

COMMUNITY DEVELOPMENT DEPARTMENTAL REPORT
Planning Division
3/1/12 to 8/31/12

Summary of Commission Activity:

Plan Commission Activity

During the last six month period, the Plan Commission held a total of 9 public hearings, 1 continued public hearing, and 5 prefilng conferences.

- A public hearing was held on March 8 on the request for a Special Use to allow the Deerfield Public Library to temporarily locate at the south end of Cadwell's Corners (former Honquest Furniture space).
- A prefilng conference (March 22), a public hearing (April 26) and a continued public hearing (May 24) were held to amend the Special Use for Briarwood Country Club to allow paddle tennis facilities and clubhouse additions and improvements, as well as a Text Amendment for signage.
- A public hearing was held on April 12 on the request for an amendment to a PUD to allow the George's What's Cooking restaurant property to be redeveloped into a medical office building for Northwestern Memorial Hospital.
- A prefilng conference (April 12) and a public hearing (May 10) were held on the request for a Special Use for Essence Pilates to locate in the American Legion building.
- A public hearing was held on April 26 on the request for an amendment to a Special Use to permit building and site changes to McDonald's. McDonald's was approved to add double order boards, create a connection to the Atrium PUD property to the south, and make other site and building improvements.
- A public hearing was held on May 24 on the request for a Special Use for Lifetouch Portrait Studio to locate in Deerfield Square shopping center.
- A prefilng conference (June 14) and a public hearing (July 26) were held on the request for a Text Amendment and a Special Use, and an amendment to the Home Depot Commercial PUD to allow Peapod grocery parcel pick-up center at 677 Lake Cook Road (former Amcore Bank building).
- A prefilng conference (July 12) and a public hearing (August 9) were held on the request for a Special Use to allow Seta Salon (formerly Connie's Salon in Deerbrook Shopping Center) to locate in Deerfield Village Centre.
- A prefilng conference (July 26) was held on the request for redevelopment of Deerbrook shopping center consisting of moving Starbucks and Subway to the corner outlots, and the demolition of the space south of Jewel and north of Office Max to make way for the TJ Maxx to relocate here. Phase II consisted of demolition of the indoor mall including the vacant movie theater, and demolition of the former Best Buy store and the construction of a new 55,500 square foot Jewel in this location along with construction of 30,000 square feet of new junior box space north of the new Jewel. In the location of the existing Jewel space, new small shop space and restaurant space ranging from 3,000 square feet to

10,000 square feet was planned. A public hearing was scheduled for August 23 but shopping center ownership withdrew the petition.

Village Center Development Commission (VCDC) Activity

The VCDC held 3 meetings in the past six months. They met with Essence Pilates, Lifetouch Portrait Studio and Seta Salon on each of their requests for Special Uses in downtown Deerfield. The VCDC also promoted the Flower Planter Program once again this year.

The VCDC discussed the topic of temporary signage regulations; Code Enforcement Supervisor Clint Case joined the group for these discussions. The group decided to discuss this topic as a result of the temporary ground sign Rosebud had last spring. The group is working on a recommendation to add some restrictions to the temporary signs section of the Zoning Ordinance which would limit the maximum size for temporary signage in the C-1 Village Centre District. In the coming months the VCDC will be finalizing their recommendation and will send it to the Village Board. Any Text Amendments to the signage regulations would require a public hearing with the Plan Commission and approval by the Board of Trustees.

At the request of the Mayor, the VCDC discussed appropriate ways to recognize long-standing businesses in the Village Center. The VCDC determined that the criteria for recognition are: that the business has been operating in the Village Center for at least 20 years and that it has been operated under the same business name. Twenty-eight businesses meet the criteria for recognition. The VCDC believed the best way to recognize these long-standing businesses is with a plaque. Planning staff has designed and ordered plaques. The 28 business owners were invited to attend the June 18, 2012 Village Board meeting where they were presented with their plaques and enjoyed a reception afterwards. The 28 businesses were also listed on the homepage of the Village's website, and in D-Tales newsletter.

Appearance Review Commission (ARC) Activity

Over the last six months the Appearance Review Commission held 7 meetings (6 regular monthly meetings and 1 special meeting to accommodate a petitioner's time schedule) and worked with 15 petitioners.

In the Village Center:

- Rosebud Restaurant, 560 Waukegan Road, attended three meetings in the last six months. The first was to propose changes to the patio areas: new railing design along with new tables and chairs which were approved. The second and third meetings dealt with a new design for a ground sign. The ARC approved a new design for the ground sign at a meeting in June, which as of this report has not been installed.
- Mobil, 650 Waukegan Road, received approval for a new canopy face and two canopy/wall signs.

- North Shore Hair Transplant Specialists, 740 Waukegan Road, in Deerfield Square, requested approval of one wall sign. The ARC suggested a couple modifications and a new design was approved via the ARC 'fast track' procedure.
- Essence Pilates, 738 Waukegan Road, received approval for one wall sign and one ground sign.
- Bedding Experts, 711 Waukegan Road, received approval for three wall signs.
- Bobby's Deerfield Restaurant, 695 Deerfield Road, received approval for three wall signs.

In the C-2 Outlying Commercial District:

- NorthShore University HealthSystem, 49 S. Waukegan Road, attended three Appearance Review Commission (ARC) meetings. The first was a preliminary review last March. The second was in May when they received ARC approval for building, site and signage improvements – the approval included follow-up items that were approved at the third meeting in July.
- Northwestern Medicine, 350 S. Waukegan Road, received a preliminary review in March and came back for their final review in June. The approval included building and site improvements only – no signage has been submitted as of this report.
- LA Fitness, 260 S. Waukegan Road, formerly Bally's Total Fitness, requested new signage. The Village then received notice that LA Fitness will no longer be perusing the location.
- Morrison for State Senate, 47 N. Waukegan Road, in Cadwell's Corners, received approval for four tenant sign panels, one for each side of the two pylon signs.
- McDonald's, 50 N. Waukegan Road, received approval for building, site and signage improvements with some follow-up items that were addressed and approved via the ARC 'fast track' process.
- Sign-A-Rama, 461 Lake Cook Road, in Deerfield Park Plaza, received approval for a wall sign and pylon tenant sign panels.
- Up-Right MRI, 457 Lake Cook Road, in Deerfield Park Plaza, after receiving a violation notice for installing a sign without a permit, came before the ARC and received approval for two tenant sign panels, one for each side of the development's pylon sign.
- Peapod, 677 Lake Cook Road, received a preliminary review of their proposed building, site and signage improvements. The final approval was submitted for the September ARC meeting.

The Appearance Review Commission is now working with the Village Engineering Department on a custom low trough planter design for the south side of the Deerfield Road underpass (the abandon sidewalk).

The current condition and the maintenance of the Village Center streetscape light fixtures are of concern to the Appearance Review Commission. Deerfield Public Works had proposed painting the light poles one solid color, but the ARC would prefer the light poles match the other streetscape elements, such as the trash receptacles and the

benches. The Village's existing Sternberg Prairie style fixture received a Verde Green finish which is a two step process. First, a black coat of paint is applied to the pole, next green color paint is drybrushed over the black coat creating an antique effect. The ARC is also investigating the conversion of the streetscape light fixtures to LED with a field trip to Sternberg Lighting planned for November. Sternberg will collaborate with the ARC on developing a LED fixture that is aesthetically pleasing. Light-Emitting Diode (LED) illumination is much more energy efficient than our existing Metal Halide, and many communities are phasing in the conversion to LED fixtures.

Northwest Quadrant Unified Planning Task Force

Last year the Board of Trustees authorized the creation of the Northwest Quadrant Unified Task Force. Trustee Tom Jester was appointed as Chairman and Trustee Mary Oppenheim also serves on the Task Force. The Task Force is made up of all of the major stakeholders in the quadrant including the Park District, Library, Village, Presbyterian Church, AT&T, the commercial property owners, and Chairmans of the Plan Commission, VCDC, ARC, and a member of the Sustainability Commission. The Northwest Quadrant of the Village Center currently suffers from a lack of pedestrian friendliness, disconnected parking lots, a disjointed roadway/circulation system, a lack of adequate space for safe drop offs for children's day care, and a general lack of a unified campus.

The purpose of the Northwest Quadrant Unified Task Force was to bring together the stakeholders to study the northwest quadrant and develop a Master Plan for the entire quadrant. As the majority of property in the northwest quadrant is public lands, the Task Force believes that property lines should not be a consideration in developing a Master Plan. The Master Plan will ignore property lines so a campus setting can be developed to better serve our community. The Task Force also stayed within the current Comprehensive Plan that advises no further commercial development be allowed in the northwest quadrant. The Task Force held three meetings, in February, March, and April of 2012. The workshop meetings helped the Task Force to define the issues, develop a list of items they would like to see accomplished, and establish a vision and the goals for the Northwest Quadrant.

After the completion of the Task Force's goals and visioning process in April, a Request for Qualifications (RFQ) was sent to ten qualified design firms to assist the Northwest Quadrant Unified Task Force in the creation of a Master Plan for the Northwest Quadrant. The creation of a Master Plan for the quadrant will result a comprehensive design plan. This Master Plan document will serve as a guide for the Northwest Quadrant that will be implemented over the next 20 years when public institutions and land owners in the Northwest Quadrant make improvements to their properties. The Master Plan will serve as a detailed guide when each public entity/property owner in the quadrant makes improvements to their property in the future.

Teska Associates was selected as the firm to design the Master Plan for the Northwest Quadrant. The design team selected consists of Teska Associates, Hitchcock Design

Group, Gewalt Hamilton, and Bondy Studios. On August 20, 2012, the Board of Trustees approved Teska Associates as consultant for design services to assist the Northwest Quadrant Unified Task Force to create a Master Plan for the northwest quadrant of the Village Center. The Northwest Quadrant Unified Task Force's is scheduled for October 3.

Cemetery Commission

Over the last six months, the Cemetery Commission has held one meeting. As part of the meeting, an inspection of the cemetery grounds was conducted, and the Mayor and Village Trustees were invited to attend. As a result of the grounds inspection the Commission is now pursuing some items that need attention. One being the landscaping, as some trees look to be diseased and/or dead. Moore Landscaping is in the process of conducting a tree inventory with recommendations. Also, Moore Landscaping is working on a beatification/landscaping plan for the cemetery, all complimentary services as the Village is an existing customer. Jay Kornick of Kornick Monuments has been asked to evaluate the gravestones as some are in need of resetting and repair. The commission will also investigate the long term preservation of the headstones, possible restoration, cleaning and maintenance. Another concern is the concrete caps on the cemetery brick entrance walls – the concrete is spalling and the mortar between the caps is gone. The corrosion is most likely from the street salt. Once the cap is restored a sealer should be applied once a year to protect it from the salt.

In response to the pending state law – the Cemetery Oversight Act – the Cemetery Commission worked for two years on drafting Rules and Regulations to protect and govern the historic Deerfield Cemetery. On April 2, 2012, a recommendation to approve and adopt the Rules and Regulations for the Deerfield Cemetery was sent to the Board of Trustees. The Deerfield Cemetery Rules and Regulations were adopted by the Village of Deerfield on April 2, 2012.

The mapping of Cemetery information is in progress. The plot ownership records have been added to the map, the names were taken from three recorded sources: the original Deerfield Cemetery Plat recorded in 1861; the Office of the Recorder of Deeds of Lake County, Deerfield Cemetery Deeds; and the Deerfield Cemetery Association's Book of Deeds (1861 -1890). The occupants of the known gravesites have been mapped – their names, births, deaths and a link to Find-A-Grave which provides a photo of the headstone has been added. Right now we are investigating ways to make this map more user-friendly by providing some way to search for a name.

The Illinois Joint Committee on Administrative Rules (JCAR) has completed the Rules and Regulations for the Cemetery Oversight Act (COA). The Village of Deerfield, being the owner of a cemetery that is less than three acres, is able to file for full exemption. The Deerfield Cemetery is .86 acres. In early September, the completed Application for Exemption was mailed to the Illinois Department of Financial and Professional

Regulation. Exemption status will have to be renewed every four years. Deerfield will also be required to notify the Comptroller's office of all new burials.

Possible Changes to the C-2 Outlying Commercial Zoning District to Further Support Retail

At the request of the Mayor and Board, Planning staff has started to look into possible changes to the C-2 Outlying Commercial zoning district to help prevent the loss of retail space. Staff has provided the Plan Commission with background information on this topic, a few articles on the current trends in the retail industry, and with a memo from Village Attorney Peter Coblentz on this topic. The Plan Commission discussed possible Text Amendments to Zoning Ordinance to encourage retail in a pre-filing conference in September 2012 and are planning to hold a public hearing on this topic this fall. All property owners in the C-2 Outlying Commercial District will be notified of the public hearing.

Economic Development (Inventory of Available Commercial Space)

Planning staff continues to maintain an inventory of available commercial retail and service space. Staff has been updating this information quarterly or as new information becomes available. The Village's website contains information about commercial property availabilities in Deerfield in an easy to understand format. The information provided on the website includes the development name and address; the 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. Business Analyst data which contains detailed demographic, consumer spending, and market potential data is also available on the Village's website.

Planning Volunteer Intern

Over the summer, the Planning Division had a non-paid volunteer intern, Sydney Zimelis, a Deerfield resident and graduate student working on her Master's of City Planning at University of Pennsylvania. Sydney assisted Planning staff by researching and creating reports on sustainable landscaping and on electric vehicle infrastructure. These are important current planning topics. Planning staff is pleased to have these reports containing background information, best practices, and current planning and zoning trends on these topics.

Workforce and Affordable Housing

Planning staff continues discussions of affordable housing with One Deerfield Place representatives. One Deerfield Place, which is located on Osterman Avenue west of the Deerfield Post Office, is an affordable senior housing development providing subsidized rents through HUD. The Board at One Deerfield Place continues to explore options for their funds. Based on their charter and in keeping with the rationale behind

One Deerfield Place, they would like to see the funds used to support additional affordable housing in Deerfield.

At the present time, One Deerfield Place continues to work with the Housing Opportunity Development Corporation (HODC) to help in determining affordable housing funding options. One Deerfield Place decided to buy a single family home. In June, One Deerfield Place closed on the property at 507 Cambridge Circle and has started to fix the property (new roof, interior remodeling of the bathroom and kitchen, electrical, painting and landscaping). Volunteers from Christ United Methodist Church, First Presbyterian Church, and St. Gregory's helped with repairs, painting and landscaping of the property. The home will be owned One Deerfield Place and it will be rented to a family of modest income and should be ready for occupancy for the end of October.

Village Community Events Banner Poles

The Village's banner poles are a custom design and 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. In the last six months, staff worked with Caruso students promoting their project, a fundraiser for Childhood Cancer: Fight for the Gold. Staff also develops and maintains a calendar of scheduled banner times when banners are to be installed and changed out on the banner poles.

Community Development Records

Community Development staff has worked with GIS staff on the conversion of the Village's Plat Book from a paper format to updatable digital format. The Village's Plat Book is a very valuable tool for the department. Incorporated into the pages of the Plat Book are all the subdivisions, lot lines, easements, dedications, vacations, building setback lines, rights-of-way, and other related information that is valuable in the day to day operations of the department.