

**COMMUNITY DEVELOPMENT DEPARTMENTAL REPORT**  
**Planning Division**  
**11/01/15 to 04/30/16**

**Summary of Commission Activity:**

**Plan Commission Activity**

- A public hearing (November 12, 2015) for a Special Use for the proposed Escape Beauty Salon in the building located at 711 Orchard Street.
- A pre-filing conference (November 12, 2015) for a Text Amendment and a Special Use for a proposed massage services establishment at 687 Waukegan Road (north end of Baskin Robins mini mall. Applicant did not proceed to the public hearing.)
- A pre-filing conference (November 12, 2015) and public hearing (January 14, 2016) for an amendment to a Special Use for Briarwood Country Club to permit changes to the previously approved paddle tennis facilities (Briarwood Country Club).
- In fall of 2015, the Plan Commission held a public hearing for the special use for the 61,867 square foot Jewel and two 4,000 square foot outlot buildings in Deerbrook Shopping Center. This recommendation went to the Board of Trustees on November 2, 2015.
- A workshop meeting (January 14, 2016) for a Finding of Substantial Conformance for the Final Plat of Subdivision for 225 and 243 Wilmot Road (Congregational Church of Deerfield property).
- A public hearing (January 28, 2016) for an amendment to the Deerfield Comprehensive Plan to Adopt a Master Plan for the Northwest Quadrant of the Village Center.
- A pre-filing Conference (February 11, 2016) and a public hearing (April 14, 2016) for proposed renovations to 636 Deerfield Road in the Shopper's Court PUD (former Overstock Furniture Building) and the west end of the Village Owned Parking Lot.
- A public hearing (February 25, 2016) for a Special Use for Roti Modern Mediterranean restaurant located in the 720 Waukegan Road (former Mephisto Shoes space) at the Shops at Deerfield Square.
- A pre-filing conference (February 25, 2016) and workshop meeting (March 24, 2016) for Approval of a Final Development Plan for 8 Parkway North for a 200,970 square foot five story office building in the Parkway North Center on Site 5 & Site 8 (Quadrangle).
- A pre-filing conference (February 25, 2016) and a public hearing and workshop meeting (April 14, 2016) for Approval of a Final Development Plan for 7 Parkway North for a 41,139 square foot two story office building in the Parkway North Center (American Board of Psychiatry and Neurology).
- A pre-filing conference meeting (March 24, 2016) and a public hearing (April 28, 2016) for a Special Use for a Portillo's Restaurant with drive-thru at 700 Lake Cook Road (former On the Border restaurant site).
- A public hearing (April 28, 2016) for a Special Use for a New Outdoor Patio for Menchie's at 775 Waukegan Road, in Deerfield Village Centre (former Orange Leaf space).

The Plan Commission was issued Ipads in February for electronic Plan Commission distributions. Overall, the feedback has been positive on the use of the Ipads. The Plan Commissioners are provided larger size hard copies of individual plans (eg. site plan, landscape plan) when needed.

## Village Center Commission (VCC) Activity

The group is an idea commission promoting downtown Deerfield, advocating for Village Center businesses and working closely with the Chamber of Commerce. As a steward of the downtown, the Commission plays an essential role in keeping the downtown attractive, safe, growing, dynamic, and exciting. The VCC is made up of volunteer residents, one member from the Chamber of Commerce, and one member from the Village Center business community. The VCC is in the process of creating a “Why Locate Your Business in Deerfield” brochure targeting prospective businesses and merchants on the many attributes that make the Village of Deerfield a prosperous business location. The VCC welcomed new Commissioner Ken Stolman. Ken brings a strong marketing and business background to the VCC group and recognizes that attracting and maintaining businesses is the cornerstone to a vibrant and healthy community. Ken works for Salesforce.com in technology sales and is looking forward to working with the Village Center Commission.

## Appearance Review Commission (ARC) Activity

Over the last six months the Appearance Review Commission held ten meetings and worked with 14 petitioners.

In the Village Center:

- Starbucks, 675 Deerfield Road, received approval for outdoor fencing and furnishings: tables, chairs and umbrellas.
- Roti Modern Mediterranean, 720 Waukegan Road, received approval for a wall sign, and a denial to change the color of two building elements (an awning, and the background panel of the wall sign to black). The Board overturned the ARC’s decision. Roti Modern Mediterranean also received approval for outdoor tables and chairs.
- Menchies Frozen Yogurt, 775 Waukegan Road, received approval for outdoor seating, tables and chairs.
- The 636 Building, 636 Deerfield Road, received a preliminary review of the proposed façade improvements. After suggestions from the commission, changes were made and the petitioner came back before the ARC for a continuation of the preliminary review. A final review with the ARC is scheduled in June.

In the Outlying Commercial District:

- Deerbrook Mall, received final approval for renovations to the northern portion of the this commercial PUD.
- SportClips, 39 Waukegan Road, received approval for 2 sign panels for the Cadwells Corners’ Waukegan Road pylon sign.
- Sleep Number, 60 S. Waukegan Road in the Starbucks and former Chase Bank outlot building, received approval for 3 wall signs, façade changes and 1 opaque window area, which occurred over two meetings.
- Wheelpower Studio, 49 Waukegan Road in Cadwells Corners, received approval for 1 wall sign (the business changed their name from the originally approved Wheelhouse Studio).
- Lashes, 405 Lake Cook Road, in Deerfield Park Plaza received approval for 1 wall sign and fast track approval for 2 sign panels for the Deerfield Park Plaza pylon sign.
- Chaube Coffee, 601 Lake Cook Road in the Metra Lake Cook Road Station, received a denial of their proposed sign. The ARC asked that the sign be reduced in size and that the multiple colors on the letter U be removed.

- BP Gas Station, 1 Waukegan Road, received a denial for the proposed convex wall signs. The ARC asked that the signs be either channel letters or decals.
- Cadwell's Corners shopping center received approval for building alterations to the southern portion of the building to remove the glass atrium and replace it with a flat roof and approval of a landscape plan, which occurred over two meetings. The petitioner informed the Village that the improvement is on hold for now.
- Portillo's, 700 Lake Cook Road, received a preliminary review of new construction: building, site and signage. A new sign variation to the south was proposed so a second preliminary for the sign meeting was held.

The Appearance Review Commission welcomed new Commissioner Daniel Moons. Mr. Moons is an attorney for the McDonald's Corporation and has experience in real estate, commercial transactions, and collaborative ventures.

### Appearance Code Update

In the last six months, three and one half meetings were dedicated to updating the Deerfield Appearance Code. The ARC started the review in November 2011 and is currently very close to the completion of their review and update. The focus has been on Site Design, and consultants, Barbara Rosborough of Rosborough Partners, Inc. and Robert Milani from the Chalet Nursery, both Registered Landscape Architects and Horticulturalists, have assisted with the landscape portion. Exhibits including diagrams and photos, all drawn and photographed by staff, are being added to help illustrate the updated Code. The goal is to create user-friendly booklets that provide a clear understanding of the appearance standards that create Deerfield's character. Once completed, two booklets, one for Signs, and the other for Building & Site will be presented to the Board of Trustees for adoption.

### Cemetery Commission

Over the last six months, the Cemetery Commission has not held any meetings. A meeting is scheduled for May 10<sup>th</sup> with an inspection of the cemetery grounds.

Since the creation of the Deerfield Cemetery website, there have been 2,224 hits on the Cemetery webpage, with 236 views in the last six months. The site was made public in January 2015. The Village GIS Specialist reports continuous public activity is occurring on the site.

### Text Amendments to the Zoning Ordinance for the C-1 Village Center District

The Plan Commission's next major project will be to review the list of Permitted and Special Uses in the C-1 Village Center District in order to update the list of uses in the Village Center. Due to the heavy Plan Commission schedule, the Plan Commission did not get to this over the past 6 months, but they are planning to get to this matter starting in June.

### Inventory of Available Commercial Spaces

Planning staff continues to maintain an inventory of available commercial retail and service space which is available on the Village's website at Business → Economic Development → Commercial Space Availabilities. Staff continues to update this information quarterly, or as new information

becomes available. The information provided on the website includes the development name and address; the broker contact person, phone number and email; and the total size of the development along with the available spaces' square footage. Maps are provided that show the location of the properties and the traffic counts on the adjacent major roadways. Provided on the economic development webpages are business analyst data which contains recent detailed demographic, consumer spending, and market potential data. The website also includes the zoning certificate of compliance application, permitted use checklist, a summary of the special use process, and flow charts for permitted use and special uses, and the business registration form.

### **Village Community Events Banner Poles**

The Village of Deerfield maintains two banner poles which are used to notify the Village of community happenings. One is located at the northwest corner of Deerfield and Robert York Roads, and the other is located at the northeast corner of Deerfield and Waukegan Roads. The Village's banner poles are a custom design, therefore all banners need to be custom made for Deerfield. Staff is continuing to design and acquire new banners, and work with other organizations wishing to promote their community event. Staff also develops and maintains a calendar of scheduled banner times when banners are to be installed and changed out on the banner poles.