Compatibility



New development must be compatible with the existing area. When infilling with larger buildings, the taller building(s) should gradually transition by stepping down near smaller buildings and varying the roof forms to reduce the apparent size of the building. See 3a, Building Mass Transition.

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# Public Spaces



Benches, water fountain, sculptures, lighted bollards, decorative pavers, flower gardens, and trees are items that help create an inviting space for the public. Developers should consider incorporating pedestrian spaces, especially in larger developments.

## Patios and Grade Level Decks

YES ✓

Patio seating next to parking is protected by a curbed planting area and fencing.



✓ YES

The rail and planters, next to the outdoor dining, provide a beautiful barrier from the adjacent roadway.

NO

Adjacent to parking, the outdoor dining area is not protected. Appropriately designed safety elements, such as bollards, planters or fencing, shall be used.



# Deerfield Appearance Code

## Lighting

All that is needed is the right amount of light, in the right place, at the right time – more light just means wasted light and energy and can be a nuisance to the general public. Too little light can be unsafe.

1. *Site Photometric Plan:* When requesting outdoor light fixtures to be installed or existing fixtures to be substantially modified, and whenever a Special Use Permit is requested (when appropriate), an exterior lighting plan shall be submitted to the Village to determine whether the requirements of this Section have been met. Previously approved photometric plans are not required to comply with this section until more than 50 percent of the original existing lighting fixtures, standards, and/or elements are changed or removed.

The lighting plan shall include, but is not limited to:

- a. Description of the proposed lighting fixture (e.g. a catalog page, cut sheet, photograph) including the mounting method.
  - b. A graphic representation of the fixture's light distribution at all angles vertically and horizontally.
  - c. A site plan (in scale) indicating the location of the proposed light fixtures, mounting and/or installation height, type of lamp (e.g. metal halide, LED), overall illumination levels (in foot-candles, at appropriate intervals including at property lines), and show the average foot-candles, uniformity ratio and minimum foot-candles as required below.
2. *Location:*
    - a. Lighting should be provided to aid in public safety and should include the illumination of entries, signage, adjacent pedestrian and parking areas. Security lighting should be concealed from view to the extent possible.
    - b. Light poles shall be located in such a manner that they do not interfere with any vehicular movements or pedestrian ways. Light poles within a parking area should be located within a curbed landscaped island, thereby providing the pole protection from vehicles.
3. *Illumination Levels:*
    - a. Lighting levels at grade shall be zero (0) at property lines adjacent to residential districts, and near zero at all other property lines. Light trespassing is not appropriate.
    - b. An appropriate light pole height, in scale with the building(s) and site, shall be used to obtain the proper illumination and cannot exceed the maximum pole height as set forth in "d." below.

- c. Light levels shall be measured in the horizontal plane, at ground level.
- d. Lighting shall be evenly distributed with an average uniformity maintained to avoid “hot spots” and dark zones in all parking lots, driveways and walkways. Appropriate and adequate levels of illumination shall be provided for each particular situation.

i. Commercial and Public Activity:

Parking Lots:

- average foot candles shall not exceed 2.0
- average/minimum uniformity ratio shall be 4:1
- minimum foot candles 0.2 (exception 2.a. above)
- In the C-1 and C-2 zoning districts, the light pole height from grade shall not exceed 25 feet

Walkways:

- minimum foot candles 0.6
- average/minimum uniformity ratio shall be 4:1
- In the C-1 and C-2 zoning districts, the light pole height from grade shall not exceed 14 feet

ii. Gasoline Fuel Station:

Pump Area:

- average foot candles shall not exceed 30
- average/minimum uniformity ratio shall be 3:1

Parking and Approach:

- average foot candles shall not exceed 15
- average/minimum uniformity ratio shall be 4:1
- minimum foot candles 0.2 (exception 2.a. above)
- light pole height from grade shall not exceed 22 feet

Walkways:

- minimum foot candles 0.6
- average/minimum uniformity ratio shall be 4:1
- light pole height from grade shall not exceed 14 feet

iii. Multi-Family Residential:

Parking Lots:

- average foot candles shall not exceed 1.5
- average/minimum uniformity ratio shall be 4:1
- minimum foot candles 0.2 (exception 2.a. above)
- light pole height from grade shall not exceed 14 feet

Walkways:

- minimum foot candles 0.6
- average/minimum uniformity ratio shall be 4:1
- light pole height from grade shall not exceed 14 feet

4. *Exposed Light Source:* The use of exposed neon tubing, LED strips or exposed bulbs, such as marquee lighting, used as an accent material or otherwise, on any structure, building or sign is strictly prohibited.
  - a. Also, an exposed light source within 4 feet of the interior of a window or glass area is strictly prohibited. Only indirect lighting shall be used.
5. *Color:* Light source specifications in the site fixtures shall be consistent throughout the development in order to provide uniform color and a safe environment. Low Pressure Sodium and Mercury Vapor lamps shall not be used.
6. *Dark–Sky:* Free-standing fixtures that incorporate uplighting which causes artificial sky glow shall be avoided. Fully shielded luminaires or fixtures with interior baffling should be used. (Sky glow reduces one’s ability to view the night sky.)
  - a. All parking lot lighting shall not have light emitted above 90 degrees. See illustration.
7. *Design Plan:* Free-standing fixtures should be coordinated in appearance with building-mounted light fixtures, and shall be compatible with the overall architectural design for the property.
8. *Glare:* No light source shall cast direct or indirect (from reflective surfaces) rays that could be a hazard or a nuisance to the public. Glare can be visually disabling.
  - a. All exposed light sources shall be shielded from view from public rights-of-way and residential districts.
9. *Canopy Lighting:* Light fixtures used in a canopy structure shall be directed downwards, without light spilling from the sides of the fixture. Drop or sag lensed type fixtures are not allowed.
  - a. The sides of canopies should be non-illuminated.
10. *Interior Lighting:* During non-operational hours, the interior illumination that is visible from the exterior shall be extinguished or minimized. In no instance shall a light source, within a building, be directed to an exterior window. Exception: exposed neon signs - see Window Sign Regulations (Deerfield Zoning Ordinance, Article 9.02-B,13).

# Exposed Light Source

Marquee lighting



**NO** Exposed light bulbs used in a window area (interior or exterior); or on a sign; or used on a building are not allowed.



**NO**

Exposed neon tubing



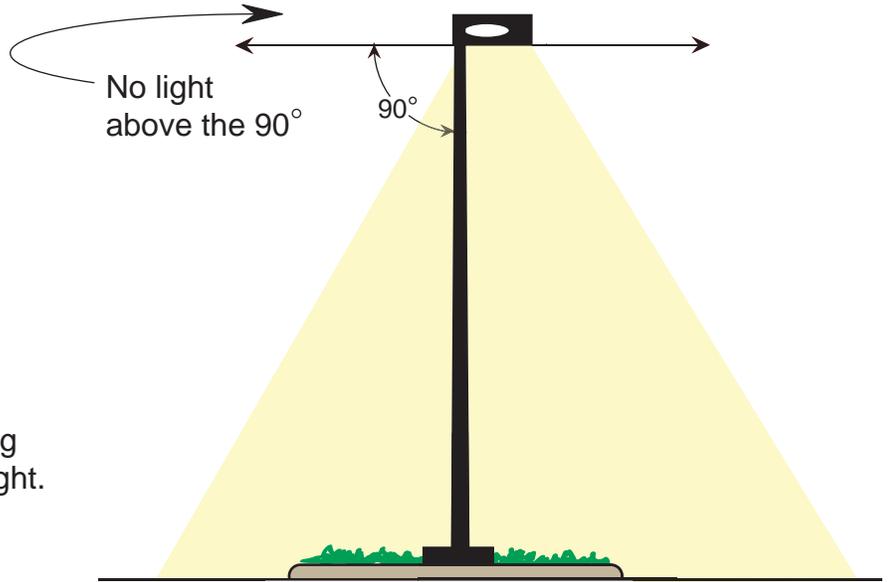
**NO** LED strip lighting



# Dark-Sky

## Parking Lot Fixtures

Parking lot fixtures shall not emit light above 90 degrees. Light sources shall be shielded to minimize glare, light trespassing and to facilitate better vision at night.



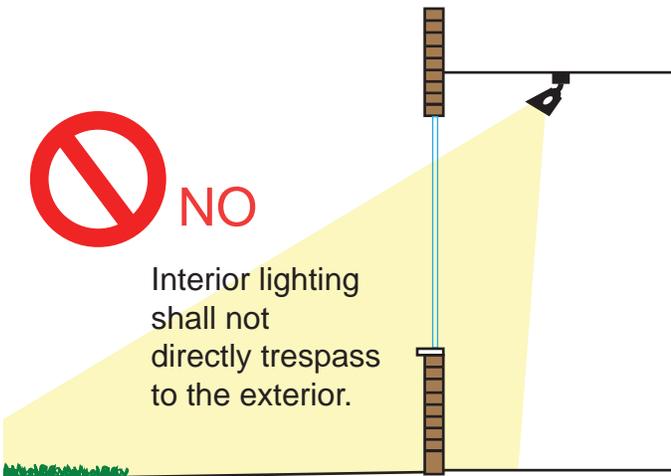
### Glare

Building mounted light fixtures should not be used to illuminate a parking lot. Glare and sky glow are created.

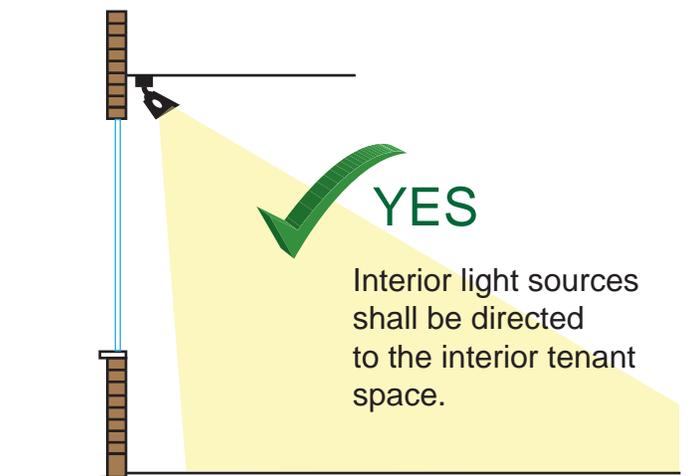
## Interior Lighting



Interior lighting shall not directly trespass to the exterior.

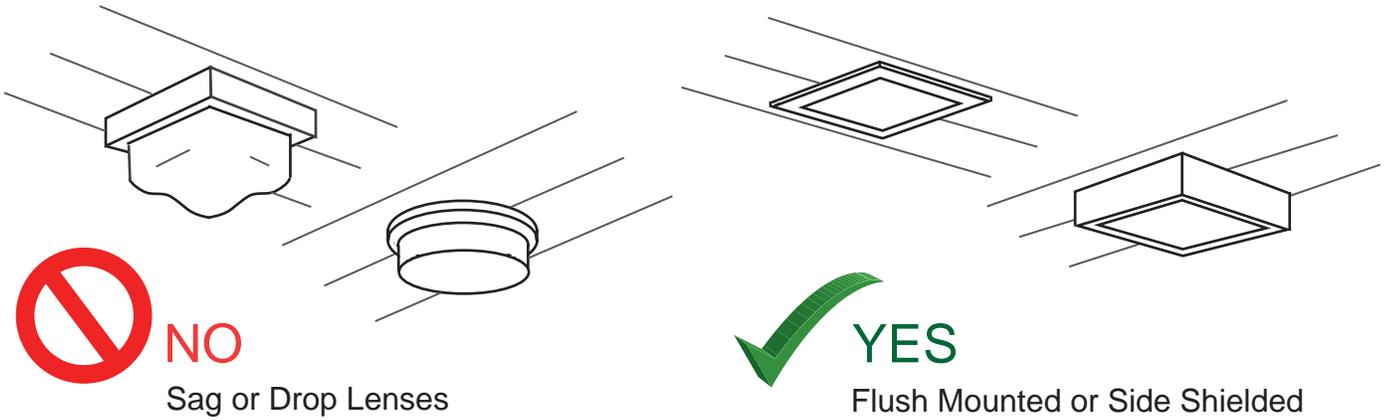


Interior light sources shall be directed to the interior tenant space.



# Canopy Lighting

## Canopy Fixtures



The exterior sides of a canopy shall not be illuminated.



Recessed downlighting is an appropriate method of illuminating the area beneath.



## Deerfield Appearance Code

### Site Design

1. *Landscaping:* A major and integral part of a project's design shall be landscaping. Good landscape design is beneficial to the Village and property owner. The retention of a landscape architect is encouraged throughout the design process.
  - a. Existing trees shall be identified and protected as part of project planning and implementation. Subject to the Deerfield Tree Preservation Ordinance; on commercially zoned property, if an existing tree having a diameter at breast height (DBH) of eight inches (8") or greater, or a multi-stem tree having an aggregate total of fifteen inches (15") DBH or greater is removed that removed caliper must be replaced per said ordinance .
  - b. The overall site landscape plan should consider options for providing color and textures throughout the growing season, along with interest created for the dormant winter season.
  - c. A variety of tree species and plant materials are encouraged. Diversity of plant materials is good for the environment, providing sustainability.
  - d. Plants native to the northeastern Illinois region should be used, where appropriate. Resource for native species: [See Appendix D: Native Plants.](#)
  - e. Plants designated as invasive species in Northeast Illinois shall not be planted. Existing invasive plants should be removed from the site. Buckthorn trees and Garlic Mustard are invasive species; other species can be found at: [See Appendix E: Invasive Species.](#)
  - f. Plants adjacent to streets and parking lots shall be salt, pollution and heat tolerant. All plantings should be hardy and resistant to disease and insects. Resource for parkway and parking lot trees: [See Appendix F: Hardy Trees.](#)
  - g. Single trunk trees shall have a straight central leader and should be a minimum of three (3) caliper inches, measured 6 inches above the ground, at the time of planting to increase the success of the tree's survival. Multi-stem trees shall be no less than seven (7) feet in height.
  - h. In the area around trees, plants or mulch should be used instead of turf grass. Lawnmowers and other equipment repeatedly disturb shallow root systems resulting in sick and dead trees.
  - i. The use of natural/unpainted mulch in planting beds is encouraged. Mulch helps retain moisture in the soil by insulating the ground which moderates the soil temperature.
  - j. In locations where plants will be susceptible to injury by pedestrian or vehicular traffic, they shall be protected by appropriate curbs, tree guards, or other devices.

- k. In ground irrigation systems are encouraged. Proper drainage is required for all planting areas to ensure healthy growth.
  - l. All landscaping must be maintained in a healthy and attractive condition. Regular maintenance should include turf mowing, organic fertilization, pruning, and clean-up of litter and debris.
2. *Foundation Landscaping:* Along blank building walls, a planted area of at least 5 feet in width should be established. Where space is not available, free standing planters should be utilized.
3. *Alternate Landscape Materials:* In areas where plantings will not thrive, other structures such as fences, walls, and paving materials including wood, brick, stone, gravel, and cobbles should be used. Carefully selected plants shall be combined with such materials where possible.
4. *Parking Area(s):*
- a. Parking areas shall be designed to minimize curb cuts, and maximize pedestrian and vehicular access to adjacent lots.
  - b. Individual parking stall wheel stops are discouraged. Wheel stops can be a tripping hazard, collect garbage, and make snow plowing difficult. However, there may be a situation where wheel stops, bollards or other low barriers would be appropriate and necessary for safety reasons.
  - c. Curbed landscape islands should be established at the ends of parking rows and within large parking fields to visually break up the mass of pavement. Interior landscape islands should be provided if there are more than twelve (12) consecutive parking stalls in a row. The recommended minimum width of an island is nine (9) feet with a minimum planting area of 170 square feet.
  - d. Diamond shaped planting areas between parking stalls shall not be used as the area is not suitable for viable plant growth and is not considered good parking lot design.
  - e. Island plantings should leave a visual opening between 2 feet and 6 feet from the ground for sight lines and general safety within the parking lot.
  - f. Canopy trees shall be installed in parking lots to provide shade, among other benefits. A minimum of one (1) shade tree shall be provided for every six (6) parking stalls, and shall be located within a curbed island or within three (3) feet of the parking lot perimeter. An even distribution of trees is encouraged. At the time of planting, the minimum trunk size shall be three (3) caliper inches, measured 6 inches above the ground, or multi-stem trees seven (7) foot in height.
  - g. Consideration shall be given to designating an area(s) for snow storage. Snow piles should not interfere with vehicular or pedestrian sightlines. Care should be taken so that snow plowing and snow storage is not detrimental to the survival of plant life.

5. *Screening*: Views of parking, loading, trash pick-up, and mechanical equipment should be buffered and screened from public view.
- a. *Abutting Residential*:
    - (1) If a non-residential property abuts a residential property, the non-residential property must provide an effective screen along such lot line(s) by a screening fence or landscaped screen of not less than seven (7) feet in height (Deerfield Zoning Ordinance, Article 2.04-I, 1).
    - (2) Fence heights, in a side yard or a rear yard, shall not be greater than seven (7) feet (Deerfield Zoning Ordinance, Article 2.04-H, 3b).
    - (3) If a fence is used to screen from residential, that fence's color and material should relate to the principal structure. Also, the fence needs to be attractive on the side facing the residential property. Chain link fencing and non-commercial grade fencing shall be prohibited.
  - b. *Parking Areas*: Surface parking lots shall have a minimum five (5) foot wide landscape buffer surrounding the lot perimeter, which shall be increased to seven (7) feet if parking is perpendicular to the buffer (for vehicle overhang). For the purpose of minimizing views of parked cars from the public streets, the landscape treatment shall be a minimum height of three (3) feet (at the time of planting) in areas abutting the public right-of-way; except where trees require space and corner sightlines are necessary. The adjacent parkway (public property) shall not be used for the required landscape buffer. The perimeter landscape buffer shall be well-landscaped with a variety of salt-tolerant materials to provide seasonal interest. The improvements shall not interfere with the use of any utility easements.
  - c. *Mechanical/Utility*: Free standing transformers and utility boxes should be screened with landscaping. Where limited space exists, a solid masonry screen wall or decorative cedar wood fence may be appropriate and shall relate to the principal structure.
  - d. *Trash Containers*:
    - (1) All refuse containers shall be fully enclosed by a fence or landscaping of a height sufficient to screen such containers from view of adjoining properties and public or private ways (Deerfield Zoning Ordinance, Article 2.04-E, 2b). Refuse and waste shall be stored in accordance with the Municipal Code.
    - (2) Trash enclosures should have wall surfaces which match the material of the principal building along with metal gates. Wherever possible, the gate opening should be oriented away from public right-of-ways and public views.
    - (3) All trash enclosure should be surrounded by landscaping, where appropriate.

6. *Site Considerations:*

- a. The existing topography should be preserved, and only allowed to be modified when it contributes to a good appearance, appropriate to the site and complying with all applicable codes and ordinances.
- b. Pedestrian pathways should be provided, and the pathway should be clearly and attractively defined. Pavement textures, landscaping and lighting should be considered. Recommended is a minimum of a 5 foot wide pathway for pedestrian use, without vehicle overhang. Walking paths should be clear of any interference that could pose a hazard to the pedestrian.
- c. Ancillary structures should relate to the principal building in terms of materials, design and colors.
- d. The face of retaining walls should be a material with a texture and color that relates to the design of the principal building.

7. *Amenities:* Public art and amenities are encouraged including sculpture, plazas, pedestrian rest areas and design that create a focal point within the development.

- a. Site furnishings (waste receptacles, benches, bike racks, etc.) should be selected to relate to each other and to the principal building in terms of material, color and style.

# Landscaping

## Seasonal Interest



Winter interest can include evergreens, ornamental grasses, berries, peeling bark and colorful stems which provide beauty even on dull winter days.

Planters should incorporate interesting plant materials throughout the year.



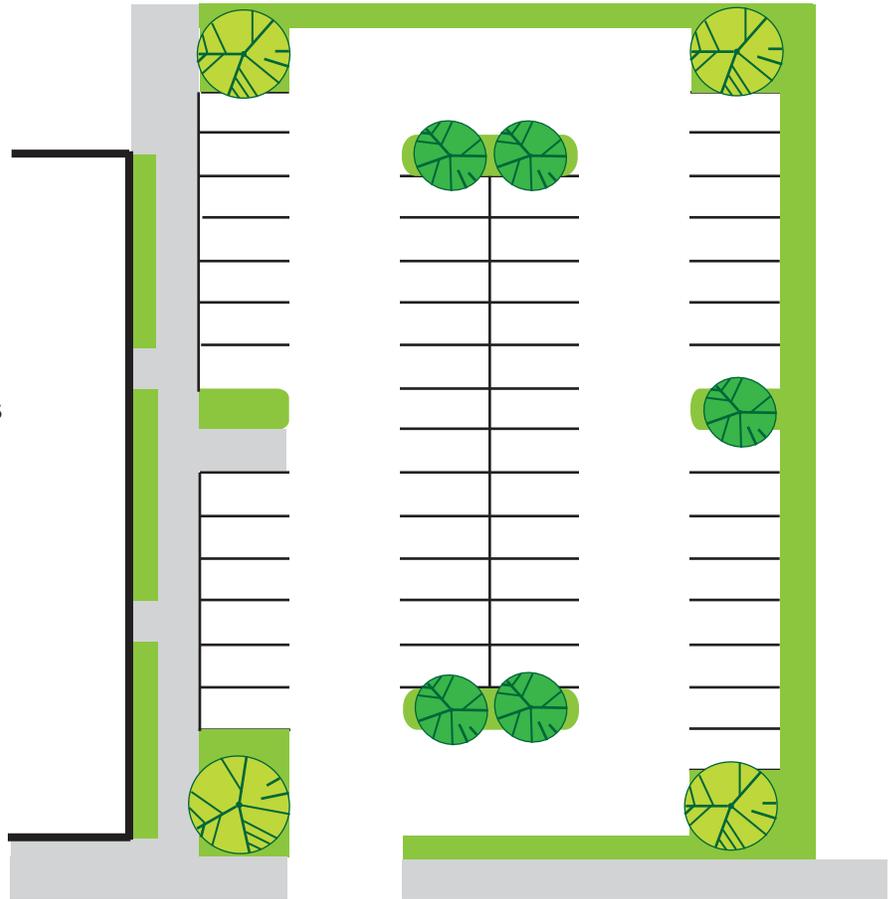
Color provides great seasonal interest. Consider adding Annuals for seasonal variety and colorful accents. Seasonal rotation of Annuals, 2 to 3 times per year, is encouraged.

## Parking Area(s)



In a parking lot, 52 vehicle stalls would require a minimum of 9 canopy trees. (one tree for each 6 parking spaces, or part thereof)

See: Site Design -  
Parking Area(s) c. and f.



Diamond shaped planting areas within a parking lot do not provide a tree with a reasonable chance of survival. Trees need a sufficient area of quality soil for successful tree growth.



## Trees Provide Value

Trees provide shade and reduce heat impacts.  
Trees improve the air quality.  
Trees increase property values.  
Trees are to be enjoyed by all.



Consider planting an Oak Tree(s).

# Trash Containers



Unscreened garbage container



The building materials are used for the trash enclosure with landscaping added.

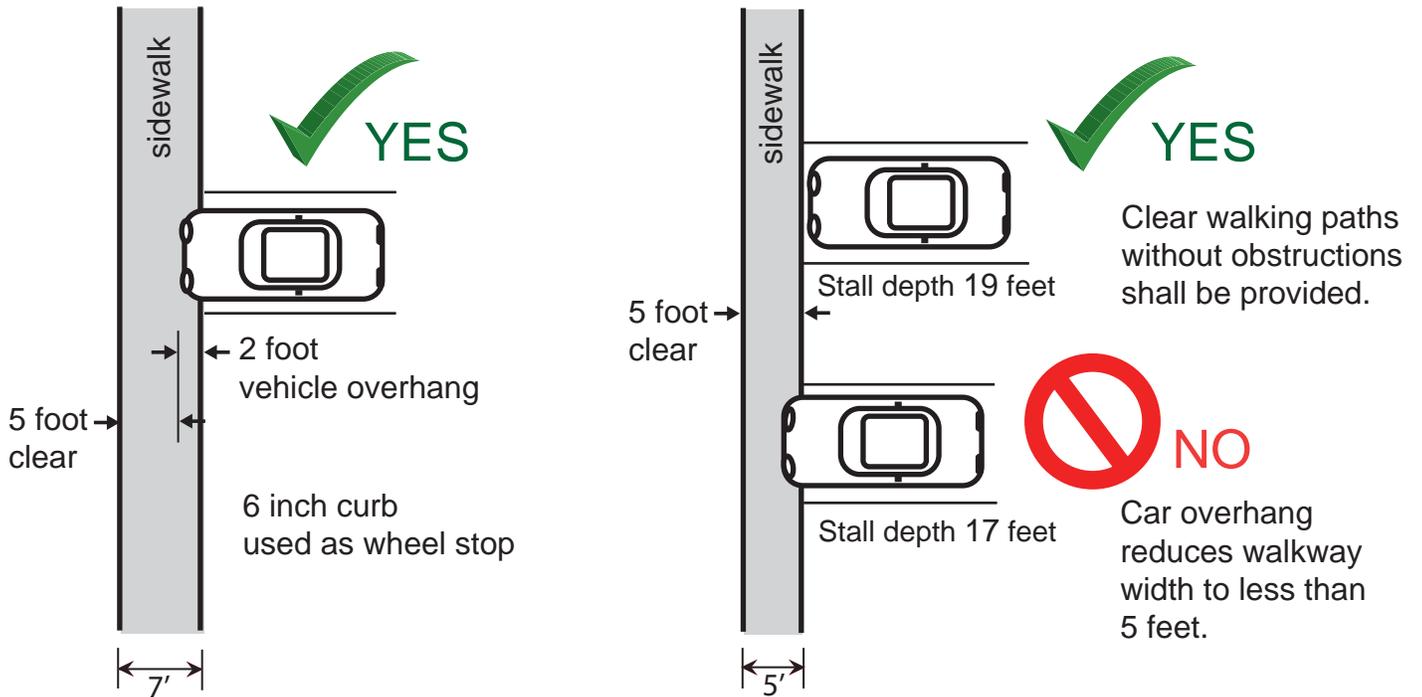


The trash containers are stored within the building.



Multi-tenant buildings should have uniformly designed trash enclosures, with materials and design that match the building architecture.

## Site Considerations



## Amenities



Art sculpture(s) add interest and beauty to a site. The size and placement of an art object should relate to the building(s) and site.

## Deerfield Appearance Code

### **Maintenance and Upkeep**

Maintenance and upkeep are required for all the parts and objects which compose the Village's image. Lawns and plantings require considerably more periodic attention than do buildings; nonetheless both require maintenance in order to retain a good appearance. Proper maintenance increases value and results in a good appearance. Therefore, it is necessary that maintenance be a concern of the Appearance Review Commission and the Appearance Code.

#### 1. *Buildings, Structures and Appurtenances:*

- a. Buildings, structures and appurtenances, including signs, shall be cleaned and painted or repaired as required to present a neat appearance.
- b. Deteriorated, worn, or damaged elements shall be rebuilt or replaced to original condition.
- c. Building and sign illuminated elements shall be promptly replaced as required to maintain the effect for which designed.

#### 2. *Site:*

- a. Landscape materials and street hardware other than planting, which have deteriorated or have been damaged or defaced, shall be promptly and properly repaired or replaced to original condition.
- b. Plant materials which have deteriorated or died shall be replaced with healthy plantings at the earliest opportunity. All changes to landscape plans must be approved by the Appearance Review Commission before installation.
- c. Plantings, including lawns, shall be kept watered, fed, cultivated, and pruned (mowed, as case may be) as required to give a safe, healthy and well-groomed appearance during all seasons.
- d. Paved areas shall be kept in good repair, property marked, and clear of litter, obstructions and debris.
- e. Vacant property shall be kept free of refuse, deadfalls and debris, and shall have the vegetation cut periodically during the growing season in accordance with applicable municipal ordinances.

## Deerfield Appearance Code

### DEFINITIONS

Definitions included in this section are of those words or terms generally used in the Appearance Criteria, and which are not in common usage, or the meaning of which differs from the usual definition, or which could be misconstrued as to meaning.

*Appearance:* The outward aspect visible to the public.

*Appurtenances:* The visible, functional objects accessory to and part of buildings.

*Architectural character:* The composite or aggregate of the characteristics of structure, form, materials, and function of a building, group of buildings, or other architectural composition.

*Architectural concept:* The basic aesthetic idea, architectural design and character of a building or group of buildings or structures, including the site and landscape development, which produces the architectural character.

*Architectural feature:* A prominent or significant part or element of a building, structure, or site.

*Architectural style:* The characteristic design and detail, as of buildings of a particular historic period.

*Attractive:* Having logic of design that arouses interest and pleasure in the observer.

*Berm:* A raised form of earth to provide screening or to improve the aesthetic character.

*Code:* All applicable codes and ordinances of the Village.

*Cohesiveness:* Unity of composition between design elements of a building, or a group of buildings, and the landscape development.

*Compatibility:* Harmony in the appearance of two or more buildings, structures, and landscape developments in the same vicinity.

*Conservation:* The protection and care which prevent destruction or deterioration of historical or otherwise significant structures, buildings, or natural resources.

*Contextualism:* Incorporating new design concepts with mutual respect of earlier built architectural styles, to form a new, complete, and whole architectural concept, satisfying functional and aesthetic requirements of a new program and existing site conditions.

*Exterior building component:* An essential and visible part of the exterior of a building.

*External design feature:* The architectural style and general arrangement of such portion of a building or structure as is to be open to view from a public or private street, place, way, or adjacent property, including but not limited to the kind, color, and texture of the building material of such portion and the type of windows, doors, and lights attached, or ground signs and other fixtures appurtenant to all of the foregoing.

*Foot candles:* The unit of measure expressing the quantity of light received on the surface. One foot candle is the illuminance produced by a candle on a surface one foot square from a distance of one foot.

*Fully shielded luminaire:* A luminaire emitting no light above the horizontal plane.

*Glare:* Light entering the eye directly from luminaires or indirectly from reflective surfaces that cause visual discomfort or reduced visibility.

*Graphic element:* A letter, illustration, symbol, figure, insignia, or other device employed to express and illustrate a message or part thereof.

*Harmony:* A quality which produces an aesthetically pleasing whole as in an arrangement of varied architectural and landscape elements.

*IESNA or IES:* Illuminating Engineering Society of North America. An organization that recommends standards for the lighting industry. The IESNA is a recognized technical authority on illumination.

*Landscape:* Elements of nature, topography, building and other manmade or natural objects combined in relation to one another.

*Light trespass:* Light that falls beyond the property it is intended to illuminate.

*Logic of Design:* Accepted principles and criteria of validity in the solution of the problem of design.

*Mechanical equipment:* All equipment, devices, and accessories whether or not attached to a structure, the use of which relates to water supply, drainage, heating, ventilating, air conditioning, refrigeration, alternative energy systems, and similar purposes.

*Miscellaneous structures:* All freestanding structures, other than habitable buildings or freestanding mechanical equipment, visible from public or private street, place, way, or adjacent property. Included but not limited to memorials, stagings, antennas (mast type, satellite dish, tower), water tanks and towers, sheds, shelters, fences, walls, trash receptacles, kennels, transformers, drive-up or walk-up facilities (e.g. Automatic Teller Machines).

*Parapet:* The portion of a building's exterior wall that continues above the roof line.

*Plant materials:* Trees, shrubs, vines, ground covers, grass, perennials, annuals, and bulbs.

*Proportion:* Relationship of parts of a building, landscape, structures, or buildings to each other and to the whole; balance.

*Public Activity:* A property which is used by the general public, such as the Public Library, Village Hall, Post Office, Park District Community Center and Church.

*Public way:* Shall include a public street, public right-of-way, easement for access, or parking area.

*Rules of Procedure:* Regulations adopted by the Appearance Review Commission for the administration of duties delegated by the Mayor and Board of Trustees.

*Scale:* Harmonious relationship of the size of elements to one another and to the human figure.

*Screening:* Structure, planting or decorative features which effectively limit the view of the area behind such structure, planting or decorative feature from a public or private street, place or decorative features.

*Shrub:* A multi-stemmed woody plant other than a tree.

*Sky glow:* The brightening of the nighttime sky that results from scattering and reflection of artificial light by moisture and dust particles in the atmosphere. Skyglow is caused by light directed or reflected upwards or sideways and reduces one's ability to view the night sky.

*Sign:* Every name, identification, description, announcement, declaration, demonstration, display, flag, illustration or insignia, and the structure displaying or supporting any of the same, affixed directly or indirectly to or upon any building or outdoor structure, or erected or maintained upon land, which directs attention to an object, product, place, activity, person, institution, organization or business. The term "sign" shall include but is not limited to any flashing, rotating, moving, or animated device which is entirely within any enclosed building, whether or not said sign or device can be observed from the outside of the building.

*Site break:* Structural or landscape elements used to interrupt long vistas and create visual interest in a site development.

*Street hardware:* Manmade objects other than buildings which are part of the streetscape, including but not limited to lamp posts, traffic lights and signs, benches, litter containers, planting containers, letter boxes, fire hydrants.

*Streetscape:* The scene as may be observed from a public or private street, place, way, or adjacent property composed of natural and manmade components, including but not limited to buildings, paving, planting, street hardware, and miscellaneous structures.

*Uniformity ratio:* The ratio of the average brightness to the minimum brightness, or the ratio of the brightest spot to the dimmest spot. This ration is used to ensure the lit area is uniformly lit with no overly-bright or overly-dim areas that would impact vision.

*Utility hardware:* Devices such as poles, crossarms, transformers and vaults, gas pressure regulating assemblies, hydrants, and buffalo boxes that are used for water, gas, oil, sewer, and electrical services to a building or a project.

*Utility service:* Any system, including, but not limited to, wire, pipe, or conduit which carries gas, water, electricity, oil, and communications into a building or development.

*Village:* The Village of Deerfield, Illinois.

# Deerfield Appearance Code

## APPENDICES

Trees and Shrubs Native to Northeastern Illinois

Lake County's Invasive Plant Species

Deerfield Tree List for Restricted Sites  
(suggested hardy native trees)

Information provided by Conserve Lake County



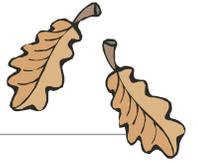
**Why plant native?** Our remaining songbirds and butterflies cannot survive solely on the European and Asian trees and shrubs that cover so much of our suburban landscape. They need trees and shrubs native to northeastern Illinois because of intricate food chain requirements. Native shrubs and trees provide food, places to hide and rest, and places to lay eggs and raise young. Many of these features are subtly timed to synchronize with other species. Native shrubs and trees provide a wise investment compared to delicate or high-maintenance cultivars. They are generally more resistant to disease and, once established, require relatively small amounts of water and no fertilizer.

## Trees and Shrubs Native to Northeastern Illinois



Common Name	Scientific Name	Soil Moisture Preference	Grows Best In	Mature Height (ft)	Mature Width (ft)	Notable Features
<b>Trees</b>						
Black Maple	Acer nigrum	dry-medium	part sun	60-70	35-55	Grows well in shade; great fall color
Sugar Maple	Acer saccharum	medium	shade to sun	60-75	40-55	Great fall color; shade tolerant; possibility for replacing ash trees
Ohio Buckeye	Aesculus glabra	medium-wet	shade to sun	20-40	20-30	Grows well in shade, does not do well in compacted soils
Serviceberry, Juneberry	Amelanchier arborea	medium-dry	part sun	15-25	10-15	Showy flowers mature into berries; people and birds love
Inland Shadblow	Amelanchier interior	dry/well-drained	part sun	15-20	10-15	Showy flowers mature into berries; people and birds love
Alleghany Serviceberry	Amelanchier laevis	dry/well-drained	shade to sun	20-25	15-18	Showy flowers mature into berries; people and birds love
Pawpaw	Asimina triloba	medium-wet	part shade	15-20	15-20	Protect from south and west; large fruit but 2 or more needed to produce it
River Birch	Betula nigra	wet-medium	full sun	30-40	20-30	Very drought sensitive; pretty peeling bark
Paper Birch	Betula papyrifera	medium-dry	full sun	50-70	30-40	Best suited to cool ravines
Blue Beech, Musclewood	Carpinus caroliniana	medium-wet	part sun	25-35	20-30	Great fall color; sinewy bark; good for screen or hedge
Bitternut Hickory	Carya cordiformis	medium-wet	part sun	50-75	30-40	Yellow fall color; important for birds/butterflies
Pignut Hickory	Carya glabra	medium-dry	part sun	50-75	30-40	Yellow fall color; important for birds/butterflies
Kingnut Hickory	Carya laciniosa	wet-medium	part sun	75-100	50-75	Yellow fall color; important for birds/butterflies
Red Hickory	Carya ovalis	dry/well-drained	part sun	50-75	40-50	Yellow fall color; important for birds/butterflies
Shagbark Hickory	Carya ovata	medium-dry	part sun	60-80	40-50	Yellow fall color; important for birds/butterflies
Mockernut Hickory	Carya tomentosa	dry/well-drained	part sun	50-75	30-40	Yellow fall color; important for birds/butterflies

<b>Common Name</b>	<b>Scientific Name</b>	<b>Soil Moisture Preference</b>	<b>Grows Best In</b>	<b>Mature Height (ft)</b>	<b>Mature Width (ft)</b>	<b>Notable Features</b>
Hackberry	<i>Celtis occidentalis</i>	medium-wet	full sun	40-60	40-50	Very adaptable; important for migrating birds
Eastern Redbud	<i>Cercis canadensis</i>	medium	part sun	15-20	20-25	Very showy purple flowers in spring
Pagoda Dogwood	<i>Cornus alternifolia</i>	medium	shade to part sun	15-25	15-25	Birds love the fruit; beautiful shape with white flowers
Scarlet Hawthorn	<i>Crataegus coccinea</i>	dry-medium	full sun	20-30	20-35	Birds love the berries and protection offered by thorns; showy flowers
Cockspur Hawthorn	<i>Crataegus crus-galli</i>	medium	full sun	20-30	20-35	Birds love the berries and protection offered by thorns; fragrant flowers
Downy Hawthorn	<i>Crataegus mollis</i>	medium	full sun	20-30	20-35	Birds love the berries and protection offered by thorns; picturesque shape
American Beech	<i>Fagus grandifolia</i>	medium	shade	50-60	40-50	Outstanding golden fall color
Kentucky Coffee Tree	<i>Gymnocladus dioica</i>	dry/well-drained	full sun	50-60	40-50	Widely adaptable to urban areas
Butternut	<i>Juglans cinerea</i>	medium-dry	full sun	40-50	30-50	Nuts are milder in taste than the black walnut
Black Walnut	<i>Juglans nigra</i>	medium-dry	full sun	50-60	30-50	Beautiful tree; important for butterflies
Tamarack	<i>Larix laricina</i>	wet-medium	full sun	30-50	20-30	Soft, tufted needles turn golden and drop in fall
Prairie Crab	<i>Malus ioensis</i>	dry-medium	full sun	15-20	10-15	Apples eaten by wildlife in winter; gorgeous flowers in spring; will sucker
Black Gum	<i>Nyssa sylvatica</i>	dry-medium	full sun	30-50	25-30	Glossy orange/red fall color; birds devour fruit in fall; protect from west winds
Hop Hornbeam, Ironwood	<i>Ostrya virginiana</i>	medium-dry	shade to sun	25-40	15-20	Grows well in shade, offering critical mid-layer height; can be used as a screen
White Pine	<i>Pinus strobus</i>	medium-dry	sun	50-80	20-40	Tolerates light shade; needs good soil and protection from west wind
Sycamore	<i>Platanus occidentalis</i>	wet-medium	part sun	75-100	50-75	Fast growing tree with distinctive white and green bark; drought intolerant
Big Tooth Aspen	<i>Populus grandidentata</i>	wet-medium	full sun	45-55	30-45	Fast growing; soil needs to be well-drained
Quaking Aspen	<i>Populus tremuloides</i>	medium-wet	full sun	30-45	15-20	Fast growing; suckers vigorously - one plant will get you 10 in 2 years
White Oak	<i>Quercus alba</i>	medium-dry	part sun to sun	50-80	50-80	High ecological value; majestic tree; state tree



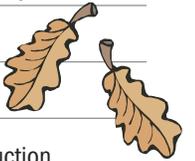
<b>Common Name</b>	<b>Scientific Name</b>	<b>Soil Moisture Preference</b>	<b>Grows Best In</b>	<b>Mature Height (ft)</b>	<b>Mature Width (ft)</b>	<b>Notable Features</b>
Swamp White Oak	<i>Quercus bicolor</i>	wet-medium	part sun to sun	50-60	50-60	High ecological value; requires moist soil
Scarlet Oak, Hill's Oak	<i>Quercus coccinea</i> (or <i>Q. ellipsoidalis</i> )	dry/well-drained	full sun	40-75	40-75	High ecological value; does well as a street tree, great fall color
Shingle Oak	<i>Quercus imbricaria</i>	medium	full sun	40-50	40-50	High ecological value; adaptable to a variety of soils
Bur Oak	<i>Quercus macrocarpa</i>	medium-wet	full sun	50-80	50-80	High ecological value; majestic tree; tolerates wide range of soils
Chinquapin Oak	<i>Quercus muhlenbergii</i>	medium-dry	full sun	50-80	50-70	High ecological value; drought resistant and tolerates high soil pH
Pin Oak	<i>Quercus palustris</i>	wet-medium	full sun	60-70	40-50	High ecological value; susceptible to disease if not in acidic soil
Northern Red Oak	<i>Quercus rubra</i>	medium-dry	part sun	60-80	60-75	High ecological value; grows in shade
Black Oak	<i>Quercus velutina</i>	dry/well-drained	full sun	50-75	50-60	High ecological value; does best on sand or gravel
Sassafras	<i>Sassafras albidum</i>	medium-dry	shade to sun	20-30	25-40	Prefers acidic soil
White Cedar, Arbor Vitae	<i>Thuja occidentalis</i>	wet-medium	part sun	30-40	10-15	Fairly adaptable but does not like dry and hot, butterfly host
Basswood, American Linden	<i>Tilia americana</i>	medium	full to part sun	60-80	30-40	Important butterfly host



## Shrubs

Bearberry, Kinnikinnick	<i>Arctostaphylos uva-ursi</i> var <i>coactilis</i>	dry/well-drained	part sun	6 inches	3-5	Broadleaf evergreen; prefers acidic soil
Speckled Alder	<i>Alnus incana</i> var <i>rugosa</i>	wet	part sun	10-15	10-15	Fast growing; fixes nitrogen in soil that can be used by other plants
Lead Plant	<i>Amorpha canescens</i>	dry/well-drained	part sun to sun	2-4	2-4	Purple to blue flowers; normal for tips of branches to die back in winter
False Indigo Bush	<i>Amorpha fruticosa</i>	wet-medium	full sun	6-15	5-15	Purple to blue flowers; normal for tips of branches to die back in winter
Black Chokeberry	<i>Aronia melanocarpa</i>	wet-medium	part sun	3-5	6-8	Vibrant red-orange fall color; berries persist into winter
New Jersey Tea	<i>Ceanothus americanus</i>	dry/well-drained	part sun to sun	3-4	3-5	White flowers attract butterflies and pollinators
Buttonbush	<i>Cephalanthus occidentalis</i>	wet	part sun to sun	6-12	12-18	Will grow in standing water or good garden soil; white flowers

<b>Common Name</b>	<b>Scientific Name</b>	<b>Soil Moisture Preference</b>	<b>Grows Best In</b>	<b>Mature Height (ft)</b>	<b>Mature Width (ft)</b>	<b>Notable Features</b>
Sweet Fern	<i>Comptonia peregrina</i>	dry/well-drained	part sun	2-4	4-8	Lovely scent; great ground cover; needs well-drained soil; can be aggressive
Blue-fruited Dogwood	<i>Cornus obliqua</i>	wet-medium	part sun	6-10	6-10	Birds relish the shiny blue fruit; reddish-purple fall color
Red Osier Dogwood	<i>Cornus stolonifera</i>	wet-medium	full sun	7-9	7-10	To keep stems red, prune older stems to ground in spring before leaves emerge
Hazelnut, Filbert	<i>Corylus americana</i>	medium-wet	part sun	6-8	6-8	Tasty nuts; better nut production when you have 3 or more plants
Dwarf Honeysuckle	<i>Diervilla lonicera</i>	medium-dry	full sun to shade	2-3	2	Small mounding shape makes a nice choice for shrub borders; showy red, yellow and orange fall color.
Wahoo, Native Burning Bush	<i>Euonymus atropurpureus</i>	medium-wet	shade to sun	6-10	6-10	Bright red fall color and attractive fruit; needs some protection from wind
Witch Hazel	<i>Hamamelis virginiana</i>	medium	part sun to sun	15-20	15-20	Yellow flowers bloom in fall; needs a fine, moist, well-drained soil
Wild Hydrangea	<i>Hydrangea arborescens</i>	medium-wet	shade	3-5	5-8	Shade tolerant, white flowers bloom in June and July
Kalm's St. John's Wort	<i>Hypericum kalmianum</i>	wet-medium	full sun	2-5	3-6	Beautiful yellow flowers; looks great in masses
Shrubby St. John's Wort	<i>Hypericum prolificum</i>	medium-dry	part sun	2-5	3-6	Yellow summer-blooming flowers
Winterberry	<i>Ilex verticillata</i>	wet-medium	shade to sun	6-10	6-10	Showy red berries in fall, plant 3 - 5 for fruit production
Common Juniper	<i>Juniperus communis</i>	dry/well-drained	full sun	4-8	8-10	Sprawling evergreen for sandy soil
Spicebush	<i>Lindera benzoin</i>	wet-medium	shade to sun	6-12	6-12	Small yellow flowers in spring, brilliant yellow fall color; shade tolerant
Ninebark	<i>Physocarpus opulifolius</i>	wet-medium	shade to sun	5-10	6-10	Durable large shrub with exfoliating bark; great in borders
Shrubby Cinquefoil	<i>Potentilla fruticosa</i>	wet-medium	full sun	1-4	2-4	Bright yellow flowers in summer; vigorous and hardy
American Plum	<i>Prunus americana</i>	dry/well-drained	full sun	15-25	15-20	Beautiful, edible fruit; maroon-red fall color; will sucker freely to create thicket
Common Choke Cherry	<i>Prunus virginiana</i>	medium-wet	full sun	15-20	10-15	White spring flowers, birds relish berries; red-orange fall color
Wafer Ash	<i>Ptelea trifoliata</i>	medium-dry	shade to sun	15-20	10-15	Flowers, leaves and fruit very aromatic, winter seed interest, grows on tough sites
Fragrant Sumac	<i>Rhus aromatica</i>	dry/well-drained	part shade to sun	2-6	6-10	Excellent reddish-orange fall color with bright red fruit; great habitat plant
Darf Sumac, Shining Sumac	<i>Rhus copallina</i>	dry/well-drained	sun	6-10	3-6	Brilliant fall color; must have light, well-drained soil (sand is best) and full sun





<b>Common Name</b>	<b>Scientific Name</b>	<b>Soil Moisture Preference</b>	<b>Grows Best In</b>	<b>Mature Height (ft)</b>	<b>Mature Width (ft)</b>	<b>Notable Features</b>
Smooth Sumac	Rhus glabra	dry/well-drained	full sun	10-15	10-25	Best tall sumac for clay soils; great fall color; suckers; ideal for berm
Staghorn Sumac	Rhus typhina	dry/well-drained	sun	15-25	15-20	Red-orange fall color; beautiful shape; suckers vigorously into lovely thickets
Wild Black Currant	Ribes americanum	wet-medium	shade to sun	3-6	3-6	Edible fruit; does well in dry shade under older oaks; nice fall color
Prickly Wild Gooseberry	Ribes cynosbati	medium-dry	part shade to sun	3-6	3-6	Edible fruit looks prickly but doesn't hurt; adapts to shade and a range of soils
Wild Gooseberry	Ribes missouriense	dry/well-drained	part shade to sun	3-6	3-6	Edible fruit but be cautious of thorns; when grown in full sun, fall color is dark purple
Early Wild Rose	Rosa blanda	medium-dry	full sun	4-8	4-8	Blooms late May-early June; rose hips are red and sizable; creates a thicket
Pasture Rose	Rosa carolina	medium-dry	full sun	3-6	6-10	Creates loose thickets; blooms heavily in June; small crimson hips in fall
Scarlet Rose	Rosa palustris	wet	part sun	3-6	3-6	Numerous bright scarlet rose hips are showy in winter
Illinois Rose	Rosa setigera	medium-dry	full sun	3-4	10-15	Can be used as a hardy climbing rose; recommend 'renewal pruning' every 3 years
Purple Flowering Raspberry	Rubus odoratus	dry/well-drained	part sun	3-6	3-6	Showy purple flowers; can grow in denser shade but then will not flower or fruit well
Pussy Willow	Salix discolor	wet-medium	part shade to sun	25-35	12-15	Furry one inch long catkins emerge in early spring
Prairie Willow	Salix humilis	medium-dry	part sun	6-12	6-12	Yellow fall color; creates colonies
Elderberry	Sambucus canadensis	medium	shade to sun	6-12	6-12	Showy white flowers, shiny purple fruit for birds and humans; great for borders with half day sun
Meadowsweet	Spiraea alba	wet-medium	part sun to sun	2-3	2-3	Can grow in standing water; cone-shaped white flower blooms in June
Steeplebush	Spiraea tomentosa	medium-wet	full sun	3-6	3-6	Spectacular pink blooms in July
Snowberry	Symphoricarpos albus	medium-dry	shade to sun	3-6	3-6	Large white berries persist throughout winter
Early Low Blueberry	Vaccinium angustifolium	medium-dry	full sun	2-3	2-3	Blueberries are small but numerous; attracts many birds and pollinators



Common Name	Scientific Name	Soil Moisture Preference	Grows Best In	Mature Height (ft)	Mature Width (ft)	Notable Features
Maple-leaved Arrowwood	Viburnum acerifolium	dry/well-drained	shade to sun	3-6	4-5	Rose-red fall color; creamy white flowers give way to black berries popular with birds
Nannyberry	Viburnum lentago	medium-wet	part sun	15-20	10-15	Fabulous fall color; beautiful white flowers in May; berries popular with birds
Blackhaw	Viburnum prunifolium	medium-dry	shade to sun	12-15	8-12	Makes a nice hedge, one of the more shade-tolerant viburnums; birds relish fruit
Downy Arrowwood	Viburnum rafinesquianum	dry/well-drained	part sun	12-15	8-12	Glossy leaves turn crimson in fall; great for butterflies
Highbush Cranberry	Viburnum trilobum	wet-medium	part sun	8-12	8-12	Scarlet-red fruit and nice fall color
Prickly Ash	Xanthoxylum americanum	dry/well-drained	part shade to sun	8-12	5-10	Important food source for giant swallowtail butterfly; very thorny; can be aggressive

**Why are scientific names important?** When looking to buy native plants, use the scientific name to ensure you are buying a true native and avoid plants whose scientific names include words in single quotes such as *Acer saccharum* ‘Legacy’ or *Viburnum carlesii* ‘Compactum.’ Cultivars, ornamentals and nativars can perform beautifully in a landscape but be aware that they generally may lack features of true natives that are needed by songbirds, butterflies and others who share ancient relationships with them that impact species survival. Slight alterations to nectar, blooms, fruits, thorns, leaves and roots may interfere with critical needs.

This list is limited to those native species that might generally be available from nurseries that grow trees and shrubs native to northeastern Illinois. It was developed with technical support from The Morton Arboretum. For a more detailed list, see *Plants of the Chicago Region* by Swink and Wilhelm.

#### How to select trees and shrubs

1. When buying trees and shrubs, select ones that are small and young. They’ll be less expensive, fit in your car, require a smaller hole, adapt faster to your site and need less watering while getting established. They’ll typically catch up to larger-sized specimens in no time.
2. Choose your species carefully. Pick something well-suited to your soil moisture and sunlight so it can survive and thrive. When shopping, don’t be enticed by a good-looking plant that is poorly suited to your site.
3. Pay attention to mature size and keep large species far enough away from buildings and power lines.
4. Plant, water and mulch properly. See [www.conservelakecounty.org](http://www.conservelakecounty.org) for simple planting and care tips.

**Congratulations - While improving your property’s value and beauty, you are helping people and nature today and for generations to come.**



32492 N Almond Road, Grayslake, IL 60030  
847.548.5989 [www.ConserveLakeCounty.org](http://www.ConserveLakeCounty.org)

Did you know? Conserve Lake County holds a **Native Tree and Shrub Sale** every spring and fall at beautiful Almond Marsh in Grayslake.



## Invasive Plant Species - Lake County's worst of the worst

### Invasive Plant Species

[Oriental bittersweet](#)

[Asian bush honeysuckle](#)

[Burning bush \(View Video\)](#)

[Canada thistle](#)

[Common & glossy buckthorn](#)

[Common reed](#)

[Common & cut-leaved teasel](#)

[Crown vetch](#)

[Field & Japanese hedge parsley](#)

[Flowering rush](#)

[Garlic mustard](#)

[Japanese barberry](#)

[Japanese honeysuckle](#)

[Narrow-leaved & hybrid cattail](#)

[Moneywort](#)

[Multiflora rose](#)

[Purple loosestrife](#)

[Reed canary grass](#)

[White & yellow sweetclover](#)

[Yellow Iris](#)

*Celastrus orbiculatus*

*Lonicera maackii, L. morrowii, L. tatarica, & L. x bella*

*Euonymus alatus*

*Cirsium arvense*

*Rhamnus cathartica & Frangula alnus*

*Phragmites australis*

*Dipsacus fullonum & D. laciniatus*

*Securigera varia*

*Torilis arvensis & T. japonica*

*Butomus umbellatus*

*Alliaria petiolata*

*Berberis thunbergii*

*Lonicera japonica*

*Typha angustifolia & T. x glauca*

*Lysimachia nummularia*

*Rosa multiflora*

*Lythrum salicaria*

*Phalaris arundinacea*

*Melilotus alba & M. officinalis*

*Iris pseudacorus*

Deerfield Appearance Code, Appendix 3 (Site Design 1.f.)

Deerfield Tree List - Restricted Sites		www.ConserveLakeCounty.org																	
All are native to northeastern IL and hardy to USDA Zone 5.		Planting Site*					Size			Prefers				Tolerates				Notes	
Scientific Name	Common Name	Parkway	Wide median	Sidewalk cutout	Parks and Residential	Under utility lines	Small (<25')	Medium (25-40')	Large (>40')	Full Sun	Partial Shade	Shade	Moist, well-drained soil	Road salt spray	Acidic soil	Alkaline soil	Drought (once established)		Poor drainage
<i>Acer nigrum</i>	Black maple	•	•		•				•		•	•			•	•			Sensitive to salt spray; prefers acidic soils; avoid overplanting
<i>Aesculus glabra</i>	Ohio buckeye	•		•	•		•	•			•	•	•		•				Moderate tolerance of salt spray
<i>Amelanchier interior</i>	Inland shadblow		•		•	•	•			•	•	•			•	•			
<i>Amelanchier laevis</i>	Alleghany serviceberry, Juneberry	•	•		•	•	•				•	•	•		•		•		Sensitive to salt spray
<i>Betula nigra</i>	River birch			•	•			•		•					•			•	Moderate tolerance of salt runoff and spray; sensitive to drought
<i>Carya ovata</i>	Shagbark hickory	•	•		•			•		•	•			•	•	•	•		When young, does best in shade
<i>Celtis occidentalis</i>	Hackberry	•	•	•	•				•	•	•	•	•	•	•	•	•	•	Weak wood; moderate tolerance of salt spray
<i>Gymnocladus dioica</i>	Kentucky coffeetree	•	•	•	•			•	•				•	•	•	•	•	•	Poisonous leaves/seeds; tolerates salt runoff
<i>Juglans nigra</i>	Black walnut	•	•		•			•	•				•	•					Produces a chemical that restricts nearby growth of some plants
<i>Nyssa sylvatica</i>	Tupelo, black gum	•	•		•		•	•	•				•		•				Moderate tolerance of salt runoff and spray, and poor drainage
<i>Ostrya virginiana</i>	Ironwood, hophornbeam	•	•		•		•	•	•	•	•	•			•	•	•		
<i>Platanus occidentalis</i>	Sycamore	•	•		•			•	•					•	•			•	Sensitive to drought; moderate tolerance of salt runoff and spray
<i>Quercus alba</i>	White oak	•	•		•			•	•	•			•		•		•		Moderate tolerance of salt spray
<i>Quercus bicolor</i>	Swamp white oak	•	•	•	•			•	•					•		•	•		Moderate tolerance of salt runoff and spray
<i>Quercus ellipsoidalis</i>	Hill's oak	•	•		•			•	•				•		•	•	•		Prefers acidic soils
<i>Quercus imbricaria</i>	Shingle oak	•	•	•	•			•	•				•		•		•		
<i>Quercus macrocarpa</i>	Bur oak	•	•		•			•	•					•		•	•		
<i>Quercus rubra</i>	Red oak	•	•		•			•	•	•	•	•		•		•	•	•	Moderate tolerance of salt runoff
<i>Quercus velutina</i>	Black oak	•	•		•			•	•	•			•	•	•	•	•		Prefers acidic soils
<i>Tilia americana</i>	Basswood, American linden	•			•			•	•				•		•	•			Can tolerate light shade
<p><b>*Planting Site Considerations:</b> Adequate growing conditions are essential to every living thing. Whether planted in a parkway, median or sidewalk cutout, all trees need clean water, healthy soil and appropriate amounts of space, sunlight and air. Taking time to prepare a good site, select the best species for each site and properly plant, mulch and prune will pay off handsomely on new investments in trees.</p>		<p><b>Why are scientific names important?</b> Many trees are known by a variety of common names, so the scientific name is the only way to ensure clear communication about a species. When you seek to design with or purchase native species, the scientific name will have just two words, such as <i>Acer saccharum</i>. In contrast, the scientific name of a cultivar will include one or two additional words in quotes, such as <i>Acer saccharum 'Legacy'</i>. Cultivars possess distinct differences from their native counterparts.</p>												<p><b>Why are native trees important?</b> Unlike cultivars and exotics, native trees proudly celebrate and showcase this region's natural and cultural heritage. They originated on this landscape with these soils, winters and rain patterns. Thus, when care is taken to select species well-suited to each site, and they are properly planted and cared for, native species can thrive and help to avoid expensive mistakes. Also, due to ancient and subtle relationships, many of our remaining songbirds and butterflies cannot survive on the Asian, European and western trees that currently dominate suburban landscapes. They rely on species native to this region for food and shelter while migrating, seeking shelter and raising their young.</p>					

# Deerfield Appearance Code



## SIGNS

### **Mission Statement:**

### ***Good Design is Good Business***

Over the years the Village of Deerfield has taken many steps to ensure the health, safety, and welfare of the Village Center and the outlying commercial areas. The establishment of the Appearance Review Commission in 1986 and the adoption of the Appearance Code represent Deerfield's conscious efforts to protect and to keep Deerfield a desirable community. We take pride in our community and recognize the value of good design, knowing that good design is good economic development. What we see daily in our community, consciously and subconsciously, influences our lives. People are attracted to properties and businesses that are well designed. Poor appearance and lack of property maintenance lead to decline in customers, loss of revenues, and decreased property values.

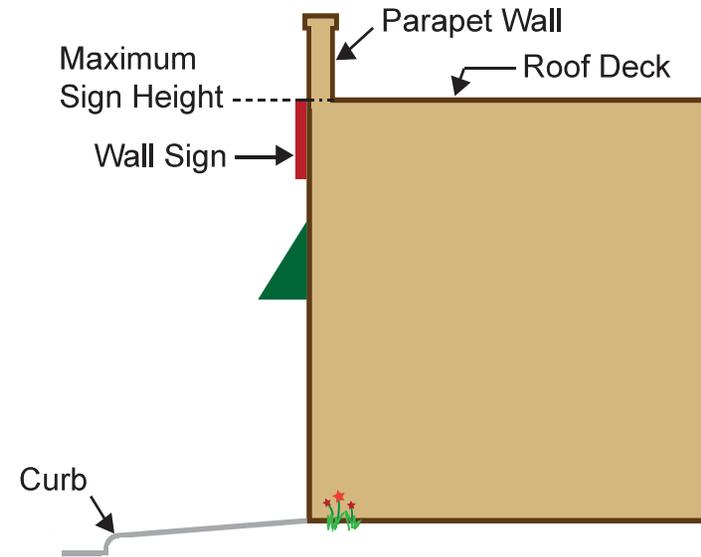
This user-friendly booklet is intended to provide a clear understanding of the appearance standards that create Deerfield's character. Please familiarize yourself with the requirements and expectations. You are a part of the fabric that comprises the Deerfield community and we welcome your request for improvements.



## Zoning Ordinance Business Signs

This section was added to clarify some of the Zoning Ordinance requirements - see Zoning Ord. Article 9 for additional requirements.

1. One business wall sign is allowed for each elevation (N, E, S, W) facing a public street or driveway and/or parking area of said use.
2. No sign shall be placed on a roof.
3. No sign shall be placed on an exterior wall higher than the point at which the roof deck abuts said wall - see illustration.
4. A wall sign shall be affixed (mounted directly) to the outermost wall of a business/tenant space.
5. Signs shall not exceed a depth of 12 inches; and sign elements must be flat and be located on the same plane.
6. Any mural, illustration, insignia, or flag which directs attention to that business is considered a sign, and is regulated as such.
7. No sign shall be painted directly onto an exterior wall.



Where the parapet wall meets the roof deck shall be the maximum sign height and no higher than 30 feet above the curb.



Signs shall not be placed above the roof deck.  
(See #3)

In the photo below, the colored stripes are an identifying mark to the business and therefore are considered in the calculation of the sign's square footage. (See #6)

To determine a sign's square footage draw a rectangle around the outermost points, then multiply the length times the width.

Example below is a canopy sign and not a roof sign.



**NO**

No sign shall be placed on a roof. (See #2)



**NO**

Sign elements must be flat and be located on the same plane. (See #5)



**NO**

Only one business sign per side facing a public way. (See #1)



**NO**

Exposed neon signs and projecting signs are not allowed.

(See #4 & Sign Illumination #1)



Art (such as a mural) if in anyway depicts the business shall be considered a sign and the square footage shall be regulated as such. (See #6)

No sign shall be painted directly onto an exterior wall. (See #7)

## Appearance Code Sign Criteria

### Content

1. The amount of information contained on any sign or group of signs shall be limited so that the total result is a clear and readable design.
2. The number of colors and graphic elements on a sign should be held to the minimum needed to convey the sign's message.
3. The listing of individual services rendered or items offered for sale, and the use of telephone numbers, websites, arrows, and multiple logos on a sign are unacceptable.



The use of phone numbers and websites are unacceptable. (See #3)



The listing of items offered for sale is unacceptable. (See #1 & #3)

NO



## Appearance Code Sign Criteria

### Design

1. Sign colors shall be harmonious with the architecture and excessive brightness shall be avoided.
2. Wall signs shall be designed as a complimentary element of the building.
3. Text on a sign shall be surrounded by negative space, providing a margin between the letters and/or logo and the edge of the sign.
4. The recommended maximum letter height - not the sign height - for a business less than 10,000 square feet is 24 inches in the Village Center, and 28 inches in the outlying commercial areas. These recommended letter heights are based on visibility and the building's setback from the street.

YES



The text size is appropriate, providing a margin between the background edge and the letters. (See #3)



The text extends beyond the background, no negative space was provided. (See #3)

# Appearance Code Sign Criteria

## Building and Site Relationship

1. Signs and graphics shall have a harmonious relationship with their building and site and to the architectural character of the surrounding area and the Village in terms of size, shape, material, color, texture, lettering, arrangement and lighting.
2. Every sign shall have appropriate scale and proportion in its visual relationship to buildings and surroundings.
3. A wall sign shall not cover a window (Zoning Ord. 9.01-B, 4).
4. Signs should not cover any decorative item on a building.
5. Signs should be surrounded by negative space (the space around the sign) to provide for a balanced design on the building.
6. All evidence of past signs shall be removed, and the wall restored to like-new condition.
7. A sign's height shall be within the requirements of the Zoning Ordinance, and said height shall also be reasonable in relationship and in proportion to the building, site, adjacent structures and areas.



YES



Signs shall have an appropriate relationship with their building, with respect given to the decorative items on the building, and the sign surrounded by negative space.



New signs are to be installed only after all evidence of the old sign has been removed. (See #6)

## Appearance Code Sign Criteria

### Building and Site Relationship

8. Ground signs in the Village Center are discouraged. If a ground sign is pursued, a monument sign with a height not to exceed 5 feet is recommended.

9. Pole signs are discouraged.

10. Landscaping with year-round appeal should be provided around the base of a ground sign and not interfere with the sign content.

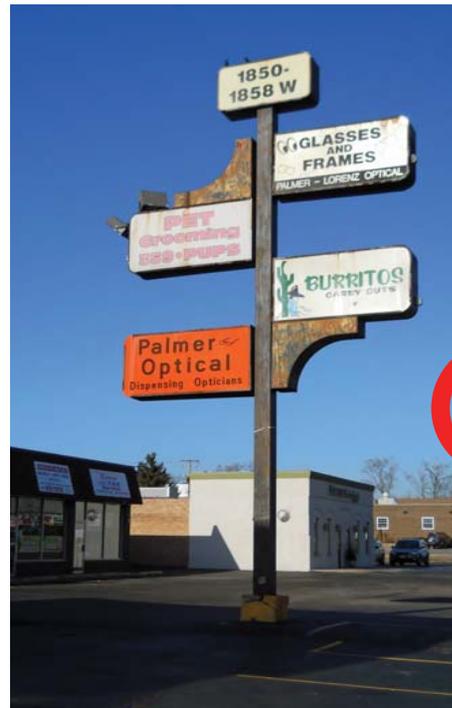
11. Ground signs and landscaping shall not encroach into any sight-line triangle at property access points or at street intersections, to allow for views of oncoming vehicular and pedestrian traffic (exceptions: plants 2.5 feet in height or less; and trees those branches are 6.5 feet or more above the ground). See illustration: Clear Sight Triangles (page 10).

12. Projects which include a number of signs and graphics shall provide an overall plan demonstrating continuity and meaningful relationships among the various signs and graphics.

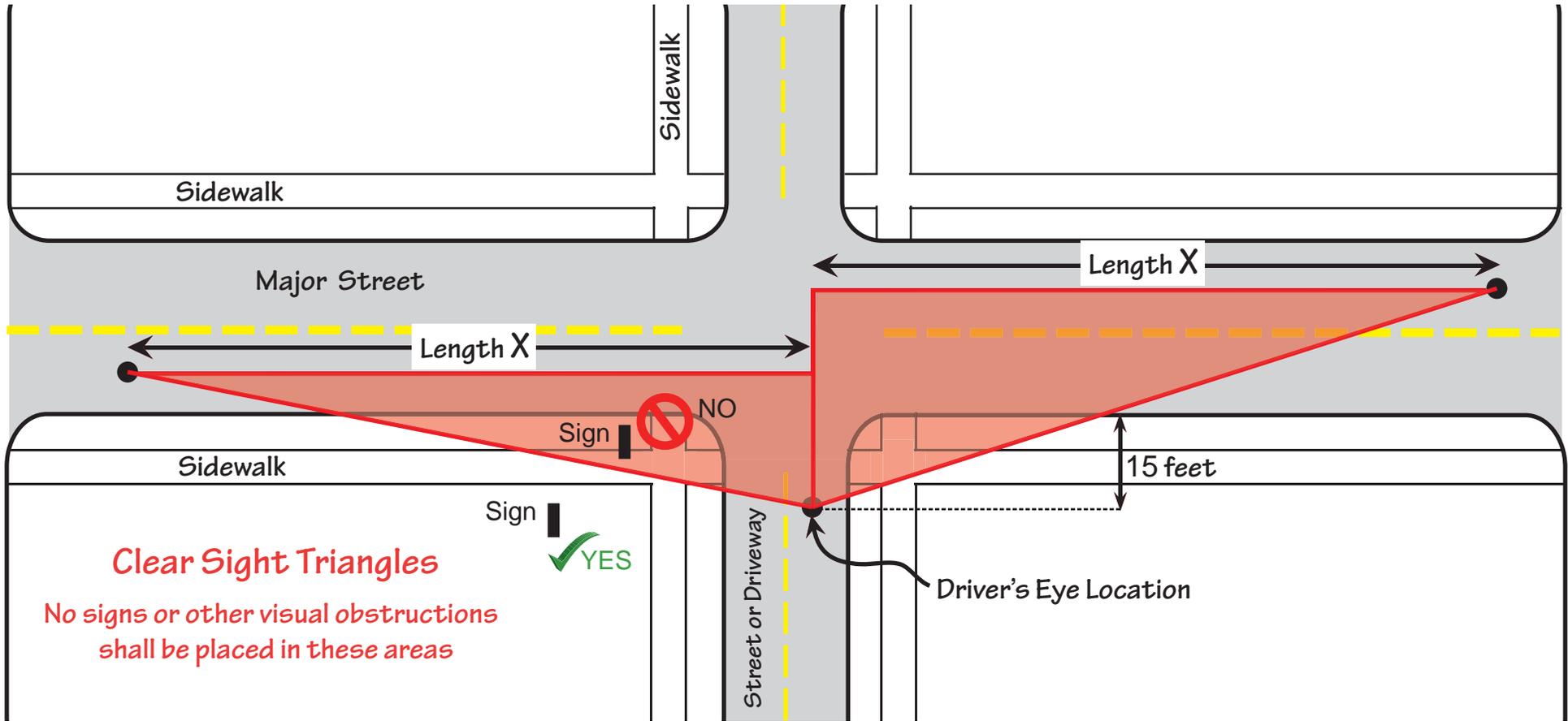
YES



A monument sign shall be designed to have continuity among the tenant sign panels, and landscaping shall be provided around the base. (See #10 & #12)



The relationship between the signs is poor, and no landscaping has been provided. Pole signs are discouraged. (See #9, #10 & #12)



**Clear Sight Triangles**  
 No signs or other visual obstructions shall be placed in these areas

A clear sight triangle is a method used to determine where objects may not be placed to ensure that a driver leaving a controlled intersection (traffic light or stop sign) or driveway can see an approaching vehicle in either direction.

To determine a clear sight triangle, use the table to determine **Length X** for a 2 lane street of a given speed.

One point of the triangle is the driver stopped 15 feet from the pavement's edge, the other point is in the middle of the lane of the approaching vehicle **Length X** away from the stopped driver.

Major Street Posted Speed	Length X
25 mph	335 ft
30 mph	390 ft
35 mph	445 ft
40 mph	500 ft
45 mph	555 ft
50 mph	610 ft
55 mph	665 ft

The numbers are from the Intersection Sight Distance (ISD) table of the American Association of State Highway and Transportation Officials 2004.

# Appearance Code Sign Criteria

## Sign Illumination

1. The sign's light source must be fixed and concealed (Zoning Ord. 9.01-D, 1), including but not limited to prohibiting exposed neon and exposed LED signs.
2. Sign lighting shall avoid casting glares of direct rays upon adjoining streets and properties (Zoning Ord. 9.01-D, 2).
3. Lighting that is intended to illuminate wall and ground signs shall be arranged so that the light source is screened from view and does not constitute a hazard or an annoyance to the public.
4. Any moving, flashing or shimmering sign, or advertising device inside or outside of a building is prohibited when visible from any street or parking area (Zoning Ord. 9.01-B, 8a).
5. Internally illuminated box signs generally do not integrate well into a building's facade, and are discouraged.
6. If internally illuminated box signs are used, it is recommended the sign panels be opaque so that only the text is illuminated, not the background.

YES ✓

Landscaping can be used to conceal a light source. (See #1)



Flood lights



Box signs applied to the facade generally do not work well with the architecture. (See #5)



Box signs integrated into the architecture, with only the text that illuminates. (See #6)

YES ✓



## Appearance Code Sign Criteria

### Sign Illumination

7. Electrical transformer boxes and raceways shall be concealed from public view (exception to follow, #8).

8. If a raceway cannot be mounted internally behind the finished exterior wall because of conflict with the building structure, the exposed raceway shall be integrated into the building and finished to match the background wall. Exposed raceways are discouraged.

9. All conduit, wires, and junction box shall be appropriately concealed from public view.

10. Sign faces shall have an even distribution of light.

11. Sign disconnect switches shall be located in accordance with one of the following methods:

- A. Within an enclosed building within sight of the sign(s), or
- B. Behind a fascia or sign band wall within sight of the sign(s), or
- C. Completely enclosed within the sign.



Conduit and electrical boxes shall not be visible to the public. (See #9)



No hot spots, where the light source can be seen. (See #10)



Raceways shall not be visible to the public (See #7) - see exception #8.

Raceways provide an area for birds to nest.

# Zoning Ordinance Signs

## Windows

Windows (glass) and window signs are regulated by Ordinance O-07-26; please see the Window Sign Regulation document which can be found on the Village's website.



Too much signage on the windows. Basically, 20% of a window area may be covered with signage - see Ord. for specifics.



## Closed Business

Once an establishment has gone out of business, all of the signs associated with that business must be removed (Zoning Ord. 9.05-C, 2), and the facade shall be restored to a like-new condition.



Painting over a sign or leaving exposed bulbs is not acceptable.



Ghosting and holes from a previous sign shall be removed, with the background material (wall or panel) being replaced or restored to a like-new condition.



## **REQUEST FOR BOARD ACTION**

**Agenda:16-98**

**Subject:** Authorization to Execute Design Engineering Contract for Richfield Pump Station Improvements

**Action Requested:** Approve design engineering contract for consulting services: Clark Dietz (\$37,865)

**Originated by:** Engineering Department

**Referred to:** Mayor and Board of Trustees

### **Summary of Background and Reason for Request**

The Village of Deerfield has an intergovernmental agreement (IGA) with the City of Highland Park (CHP) to operate and maintain portions of the Richfield Avenue water pumping station. This water pumping station is the main water feed for the Village and it also provides a link between the Village and the City, whereby the City can view water demand throughout the Village by use of the Richfield instrumentation. The pump station receives water from a 24-inch influent pipe which penetrates the southwest wall of the pump station. Currently, the influent pipe is leaking at the wall penetration allowing water to migrate from the wall to the floor. The existing cast iron floor drain system is corroded and clogged, thus preventing water to flow to the sump pump for removal. The combination of a pipe leak and a non-functional floor drain system has created a damp and moist environment, which is not suitable for electrical equipment and is not a safe working environment for staff.

There are two (2) electrical services that provide power to the pump station, one service is owned by the Village and the other by the CHP. The Village's electrical service provides power to several of the pumps and associated instrumentation in the pump station. Our electrical service is not backed up by a generator. During the event of a power outage Village and CHP staff are unable to access the instrumentation remotely, and must man the station 24/7. To provide better monitoring of the instrumentation at the pumping station a battery back-up unit must be installed.

Village staff has interviewed several qualified professional engineering firms to assist in the preparation of bidding documents and specifications for repairs for the above mentioned deficiencies. Staff was impressed with the breadth and depth of expertise that was presented by Clark Dietz Engineers. We feel that Clark Dietz Engineers is the most qualified firm that participated in our interview process and we have selected them to assist the Village with this project. Though the Village has not utilized the services of Clark Dietz Engineers in the past they are well respected within the engineering community and have successfully performed many projects of similar scope.

We have received a proposal from Clark Dietz Engineers for the preparation of engineering documents to include the design for replacement of the influent line, interior drainage and dehumidifiers, and battery back-up for instrumentation. The proposal, in the amount of \$37,865 will allow for construction to take place in 2017. The Department has proposed sufficient funding for the expenditures in the FY2016 budget. Staff is requesting the Authorization to Execute Design Engineering Contract for Richfield Pump Station Improvements in the amount of \$37,865.

### **Reports and Documents Attached**

None

**Date Referred to Board:** September 19, 2016

**Action Taken:** \_\_\_\_\_