

Appearance Review Commission

Meeting Minutes

May 9, 2016

A meeting of the Appearance Review Commission was held on Monday, May 9, 2016 at 7:00 p.m. at the Village Hall Conference Room, 850 Waukegan Road, Deerfield, Illinois. Vice Chairman Lisa Dunn called the meeting to order at 7:02 p.m.

Present were

Beth Chaitman
Lisa Dunn, Vice Chairman
Sherry Flores
Jason Golub
Elizabeth Low
Daniel Moons

Absent was:

Dick Coen, Chairman

Also Present:

Barbara Rosborough, Landscape Consultant
Jean Spagnoli, Village Planner
Jeri Cotton, Secretary

Public Comment:

There was no Public Comment.

Document Approval

Ms. Low moved to approve the minutes from the April 25, 2016 Appearance Review Commission meeting. Ms. Flores seconded the motion. The motion passed unanimously on a voice vote with Vice Chairman Dunn abstaining.

Business:

1. Appearance Code Update

a. Lighting – Highlighted Text

The commissioners discussed the Lighting section of the Deerfield Appearance Code. Mr. Moons suggested clarifying the 50 percent so the sentence would read, "Previously approved photometric plans are not required to comply with this section until more than 50 percent of the original existing light fixtures, standards and/or elements are changed

or removed.” The commissioners agreed. Ms. Chaitman suggested adding “e.g.” in front of (a catalog page, cut sheet, photograph) in section a.

b. Site Design – Highlighted Text and Exhibits

The commissioners discussed the site design section of the Appearance Code. Ms. Spagnoli indicated the information would link to a pdf housed on the Village website. There are three different pdf options which will be listed under 1d, 1e and 1f.

Ms. Low questioned whether there can be a directive that the list is reviewed every three years. Ms. Spagnoli indicated the Code should be looked at and kept current every few years. Ms. Low believes there should be a scheduled time to update.

The commissioners discussed section 3, Alternate Landscape Materials and did not have any changes. The commissioners discussed section 4b under Parking Area(s), and did not have any changes.

The commissioners discussed section 5b(1) Parking Areas under Screening. Vice Chairman Dunn read the proposed text listed as 2.04-I Landscaped Screening 2. Off-Street Parking – Non-Residential Areas and Certain Multi-Family Residential Uses. The commissioners believe the proposed text should replace the former 5b(1) Parking Areas section of the Appearance Code. Also, the proposed text should replace the Zoning Ordinance 2.01-I, Sections 2a and 2b.

The commissioners discussed section 5d(1) and 5d(2) Trash Containers under Screening and did not have any changes. The commissioners discussed the proposed exhibits and believe they added appropriate explanations.

c. Factors for Evaluation

The commissioners discussed the “Factors for Evaluation” and requested the addition of number 12 for Sustainability.

d. Definitions

The commissioners discussed the Public Activity definition and did not have any changes. The commissioners discussed the Sign definition. After the concern of Mr. Moons, Ms. Spagnoli suggested adding the phrase, “but is not limited to.” Vice Chairman Dunn suggested adding the word “or” between moving and animated so the sentence reads, “The term “sign” shall include but is not limited to any flashing, rotating, moving or animated device which is entirely within any building enclosed building, whether or not said sign or device can be observed from the outside of the building.”

e. List of Parkway and Parking Lot Trees by Conserve Lake County

When Ms. Spagnoli and Ms. Rosborough had met with Dave Neu from Conserve Lake County, they requested a list of both native and non-native trees. Ms. Spagnoli indicated the information received only listed native trees. Ms. Low noted that is their agenda. Ms. Rosborough explained this is a recommended list and questioned whether a tree not listed would be acceptable. She does not believe Conserve Lake County would want their logo on a list with non-native trees. Ms. Low explained there is a host of reasons why native plantings are preferred, but that does not mean that other plantings should be excluded. She indicated there will be some areas where these plantings are not recommended due to the topography or sun exposure. Ms. Low suggested not having a required percentage of native plantings, but recommending using the list of native plantings provided by Conserve Lake County for hardy trees. The Commission agreed to promote native plantings, although other trees could be used.

2. Deerfield Zoning Ordinance – Landscaped Screening – proposed new text

This was included in the site design discussion.

3. Draft Recommendation, Deerfield Appearance Code

The commissioners did not have any material changes to the recommendation. They discussed the next steps and would like to present this information at the first Board of Trustees meeting in June. Ms. Spagnoli will speak with the Village Manager to determine whether this can be added to the June 6, 2016 agenda.

Ms. Low moved to approve the Appearance Code documents, two booklets with one for Signs and the other for Building and Site. Mr. Golub seconded the motion. The motion passed by the following vote:

AYES: Chaitman, Dunn, Flores, Golub, Low, Moons (6)

NAYS: None (0)

Ms. Chaitman moved to approve the Appearance Code recommendation as discussed and submit the recommendation and proposed booklets to the Village Board of Trustees at the June 6, 2016 meeting. Ms. Flores seconded the motion. The motion passed by the following vote:

AYES: Chaitman, Dunn, Flores, Golub, Low, Moons (6)

NAYS: None (0)

Items from the Commission

Ms. Flores expressed concern about the trash enclosures behind the Sachs Center.

Items from the Staff

Appearance Review Commission

May 9, 2016

Page 4 of 4

Ms. Spagnoli discussed the information for the next Appearance Review Commission meeting. There are a number of petitions so the commissioners agreed to begin the meeting at 7:00 pm.

Adjournment

There being no further business or discussion, Mr. Golub moved to adjourn the meeting. Ms. Chaitman seconded the motion. The motion passed unanimously on a voice vote. The meeting was adjourned at 8:15 pm.

The next regular meeting of the Appearance Review Commission will be held on Monday, May 23, 2016 at 7:00 pm.

Respectfully submitted,

Jeri Cotton
Secretary