

COMMUNITY DEVELOPMENT DEPARTMENTAL REPORT
Planning Division
9/1/13 to 4/30/14

Summary of Commission Activity:

Plan Commission Activity

During the last reporting month period, the Plan Commission held a total of 12 public hearings, 2 continued public hearings, 7 pre-filing conferences, and 4 workshop meetings of substantial conformance.

- A public hearing (September 9) was held on the request for a *Special Use for Gracie Barra Martial Arts* in Deerfield Square.
- A public hearing (September 9) was held on the request for a *Special Use for Pure Barre* in Deerfield Square.
- A public hearing (September 26) was held on the request for *major renovations to the Charles Ifergan property* (Ifergan Salon, Rainbow Cleaners, and former Woodview Chicken). This item then came back to the Plan Commission for a substantial conformance review on December 12 for changes to the final plan.
- A pre-filing conference (September 26) and a public hearing (October 24) were held on the request for a *Text Amendment and Special Use for Hadassah House* resale shop in Deerfield Park Plaza.
- A pre-filing conference (September 26) and a public hearing (October 24) were held on the request for a *Text Amendment and Special Use for CosmoProf* beauty supply store in Deerfield Park Plaza.
- A workshop meeting (October 10) was held on the request for substantial conformance to allow a *new replacement ground sign for Deerbrook Corporate Center* at 570 Lake Cook Road.
- A public hearing (October 24) was held on the request for *an amendment to a Special Use for North Suburban Evangelical Free Church* to allow changes to the parking lot and landscaping.
- A public hearing (November 14) and two continued public hearings (January 9 and February 13) were held regarding *Text Amendments to the Zoning Ordinance to allow medical cannabis dispensaries as a Special Use in the C-2 Outlying Commercial and I-2 Limited Industrial Zoning Districts*.
- A pre-filing conference (November 14) and a public hearing (December 12) were held on the request for a *Text Amendment and Special Use for CD One Price Dry Cleaners* at 190 N. Waukegan Road. In addition to the petition for CD One Price, the Plan Commission also recommended *Text Amendments for green/eco-friendly dry cleaners*.
- A pre-filing conference (December 12) and a public hearing (January 23) were held on the request for a *Special Use for L'Chaim Center for Inspired Living* at 747 Lake Cook Road.
- A workshop meeting (January 9) was held on the request for substantial conformance to allow *changes to the front parking lot plan for Cadwell's Corners* and a vehicular connection to Just Tires.

- A pre-filing conference (January 9) and a public hearing (February 13) were held on the request for an *amendment to the sign plan for the office building at 111 S. Pfingsten Road*.
- A pre-filing conference (February 13) and a public hearing (March 13) were held on the request for an *amendment to the Special Use for Deerfield High School* for proposed additions and renovations.
- A workshop meeting (March 13) was held to approve the 2014 Zoning Map.
- A pre-filing conference (March 13) and a public hearing (April 10) were held on the request for a *Text Amendment and a Special Use to allow a nail salon at 810 Waukegan Road*.

Village Center Commission (VCC) Activity

In fall 2013, the Village Center Development Commission (VCDC) recommended that the VCDC be dissolved and that a new group, the Village Center Commission (VCC) be created. The VCDC members had lengthy discussions at several of their meetings about reevaluating their duties and repurposing the Commission. The VCDC members were 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; Plaza Pleasures; and more. However, the VCDC recognizes the need to streamline the Special Use approval process and they believe the Village would be better served in a repurposed commission.

The new VCC met in January and March 2014, and approved their new proposed Vision Statement and Duties. The new VCC will advance a positive vision for downtown Deerfield and support the area's vitality and desirability. The Commission will undertake efforts, programs and partnerships to enhance the downtown's image, strengthen its economic base, and maintain and improve its attractiveness and accessibility. As a steward of the downtown, the Commission will play an essential role in keeping the downtown clean, attractive, safe, growing, dynamic, and exciting. The VCC would like the DBR Chamber of Commerce to have a seat on the Commission, and they recommended that Victoria Street, Executive Director of the DBR Chamber, be appointed as a member of the VCC. The VCC invited Ms. Street to their March meeting, where they discussed upcoming Chamber events for 2014 and how the VCC can assist the Chamber.

The VCC is promoting the 2014 Flower Planter Program. This is the fifth year the program has been offered. A letter from the Village, a promotional flyer and an order form were mailed to all merchants and commercial property owners in downtown Deerfield encouraging them to participate in the program. The Village Manager's Office once again offered a \$50 subsidy on the purchase of one pair of planters for the first 20 merchants who signed up for this year's program. As of spring, participants in the program include: Essence Pilates, Running Away, F.I.T Boutique, Eisen Orthodontics, One Deerfield Place, West Deerfield Township, Village Hall and Deerfield Cemetery.

Appearance Review Commission (ARC) Activity

Over the last reporting period the Appearance Review Commission held eight meetings and worked with 25 petitioners.

In the Village Center:

- Tria Boutique, 720 Waukegan Road, received approval for one wall sign.
- Pure Barre, 720 Waukegan Road, received approval for one wall sign.
- CorePower Yoga, 710 Robert York Avenue, received approval for one wall sign.
- Gracie Barra Jiu-Jitsu, 710 Robert York Avenue, received approval for one wall sign.
- Rosebud Restaurant, 560 Waukegan Road, requested outdoor patio lighting. After attending to 2 workshop meetings, the petitioner withdrew the request stating the property owner no longer agreed to the proposal.
- Michael Rizzo State Farm/Right Bank Salon, 825 Waukegan Road – preliminary review of wall sign face change.
- MG Nails, 810 Waukegan Road, received approval for one wall sign.
- Berkshire Hathaway Home Services Koenig Rubloff Realty Group, 656 Deerfield Road, received approval for one wall sign.
- Village staff presented a proposal to redesign the Village Center streetscape sidewalk, the area on the south side of Deerfield Road and east of Waukegan Road. Due to the inability of trees to survive in this area, staff prepared a new design for the area and introduced a trough planter into the streetscape design. The plan was approved by the commission.
- Fine Arts Commission Chairman Jeff Marks introduced a concept plan for a sculpture garden located at Waukegan and Deerfield Roads, and the ARC provided some suggestions.

In the Outlying Commercial District:

- Jelli Goods, 1256 Waukegan Road, received approval for one wall sign.
- Calico Corners, 11 N. Waukegan Road, received approval for one wall sign.
- Sports Authority, 120 S. Waukegan Road, received approval for one wall sign.
- Cosmo Prof, 405 Lake Cook Road, was denied approval of the proposed wall sign – later appealed to the Board and the ARC decision was overturned.
- Hadassah Resale Shop, 405 Lake Cook Road, received approval for two wall signs, one panel sign in the low monument sign, two pylon sign panels, one directional sign and one informational sign.
- Shell Gas Station, 2 N. Waukegan Road, received approval for one double sided ground sign which includes one business sign and one fuel information sign per side.
- Starbucks Coffee, 60 S. Waukegan Road, received approval for three wall signs, one clearance bar with an informational sign, one menu board ground sign and two directional signs.
- Citgo gas station and convenience store, 1460 Waukegan Road, is converting to a BP station and has received approval for two canopy signs, one wall sign and new face sign panels for the existing ground sign. Also, approval was granted to repaint the building and canopy in the BP colors, green and pearl.

- Fresh Thyme, 35 N. Waukegan Road, received approval for one wall sign; four panel signs, one to be located on each side of the two Cadwell's Corners pylon signs; three informational signs related to truck traffic; and four informational signs for the cart corrals. Also approved were improvements to the building façade and site improvements including furniture for an outdoor seating area.
- Dunkin' Donuts, 499 Lake Cook Road, after the re-imaging of their brand with building, site and signage improvements, the petitioner came back to request modifications to the previously approved plans. Color changes to the tower element and the metal roof structure were approved.
- Charles Ifergan property, 360-380 Lake Cook Road, received approval for a revised landscape plan, sign criteria for tenant wall signs and approval of one wall sign for Charles Ifergan Salon & Day Spa and one wall sign for Rainbow Cleaners.
- Deerbrook Shopping Center, at the SW corner of Waukegan and Lake Cook Roads, received approval to add 3 tenant panels on each side of the sign to the Lake Cook Road ground sign. The sign panels were for Office Max, TJ Maxx and Ulta Beauty. The approval was conditional upon the brick sign base being rebuilt as it was damaged and removed a couple years ago.
- Cadwell's Corners, at the NE corner of Waukegan and Lake Cook Roads, received approval for one replacement pylon sign along Lake Cook Road, and one refurbished pylon sign along Waukegan Road with all new tenant sign panels; site improvements including landscaping, two new light poles, a bench, and a bike rack. For the pylon signs, sign criteria for tenant sign panels has been developed.
- BP, 1460 Waukegan Road, received approval of canopy signs.
- Dunkin' Donuts and Baskin Robbins, 499 Lake Cook Road: menu-board sign, preliminary review.
- CD One Price Cleaners, 190 Waukegan Road, received approval of signage.
- Cadwell's Corners, Lake Cook & Waukegan Roads, approved pylon sign criteria.
- Subway (outlot building in Deerbrook Shopping Center, 74 S. Waukegan Road) received approval of wall signs.
- Sleepy's The Mattress Professionals, 57 N. Waukegan Road (Cadwell's Corners) received approval of wall signage.

Gas Station LED Signage

The Appearance Review Commission sent a recommendation to the Mayor and Board of Trustees regarding gas station ground signs. Village staff researched and prepared a draft proposal to allow exposed LEDs to be used to display the price of fuel on an automobile service station ground sign. The ARC discussed and modified possible regulations during three ARC meetings and then formalized into a recommendation that was sent to the Board of Trustees.

Northwest Quadrant Unified Planning Task Force

Last year, the Board accepted the report of the Northwest Quadrant Task Force and referred the matter to the Plan Commission. Before the matter goes to the Plan Commission for review of the master plan, Village staff will be discussing the master plan

with a couple of the stakeholders to see if their concerns can be addressed. The Village Manager's office is heading these discussions with stakeholders. Discussions have begun with Joy Fiorini, property owner of 810 to 816 Waukegan Road.

Cemetery Commission

Over the last reporting period, the Cemetery Commission has held one meeting. The meeting started with a tour of the cemetery grounds where the commissioners reviewed proposed planting locations for nine trees. Prior to the meeting staff staked the locations and labeled the proposed species – the recommendations were made by Moore Landscapes. Also proposed was to relocate the Double Knock-Out Roses from the streetscape planter to the Waukegan Road fence line of the cemetery. The commissioners were not comfortable with one of the proposed tree locations, and the two proposed Shagbark Hickory trees were found to be too messy given they drop nuts. Last fall, Moore Landscapes planted eight trees: 2 Red Oak, 1 Eastern White Pine, 1 Flowering Crabapple, 2 Seven Son Flower and 2 Autumn Gold Ginkgo. Also the roses were transplanted.

At the meeting, Chairman Grossman presented two bronze plaques, one listing Deerfield's war dead and the other listing veterans buried in the Deerfield Cemetery. The plaques were a gift to Deerfield from Chairman Grossman, owner of Shalom Memorial Park. The commission then discussed displaying the plaques and agreed a decorative post would be best. Staff worked with the Sternberg Company to design a custom pole to display the plaques which have been installed by Public Works.

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

The Mayor and Village Board wanted to recognize long-standing businesses in the C-2 Outlying Commercial District and asked Planning staff to research which businesses in the C-2 District meet the long-standing business criteria. Retail and service businesses that were operating for at least 20 years under the same business name were identified. To determine which businesses meet the criteria, staff researched old building permits and certificates of occupancy, Plan Commission records, ordinances, photo archives, business' websites and called businesses directly. Staff ordered the plaques and the business owners were invited to the January 21, 2014 Village Board meeting to receive their plaques and be recognized.

Invasion of the Pumpkins

Staff worked with CRM Properties on the development and promotion of community activities for every Saturday in the month of October. Village Staff was instrumental in the Pumpkin Parade, acquiring flat-bed trucks with donations of a truck and driver from Moore Landscapes and Reds Towing Company. Staff developed the parade route which took the pumpkin procession throughout town and created the promotional parade route map. Staff worked with CRM on the design for banners both in Deerfield Square and for the Village banner pole.

Text Amendments to the Zoning Ordinance

Over the past couple 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. Some of the major Text Amendments the Plan Commission has considered over the past couple years include:

- alternative energy ordinance, and
- 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, eliminating the need for a public hearing with the Plan Commission for the sign variation.
- 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.

Text Amendments for Medical Cannabis:

In the last few months, the Plan Commission has held a public hearing and two continued public hearings on possible Text Amendments to adopt zoning regulations for medical cannabis dispensaries. Planning staff participated on the Lake County Medical Cannabis Task Force, provided the Plan Commission with background information and articles, and worked closely with the GIS staff member to create maps showing the possible areas in the Village where a dispensary could locate based on the requirements of HB and various other possible buffers.

Text Amendments for Gas Station LED Signage:

Recently, the Village Board referred the gas station Text Amendments to the Plan Commission for consideration. The Plan Commission will take up this issue in the coming months.

Review of Permitted and Special Uses in the C-1 Village Center Zoning District:

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.

Other Future Text Amendments:

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

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 updated Business Analyst data which contains recent (2013) detailed demographic, consumer spending, and market potential data. In fall 2013, planning staff added data from the Illinois Association of Realtors which includes a neighborhood report, a commercial trade area report and a commercial best businesses report. The website also includes 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 to work with One Deerfield Place and the Housing Opportunity Development Corporation (HODC) to best determine how to utilize private funds for affordable and workforce housing. One Deerfield Place acquired a pool of funds due to refinancing One Deerfield Place several years ago. In the recent past, One Deerfield Place provided a grant to the Village's senior housing subsidy program. One Deerfield Place continues to work with HODC to help in determining affordable housing funding options. In June 2012, One Deerfield Place closed on the property at 507 Cambridge Circle. 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 in October 2012 it was rented out to a family of modest income. Staff continues their good working relationship with One Deerfield Place. One Deerfield Place recently purchased another single family home at 1030 Waukegan Road to renovate. The house is currently rented to a family of modest income who moved into the home in December.

The AMLI Deerfield and the Woodview Apartment developments will increase the variety of Deerfield's housing stock and help provide 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% of the units will be affordable to individuals making less than \$62,000 per year, and in the Woodview Apartments 65% 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 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. Over the last reporting period, staff designed and had fabricated a banner to promote and commemorate the 20th anniversary the Deerfield Farmers Market. Staff also develops and maintains a calendar of scheduled banner times when banners are to be installed and changed out on the banner poles.

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 and have been helpful in explaining the process to prospective businesses.

Plan Commission Meetings September 2013 - April 2014

