

**COMMUNITY DEVELOPMENT DEPARTMENTAL REPORT**  
**Planning Division**  
**3/1/13 to 8/31/13**

**Summary of Commission Activity:**

**Plan Commission Activity**

During the last six month period, the Plan Commission held a total of 11 public hearings, 3 continued public hearings, 7 prefilng conferences, and 4 workshop meetings of substantial conformance.

- A public hearing (February 28) and a continued public hearing (March 14) were held on the request for amendment to a Commercial Planned Unit Development to permit renovations to the outlot buildings at the northeast corner of Deerbrook Shopping Center, and a Special Use for a *Starbucks* with a drive-through.
- A public hearing (March 14) was held on the request for the *AMLI* apartment development preliminary development plan, and a workshop meeting of substantial conformance (August 22) was held to consider the final development plan.
- A prefilng conference (March 28) and a public hearing (May 23) were held on the preliminary development plan for the *Woodview* apartment development (former Beth Or property). A workshop meeting of substantial conformance (July 25) was held to consider the final development plan.
- A public hearing (April 11) was held to consider the request for approval of a rezoning, a Special Use, and an amendment to the Comprehensive Plan for *Health O Wealth* restaurant at 780 Saunders Road.
- A public hearing (May 9) was held on the request for *BJBE Synagogue* to amend their Special Use to increase the allowed number of children on the premises for their religious school.
- A public hearing (May 9) and a continued public hearing (June 27) were held on the request for approval of renovations to the *Dunkin Donuts and Baskin Robbins* located at 499 Lake Cook Road in the Deerfield Park Plaza PUD.
- A prefilng conference (May 9) and a public hearing (June 13) were held on the request of *Sachs Rec Center* in Deerfield Park Plaza to amend the Special Use for enhancements to the outdoor area at the south entrance.
- A prefilng conference (May 9) and a workshop meeting of substantial conformance (June 13) were held on the request of *Walgreens* to amend the signage plan at their corporate campus on Lake Cook Road.
- A public hearing (June 13) was held on the request for a Special Use for *Core Power Yoga* in Deerfield Square.
- A public hearing (June 27) was held to amend the text of the Zoning Ordinance, Article 9, Signs, to allow wall signs in commercial zoning districts to be located up to 3 feet above the roof deck if approved by the Appearance Review Commission. As a result of the change, the review required by the Plan Commission and Board of Trustees was eliminated saving time for the applicant.

*Deerbrook Mall's* request for signs above the roof deck for the corner outlot buildings was approved in this manner.

- A pre-filing conference (June 27) and a public hearing (July 25) were held to consider the request of the *Corporate 500 Centre* to amend their signage plan, including modifications, to allow the installation of new ground signs.
- A pre-filing conference (July 11), a public hearing (August 8), and a continued public hearing (August 22) were held on the request for the proposed *Fresh Thyme* grocery store in Cadwell's Corners.
- A workshop meeting of substantial conformance (August 8) was held on the request for a second level addition for Deerfield Square to allow for storage space for the new *Tria Boutique*, an upscale shoe store.
- A pre-filing conference (August 8) and a public hearing (September 26) were held on the request for major renovations to the *Charles Ifergan property* (Ifergan Salon, Rainbow Cleaners, and former Woodview Chicken). The Plan Commission's recommendation will be before the Village Board in October.
- A pre-filing conference (August 22) was held on the proposed amendment to a Special Use for the *North Suburban Evangelical Free Church* to allow for changes to the parking lot. A public hearing will be held in October.

### Village Center Development Commission (VCDC) Activity

The VCDC held 4 meetings in the past six months. They met with Deerfield Square on the request for a Special Use for Core Power Yoga. The VCDC promoted the 2013 Flower Planter Program for the fourth year in a row. In August, the VCDC took their annual walk through the Village Center. They made observations about ways they believe properties can be improved and enhanced. The VCDC noted that the Village Center looks very nice overall, better than it has in past years. Letters were sent to property owners to make them aware of the VCDC's observations and comments.

The topic of the VCDC's future role, duties and functions has been discussed at each of their meetings over the past several months. The VCDC members are very proud of their past accomplishments including the redevelopment of downtown Deerfield; the establishment of the Farmer's Market; the first floor retail ordinance; the streetscape improvements; the community banner poles; the façade revitalization rebate program; the Flower Planter Program; the clean-up of the US Bank corner park; Plaza Pleasures; and more.

The VCDC recognizes the need to streamline the approval process and they believe that their review of Special Uses in the Village Center is not necessary. The elimination of the VCDC from reviewing Special Uses in the Village Center helps streamline the approval process for businesses that require Special Uses. The VCDC requested that the Mayor and Village Board amend the Special Purpose Boards and Commissions section of the Municipal Code to repurpose the Village Center Development Commission (VCDC) as the "Village Center Commission." Its mission will be to improve and enhance the downtown, to make recommendations to the Mayor and Village Board, and to work with other Village Commissions as appropriate. The new Village Center

Commission will be an idea Commission, recommending to the Mayor and Board different types of events, promotions, ways to bring people into the downtown, and ways to promote downtown businesses. The new Village Center Commission can continue with such activities as the Flower Planter Program and the annual Village Center walk. The repurposed group can also review major development and redevelopment in the downtown if something is proposed. The new Village Center Commission will begin meeting in 2014.

### Appearance Review Commission (ARC) Activity

Over the last six months the Appearance Review Commission held 7 meetings and worked with 15 petitioners.

In the C-1 Village Center District:

- *Seta Salon*, 655 Deerfield Road, received approval for one wall sign.
- *Fannie May*, 775 Deerfield Road, received approval for two wall signs.
- *State Senator Julie Morrison*, 700 Osterman Avenue, received approval for one wall sign.
- *Robert Vance Ltd. Fine Apparel*, 720 Waukegan Road, received approval for one wall sign.
- *Bobby's Deerfield*, 695 Deerfield Road, received approval for outdoor dining furnishings and patio lighting.
- *Tria Boutique*, 720 Waukegan Road, received approval for façade improvements related to a second floor addition.

In the C-2 Outlying Commercial District:

- *Northwestern Medicine/Immediate Care*, 350 S. Waukegan Road, received approval to enlarge the previously approved wall sign for the west elevation. Three months later, Northwestern was back requesting a different type of wall sign for the west elevation which was not approved by the commission.
- *Sleepy's The Mattress Professionals*, 190 N. Waukegan Road, received approval for a wall sign.
- *McDonald's*, 50 Waukegan Road, received approval for their solutions to the constructed deviations from their previously approved plans.
- *Deerbrook Mall's* proposed renovations to the northeast area of the shopping center received a preliminary and final review with approval.
- *Dunkin' Donuts*, 499 Lake Cook Road, received two preliminary reviews, and a final review with approval for building, site and signage improvements.
- *Health O Wealth* (restaurant), 780 Saunders Road, new construction: building, site and signage received a preliminary review and a final review with approval contingent upon additional information which to date has not been received.
- *Sachs Recreational Center*, 455 Lake Cook Road, received approval for improvements to the south entry area.
- *Charles Ifergan property*, 380-360 Lake Cook Road, received a preliminary review of proposed building, site and signage improvements.

- *Fresh Thyme*, 35 N. Waukegan Road, received a preliminary review of proposed façade, site and signage improvements.

### Appearance Code, Review and Update

The Appearance Code guidelines are in the process of being updated. The criteria set in the Deerfield Appearance Code are intended to assist in focusing on design principles, and not to restrict imagination, innovation or variety. The ARC's mission is to develop a user-friendly booklet which is intended to provide a clear understanding of the appearance standards that create Deerfield's character. The ARC has completed the Sign Criteria section which included diagrams and photos to help explain the code. In the last six months, the ARC was able to hold an additional meeting where the commission started working on the next sections: Building Design; Relationship of Building(s) to Site and Adjacent Areas; and Lighting. When the review and update is complete, the document will be sent to the Board of Trustees for their approval. Any necessary Text Amendments to the Zoning Ordinance will be sent to the Plan Commission.

### Northwest Quadrant Unified Planning Task Force

The Northwest Quadrant Unified Task Force held two meetings, one of which was a public open house on the Master Plan for the northwest quadrant. The Master Plan is a long term plan looking years into the future. Improvements may take place in the near future, and other improvements may be accomplished 15 to 20 years from now. All related planning materials for the Northwest Quadrant Unified Task Force, from the start of the process, are available on the Village's website. The Board of Trustees recently accepted the report of the Northwest Quadrant Task Force and referred the matter to the Plan Commission.

### Cemetery Commission

Over the last six months, the Cemetery Commission has held one meeting. Last summer, the Mayor and the Board of Trustees joined the Cemetery Commission on their annual inspection of the cemetery grounds. During the walk, certain items were found to be in need of attention, namely: the landscaping, the entrance wall caps, monuments, and the veteran's plaque. The following work has been completed: the trees along the west property line have been trimmed back, two Maples were trimmed, and six dead Crabapples trees have been removed. Six new parkway trees have been planted in the Central Avenue right-of-way including two Kentucky Coffeetrees, two Homestead Elms and two American Lindens. The damaged entrance wall caps have been replaced with new limestone caps on the low wall sections. Eleven monuments, some of which were in danger of toppling, have been repaired; either they received a new foundation or were leveled.

The commission is currently working on replacing the damaged war dead plaque. It was discovered the plaque contained the names of Deerfield's war dead as well as

veterans buried in the Deerfield Cemetery, so the commission along with the American Legion decided to create two new plaques. Additional research went into the finding the names of soldiers from Deerfield that died as a result of a war or conflict. Village staff conducted the research and prepared the layouts for the plaques – see the September 17, 2013 Cemetery Commission agenda on the website for the names of those honored on the plaques.

### **Recognition of Long-standing Businesses in the C-2 District**

Last year, the Mayor and Board recognized long-standing businesses in the C-1 District with a plaque and an invitation to be recognized at a Village Board meeting. The Mayor has asked Planning staff to look into recognizing businesses in the C-2 District. Planning staff has researched which businesses in the C-2 District meet the long-standing business criteria. Staff is using the same criteria that was used last year for the C-1 businesses, which is that the business must be operating for at least 20 years and operating under the same business name. To determine which business meet the criteria, staff researched old building permits, certificates of occupancy, Plan Commission recommendations, and ordinances and looked through the Village's photo archives. Staff has determined that 27 businesses in the C-2 District meet the criteria. Staff is now in the process of designing and ordering the plaques. Once the plaques are received, staff will send out invitations to the business owners inviting them to a Village Board meeting to be recognized.

### **Poncet Sculptures**

In June, the restoration of the three Poncet sculptures (formerly known as the Sara Lee sculptures, namely: Agrippine, Uncorruptible and Altissimo), was completed. Restoration entailed cleaning with pressurized water and steam, treatment against mold spores and bacterial infestation, the impregnation of a conservation sealant, a coat of Renaissance wax and then buffing. Carrara Marble is a porous material and it is extremely important that these sculptures receive treatment every 3 to 4 years so that Deerfield is able to enjoy these treasures for years to come.

### **Review of Permitted and Special Uses in the C-1 Village Center Zoning District and Other Future Text Amendments to the Zoning Ordinance**

Over the past few years, the Plan Commission has made recommendations on several Text Amendments to the Zoning Ordinance in order to keep the Zoning Ordinance up to date and to address current issues. Recall some of the major Text Amendments the Plan Commission has considered over the past couple years include:

- the alternative energy ordinance, and
- the update to the uses in the C-2 Outlying Commercial District.

Some of the minor Text Amendments include:

- allowing wall signs to be located up to 3 feet above the roof deck of a building if approved by the ARC,
- placing a maximum size on business wall signs in commercial zoning districts,

- placing size restrictions on temporary business ground signs, and
- prohibiting commercial vehicles to be used for advertising.

The Plan Commission's next major Text Amendment 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. Staff has started a review of these uses. A workshop meeting will be scheduled with the Plan Commission followed by a public hearing. All property owners in the C-1 District will be notified of the public hearing.

After the review of the C-1 District is complete, staff would like for the Plan Commission will next work on updating the I-1 Office, Research and Restricted Industry District.

The Plan Commission will also be addressing a Text Amendment to adopt zoning regulations for medical marijuana cultivation centers and dispensaries pursuant to House Bill 1 (HB1).

### **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.

Also provided on the Economic Development webpages are updated Business Analyst data which contains recent (2013) detailed demographic, consumer spending, and market potential data; a list of new commercial businesses that have opened in the Village; the Business Registration form; and Zoning Certificate of Compliance application.

### **Workforce and Affordable Housing**

Planning staff continues discussions of affordable housing with representatives of One Deerfield Place. One Deerfield Place is an affordable senior housing development providing subsidized rents through HUD. The Board at One Deerfield Place continues to explore options for their funds which were acquired due to the refinancing of One Deerfield Place several years ago. Based on their charter and in keeping with the rationale behind One Deerfield Place, they would like to see their funds used to support additional affordable housing in Deerfield. One Deerfield Place continues to work with the Housing Opportunity Development Corporation (HODC) to help in determining affordable housing funding options. Last year, One Deerfield Place closed on the property at 507 Cambridge Circle, and with the help of volunteers from local religious institutions, the home and property were fixed up (new roof, interior remodeling of the

bathroom and kitchen, electrical, painting and landscaping). The home is owned by One Deerfield Place and has been rented out to a family of modest income. One Deerfield Place is currently working on another single family home in Deerfield to renovate and rent to another family of modest income.

The recently approved apartment developments, AMLI Deerfield and the Woodview Apartments, will increase the variety to Deerfield's housing stock and help provide residents with a range of housing options, which is a goal of the Deerfield Comprehensive Plan. The apartments will also provide some additional workforce housing for Deerfield; in AMLI Deerfield over 60 percent of the units will be affordable to individuals making less than \$62,000 per year, and in the Woodview Apartments 65 percent of the units will be affordable to individuals making less than \$72,000 per year.

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

The Village of Deerfield maintains two banner poles in the Village Center which are used to notify the Village of community happenings. 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 events. In the last six months, staff worked with CRM Properties and the DBR Chamber in creating banners for the Invasion of the Pumpkins for Charity. Staff also develops and maintains a calendar of scheduled banner times when banners are to be installed and changes out on the 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 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. The Plat Book conversion is complete and now Community Development staff is continuing to go through the layers of data to check the digital information is correct.

### **Zoning Approval Process Flow Charts**

Flow charts showing the zoning approval process for both Permitted Uses and Special Uses have been created and added to the Village's website.

## Plan Commission Meetings March 2013 - August 2013

