

MEMORANDUM

TO: Plan Commission

FROM: Jeff Ryckaert, Principal Planner and Dan Nakahara, Planner II

DATE: April 17, 2026

RE: Prefiling Conference on the Request for a Special Use Amendment to Permit the Establishment of a New School Building and Other Site Improvements for Deerfield School District 109 at Walden Elementary School at 630 Essex Court in the P-1 Public Lands District – Deerfield School District 109 and Deerfield Park District



VILLAGE OF DEERFIELD

The Deerfield Plan Commission is holding a Prefiling Conference meeting to consider the request of School District 109 and the Deerfield Park District, co-applicants, to amend their Special Use to permit the construction of a new 88,640 square foot two-story school building for the Walden Middle School property at 630 Essex Court. The purpose of a prefiling conference is to provide the applicant feedback and input prior to the public hearing.

Subject Property

The subject property consists of Walden School at 630 Essex Court. The subject property is 435,949 square feet or 10.008 acres in size and is zoned P-1 Public Lands District. The subject property is improved with a 75,000 square foot, one-story public elementary school for School District 109 with 58 parking spaces. The remainder of the parcel consists of a large paved play area, two soccer fields, two playgrounds and a T-ball field. The school building and the immediate area (approximately 116,042 square feet or 2.664 acres) is owned by School District 109 and the land surrounding the school building parcel is owned by the Deerfield Park District. The Deerfield Park District is a co-applicant with the School District 109 on this zoning petition.

Surrounding Land Use and Zoning

Property in all directions is zoned single family residential and is developed with single family homes.

Proposed Plans

School District 109 is proposing to amend their Special Use to permit the construction of a new school building and other site improvements. According to the petitioner's plan, the proposed project is not expected to increase student enrollment or staffing numbers and instead focuses on improving the quality of experience for students and staff.

The new two-story school building is proposed to be 88,640 (first floor: 63,065 square feet; second floor 25,575 square feet) square feet and proposed to be located just north of the existing school on the property. The new building will be approximately 32 feet in height, with mechanical screening extending to 36 feet 8 inches in height. The maximum height of the structure is 44 feet 8 inches which is the tallest point of the stairwell, as reflected on the south building elevation. The building exterior will consist of face brick, fiber cement board, and metal composite paneling. The building programming includes 26 classrooms, an art room, two band/music rooms, a gymnasium, a multi-purpose room (MPR), a cafeteria with stage, a library, a teacher's lounge, administrative offices, resource rooms/offices, and associated toilet rooms.

The southeast wing of the new building includes dedicated Park District storage and exterior access to a portion of the building that can be utilized for camps and other programs. Restrooms are located in this area and are accessible from the exterior, serving the adjacent playgrounds and athletic fields.

The existing vehicular circulation is a mostly one-way drive aisle that enters from Essex Court via Warrington Road and exits onto Warwick Road. Busses have their own loop, but also utilize the same entrance and exit. There is a substantial amount of pedestrian activity, with students walking to the school from the north,

east, and south, as well as parents parking their vehicles in the surrounding area and walking students in from those same directions.

Phase I - Interim Plan

The project will be implemented in two phases. The Interim Plan or Phase I includes construction of the new building while the existing school remains fully operational. Sheet EX-1 illustrates the Phase I site plan. Phase I is estimated to last for one academic school year. During this period, the petitioner will implement a site configured to maintain safe and efficient access to both facilities, including maintaining the existing parking, circulation and ADA access.

During Phase I, underground detention will be installed at the northeast corner of the site to meet stormwater requirements for the Phase I development. In addition, a temporary gravel parking lot will be constructed to the east of the building for contractor parking and staging activities during construction.

Phase II – Final Plan

The project will continue to the Final Plan or Phase II following the completion of the new school building, and after the most recent school year is completed. Sheet EX-2 illustrates the Phase II site plan. Phase II includes the demolition of the existing school facility and redevelopment of the entire site. This phase will reconfigure parking, access, and circulation to align with the school operations. The redesigned site will provide 86 total parking spaces, a dedicated parent drop-off area with a separate right-turn lane to accommodate queuing and improve traffic flow.

Phase II will include the relocation and reconstruction of recreational amenities; the two soccer fields will be relocated to the east, along with a new baseball field, paved play surface with basketball courts, two (2) playgrounds, and walking paths. The petitioner's material indicates that the overall usable play area will be maintained to ensure continued functionality for both school, park district, and community use.

Additional underground stormwater management will be added to support the Phase II development, while also maintaining the Phase I underground detention.

Traffic Study

Deerfield School District 109 has retained TYLin to conduct a traffic impact study for the redevelopment of Walden Elementary School. The traffic impact study dated April 1, 2026 analyzes TYLin’s methodology regarding data collection, traffic forecasting, and analyses performed for this study. Field observations were performed on Thursday, December 4, 2025 during typical arrival and dismissal periods (8:40AM start time and 3:25PM dismissal time) at Walden school. Traffic counts were performed during the morning and afternoon periods (7:00-9:00AM and 2:00-6:00PM) to coincide with the peak activity of the school and on the area roadway network. The resulting data indicated that peak hours occurred from 7:45-8:45AM during the morning arrival period, from 3:00-4:00PM during the afternoon dismissal period, and from 4:30-5:30PM during the evening peak period, respectively. The arrival and dismissal observations can be found on pages 7-10 with a diagram detailing circulation patterns for vehicular and pick-up and drop-off operations can be found in Figure 2 on page 8. The resulting traffic volumes at each intersection during the morning, midday, and evening peak hours can be found in Figure 3 on page 11.

The study recommends modifications to mitigate anticipated traffic and parking-related impacts and to improve the functionality of school circulation and the local transportation system. The recommendations that were proposed during the site planning process that modified the traffic and parking characteristics of the site, include: lengthening the school’s existing pick-up/drop-off lane and locating it directly next to the proposed curbside, facilitating easier bypass maneuvering, relocating and separating of the bus loading space, expanding and relocating the parking lot to provide additional parking spaces and enhancing sidewalk connections to school property from Warwick Road. Proposed recommendation can be found in Figure 7 on page 24. The study recommendation and conclusion are summarized and listed on pages 25 and 26.

Zoning Conformance – P-1 Public Land District

The petitioners have to amend their Special Uses in order to allow the renovations to the property. There are no Permitted Uses in the P-1 Public Lands District. All uses allowed in the P-1 Public Lands District are Special Uses. Attached are the Special Use standards. In the P-1 Public Lands District, there is a provision in the Zoning Ordinance that allows flexibility in the regulations for public facilities. Article 7.06-B Modification of Regulations states, “Because of the difficulties involved in balancing the need for control of land development impacts and the need for provision of public facilities, such uses may depart from the strict conformance with bulk standards and other requirements of this ordinance. Departure from any requirement specified in this Ordinance shall be granted only upon approval of the Village Board subject to the procedural requirements for Special Uses set forth in Article 13.”

Minimum Yards

Front Yard (along Essex Court to south) – Buildings must be set back from the front lot line a distance at least equal to that of the adjacent zoning district. If a property is adjacent to more than one zoning district, the front yard shall be at least equal to that of the district requiring the greatest front yard. The adjacent R-2 Residential District requires a 35’ front yard setback and the R-3 Residential District requires a 25’ front yard setback. A 35’ minimum front yard setback is required since it is the greater of the two adjoining residential districts.

Proposed Phase I: The existing front yard setback will not be impacted during Phase I or the Interim Plan.

Proposed Phase II: The proposed school building is 284’6” from the south property line in the Phase II or the Final Plan.

Side Yards (to the east and west) – A 10’ side yard setback adjoining a residential district is required.

East Side Yard Setback

Proposed Phase I: The new building will be approximately 217' 4" from the east property line.

Proposed Phase II: The new building will be approximately 217' 4" from the east property line.

West Side Yard Setback

Proposed Phase I: The new building will be approximately 44' 4" from the west property line.

Proposed Phase II: The new building will be approximately 44' 4" from the west property line.

Rear Yard Setback

Rear Yard: A 25' rear yard setback adjoining a residential district is required.

Proposed Phase I: The new building will be approximately 99' 5" from the rear (north) property line.

Proposed Phase II: The new building will be approximately 99' 5" from the rear (north) property line.

Maximum Lot Coverage

Allowed: The total ground area occupied by the principal and accessory buildings shall not exceed forty (40) percent of the total lot area.

Proposed Phase I: The total ground area occupied by the principal and accessory buildings will need to be calculated for the public hearing.

Proposed Phase II: The total ground area occupied by the principal and accessory buildings will need to be calculated for the public hearing.

Maximum Building Height

The maximum building height allowed in the P-1 Public Lands District is 35' to the top of the roof. The Zoning Ordinance defines height as the vertical distance as measured from the pre-development grade for a property, to the highest point of the coping of a mansard roof or a flat roof, to the highest point of a hipped roof, to the highest gable of a pitched roof, to the ridge of the gable or hip roof, or to the highest point of a turret or ornamental tower, whichever point is higher. The petitioners are seeking a modification to go beyond the 35-foot allowable height to 44 feet 8 inches in height for a stairwell which is the tallest portion of the proposed school building.

There is another portion of the proposed school building that is over the maximum 35 feet. Sheet A100 Building Elevation indicates the rooftop mechanical screening is 36 feet 8 inches. The rooftop mechanical screening is a structure designed to conceal rooftop mechanical units from ground level view. Article 2.01-D.,1. allows certain building appurtenances such as mechanical appurtenances, parapet walls, and skylights to exceed the maximum building height by not more than 12 feet. The height of the rooftop mechanical unit and its screening structure is covered under this section.

Proposed Phase I: The highest point of the proposed school building is 44 feet 8 inches and will require a height modification from the maximum height of 35 feet.

Proposed Phase II: The highest point of the proposed school building is 44 feet 8 inches and will require a height modification from the maximum height of 35 feet.

Signage

The Zoning Ordinance requires signage in the P-1 Public Lands District to the minimum necessary to adequately identify the use. Signs may be either ground signs or wall signs and ground signs cannot exceed 6 feet in height and may not extend over the lot line. P-1 signage is not to be illuminated unless the public health, safety, or welfare indicates it should be illuminated. The south elevation

shows a wall sign “Walden School”. Staff expects more signage details to be proposed for the public hearing.

Lighting

The petitioner plans to add new exterior LED lighting for the new parking lot. No lighting is proposed for the playing fields. New exterior lighting proposed for this plan will need to be indicated on the plans for the public hearing.

Landscaping

The petitioner’s plans indicate that property is surrounded almost entirely by the adjoining neighbors’ opaque fencing or dense landscaping. The proposed landscaping will be based on existing landscape in place and where deficiencies are identified to buffer the side and rear yards. Generally, the petitioner will propose deficiencies to be filled with mature canopy planted with large 3” canopy shade trees. Ornamental shade trees ranging 8’-10’ in height will be clustered adjacent to existing 5’-8’ fencing or existing hedges with 8’-10’ tall evergreen trees to fill in deficiencies. If no screening exists 30” high evergreen hedges will be proposed along with taller plantings materials mentioned to screen views from all heights. The petitioner plans multiple layers of plantings will be utilized to ensure proper screening with visual appeal. The parking lot design will also be brought up to current code by implementing landscape islands. The petitioners will be submitting a landscape plan for the public hearing with the plantings proposed.

There is a 2-foot retaining wall that runs parallel to the north property line fences. The retaining wall begins at the northeast corner of the site and extends to a little over half way along the property. The retaining will be tapered at ends with a fence at the top and will be 11 feet from the north property line. The petitioner will explain the function and safety of this area structure at the pre-filing conference meeting. The structure will be in place for both the interim and final conditions.

Parking

The Zoning Ordinance requires elementary and junior high schools to provide 2 parking spaces for each 3 teachers and employees. The petitioners anticipate a staff of 60 (teachers and staff) employees, requiring 40 parking spaces ($60/3 = 20 \times 2 = 40$). The Zoning Ordinance requires non-commercial public parks to provide 1 parking space for each 5,000 square feet of gross land area. The park area is approximately 348,480 square feet, requiring 70 parking spaces ($348,480/5,000 = 69.69 = 70$).

Currently the property has a total of 58 parking spaces which includes 3 ADA parking spaces. The proposed plan will provide 86 parking spaces, including 4 ADA parking spaces.

The petitioners' Phase II plans show the perpendicular parking spaces will be 9 feet wide by 19 feet and the angled parking spaces will be 9 feet wide by 21 feet in depth with 24-foot drive aisles. The parking spaces and drive aisles in the new parking lot will comply with the Zoning Ordinance.

Storm Water Drainage and Utilities

The petitioners will submit plans to the Village Engineering Department for the storm water drainage requirements for the new building and will be working with the Village Engineers on compliance. Also, underground detention will be installed at the northeast corner of the site to meet stormwater requirements during the Phase I interim conditions.

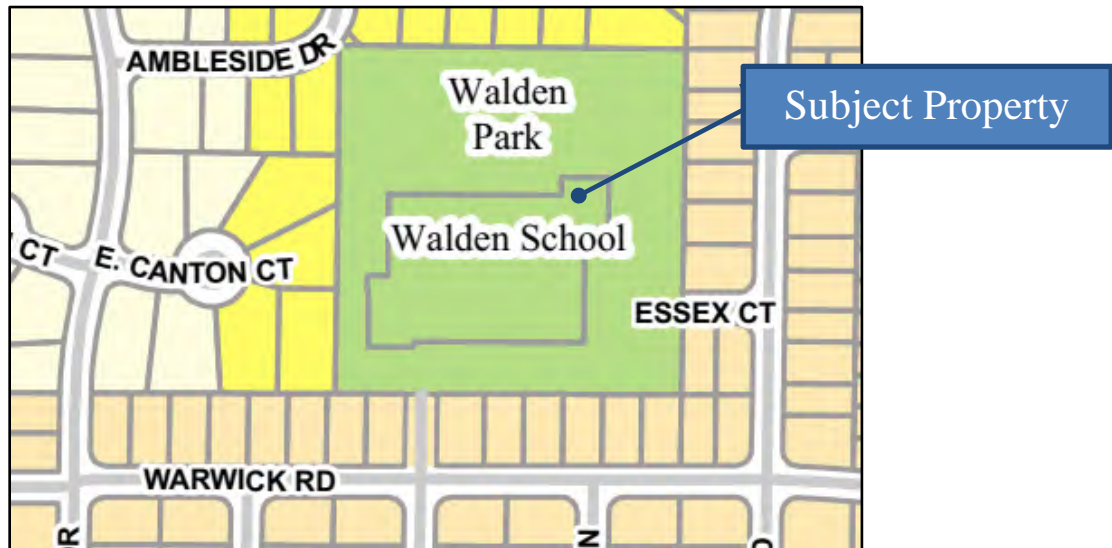
Fire Department Review













The petitioner will have to submit their site plan to the Deerfield-Bannockburn Fire Protection District for approval of the site plan for emergency vehicle accessibility.

Submittal List

Attached is the submittal list provided to the applicant.

Village of Deerfield 2026 Zoning Ordinance Map



	R-1 SINGLE FAMILY DISTRICT ONE FAMILY DWELLINGS AND ACCESSORY USES
	R-2 SINGLE FAMILY DISTRICT SAME AS R1
	R-3 SINGLE FAMILY DISTRICT SAME AS R1
	R-4 SINGLE & TWO FAMILY ONE FAMILY & TWO FAMILY DWELLINGS & ACCESSORY USES
	R-5 GENERAL RESIDENCE ONE FAMILY & TWO FAMILY DWELLINGS & ACCESSORY USES
	C-1 VILLAGE CENTER
	C-2 OUTLYING COMMERCIAL
	C-3 LIMITED COMMERCIAL OFFICE
	C-4 ENTERTAINMENT AND LIMITED RETAIL BUSINESS DISTRICT
	I-1 OFFICE, RESEARCH, RESTRICTED INDUSTRIAL
	I-2 LIMITED INDUSTRIAL
	P-1 PUBLIC LANDS SCHOOLS, PARKS, PUBLIC BUILDINGS & CEMETERIES

SPECIAL USE CRITERIA

Does it meet the standards for a Special Use? A Special Use shall be authorized only when the Plan Commission finds all of the following:

1. Compatible with Existing Development
The nature and intensity of the activities involved and the size, placement and design of any structures proposed will be so planned that the Special Use will be compatible with the existing development and will not impede the normal and orderly development and improvement of surrounding property.
2. Lot of Sufficient Size
The size of the lot will be sufficient for the use proposed.
3. Traffic
The location of the Special Use within the Village will be such that adverse effects on surrounding properties will be minimal, particularly regarding the traffic generated by the Special Use.
4. Parking and Access
Parking areas will be of adequate size for the particular use and properly located, and the entrance and exit drives will be laid out so as to prevent traffic hazards and nuisances.
5. Effect on Neighborhood
In all respects the Special Use will not be significantly or materially detrimental to the health, safety and welfare of the public or injurious to the other property or improvements in the neighborhood, nor will it diminish or impair property values in the surrounding area.
6. Adequate Facilities
That adequate utilities, access roads, drainage and/or other necessary facilities have been or are being provided.
7. Adequate Buffering
Adequate fencing and/or screening shall be provided to ensure the enjoyment of surrounding properties, to provide for the public safety or to screen parking areas and other visually incompatible uses.
8. If in C-1 Village Center District: That the establishment of the Special Use will not be injurious to the character of the C-1 Village Center District as a retail center for the Village.

SUBMITTAL LIST



VILLAGE OF DEERFIELD

TO: Marisa Kolman, Project Coordinator, Cage

FROM: Jeff Ryckaert, Principal Planner and Dan Nakahara, Planner II

DATE: February 12, 2026

RE: School District 109 – Wilmot and Walden School Renovations

An amendment to the Special Use will be required for the proposed renovations at Wilmot and Walden Elementary Schools for School District 109. Please note that all of the Special Use standards have to be met for approval of the project.

Please have your consultants see the following sections in the Zoning Ordinance for this project: Article 7 (P-1 Public Lands District), Article 13.11 (Special Uses), Article 8.02-C (Parking Lot Design, Development and Maintenance), Article 2.04-I,1 and 2 (Landscape Screening and Buffering), Article 8.02 (Location of Parking), Article 8.02-E,5,h. (Required Parking Spaces), Article 9.02-E (Signage), Article 2.04-E (Storage of Refuse), Article 2.09-B (Bicycle Facilities), Article 2.10 (Alternative Energy Systems) and Article 14 (Definitions), and also the relevant sections of the Village's Comprehensive Plan (Section 3.7 Community Facilities, pages 50 to 53, and Section 3.7, Intergovernmental Cooperation, pages 54 to 55). The Zoning Ordinance and Comprehensive Plan are available online at www.deerfield.il.us.

Your team will be making the presentation to the Plan Commission and below are the submittals that planning staff believes is necessary for this project:

Prefiling Conference

A prefiling conference (a workshop meeting) will be required to get feedback and input from the Plan Commission prior to a public hearing. For the prefiling conference, you will need a scaled site plan with a data table, scaled elevation drawings, and a detailed written project description detailing the proposed improvements and renovations to the property, and why these are needed. Include the construction phasing of the project, interim and final plans. If you have some traffic and parking analysis (a preliminary report from the consultant) at this time as well as any landscaping proposed, you should also submit these

materials as part of the pre-filing conference.

We recommend that after the Prefiling Conference Meeting is held with the Plan Commission, that your team reaches out to the neighbors for a neighborhood meeting.

Public Hearing

The Plan Commission will need detailed plans on the proposed renovations to the property for the Public Hearing. The Plan Commission is a recommending body to the Village Board of Trustees. The necessary submittals to the Plan Commission for the Public Hearing for the proposed renovations will be the following:

- A written project description/narrative detailing all the proposed renovations to the property and why these are needed. Please include in the written description any new or expanded activities/programming as a result of the proposed improvements to the property. Include the construction phasing of the project, interim and final plans. The seven Special Use criteria will be used to evaluate the Special Use. The standards should be addressed in writing and we have examples if you need these. If there will be a building height modification, the rationale for a height modification (exception) needs to be explained in your project description along with any other modifications needed. If a height modification will be needed you must notify out 500 feet from the exterior boundaries of the school property.
- For the Wilmot Road property, there will be a rezoning of the newly acquired residential properties. The 4 rezoning standards (found in [13.10-D Findings](#)) will be used to evaluate the rezoning. The rezoning standards should be addressed in writing.
- Since you are proposing to resubdivide the property, a preliminary and final plat of subdivision would need to be submitted showing any necessary dedications and easements.
- A fully dimensioned site plan showing the existing building and the proposed addition(s), drives, parking lots, sidewalks/paths, stop signs, fire lanes, loading areas, ground signs, flag poles, fences, benches, and bike racks. An existing conditions site plan, interim site plan and final site plan

should be included. Please include all improvements to the property including any changes to the existing facilities (buildings, parking lots, ballfields, storage sheds, etc.) in the interim and final site plans. Please include a data table with data such as: total gross square footage of the buildings; proposed parking spaces (including the number and size of the spaces, including handicapped spaces); lot coverage; and lot area. Any pedestrian connections to the surrounding properties must be indicated on the site plan. Drop off areas should be clearly labeled on the site plan, and any directional pavement markings needs to be provided on the site plan. For the interim plans, the Plan Commission will want to see how the day to day school operation will be separated from the construction operations.

- Scaled building elevation drawings of all sides of the building (labeled north, south, east, and west). The elevation drawings need to show all the exterior materials for the new building. All the exterior building materials (including brick, doors, trim, lighting, fascia, etc. anything visible from the outside of the structure) must be listed on the elevation drawings - an exterior materials legend should be provided on the elevation drawings.

The height of the building from the finished grade to the top of the building needs to be shown on the drawings. These elevation drawings are almost to the level of detail of construction drawings. Try to make the building fit in and be compatible with the surrounding residential area and park area. You will need to provide colored elevation drawings as well as color and material samples of all the proposed building exterior materials to the public hearing and Board of Trustees meetings.

- Any rooftop mechanicals will need to be screened from view. The proposed roof screen must be shown on your elevation drawings. A rooftop plan showing the location of the rooftop units will need to be submitted.
- A scaled floor plan of the proposed buildings and any addition needs to be submitted.
- Traffic and parking study prepared by a professional traffic engineer will need to be submitted. Traffic and parking analysis will be something the Plan Commission will be looking for as they will be concerned about safe traffic flow on the property. The consultant must also analyze on-site

circulation. The Plan Commission will want to know in detail how the parking and traffic flow will work on the subject property during the interim plan and the final plan. Drop off areas should be clearly labeled on the site plan, and any directional pavement markings and signage needs to be provided on the site plan. The traffic consultant will also need to demonstrate that parking will work for the property/site and traffic generated by all the uses on the property will not have an adverse impact.

- A landscaping plan with a data table indicating the size (caliper), type, quantity, and location of the proposed landscaping. Any existing trees to be removed or relocated need to be indicated on the plans. Please note that landscape screening is required for parking lots, and sufficient landscaping in the parking lot needs to be provided. A minimum seven (7) foot high screen is required where a non-residential use abuts a residential use (see [Article 2.04-I,1](#) and the definition of landscape screening in [Article 14.02](#) of the Zoning Ordinance). Landscaping cannot block driver sight lines. Please note that adequate buffering is one of the Plan Commission Special Use criteria. Any existing landscape buffering, including fencing, should be detailed out on the landscape plan. The Village's [Appearance Code](#) (which does not have jurisdiction for this property) has some good suggestions for landscape screening.
- Include in the plans any sustainable practices that will be incorporated into the building or site (e.g. permeable pavement/pavers, green roofs, solar panels, bioswales/bioretention, rain barrels, native plantings, lighting and other building systems will meet energy efficiency standards, reduced water use by using more efficient fixtures and controls, low VOC emitting materials, open space with water efficient landscaping, etc.). The Village encourages sustainable practices to lessen the environmental impact of development. Please indicate in your plans and written materials all the sustainable elements that are proposed as part of this project.
- A lighting plan will need to be submitted. Detailed information has to be submitted including: a photometrics plan showing lighting output on the property (including at the property lines where the output needs to be zero - i.e., lighting cannot spill over the property lines), the location, height, and color of the proposed light poles, a drawing of the proposed light fixtures,

and the lighting output of the proposed lights. The location of any lighting on the building itself must be shown on the elevation drawings. Many lights are placed on a timer. The timing of the lighting needs to be indicated on the plans. Any all-night security lighting will need to be indicated on the plans.

- Any new trash/refuse areas need to be indicated on the site plan. Trash areas must be screened from view on all sides, and a scaled elevation of the enclosure needs to be submitted.
- If any new fencing is proposed, details need to be submitted (type of fence, height, location, and an elevation drawing). Existing fencing needs to be indicated on the site plan.
- If any new signage is proposed, a detailed sign plan is required which details the size, content, colors, lighting, and the materials the sign is made of. Any wall signs must be detailed on the elevation drawings. Any ground signs need to be located on the site plan and the landscape plan, and a scaled elevation drawing of the sign needs to be submitted. Any signage in the P-1 District needs to be the minimum needed, and can't be lit unless the case is made to light the sign and an exception is granted (see [signage regulations for the P-1 Public Lands District](#)).
- The School District will be required to provide storm water detention as a result of the storm water generated by the proposed improvements. In regards to storm water drainage, your consultant will need to work with the Village's Engineering Department. The contact at the Village is Bob Phillips, Director of Public Works, (rphillips@deerfield.il.us or 847-719-7464) or Tyler Dickinson, Assistant Director of Public Works and Engineer (tdickinson@deerfield.il.us or 847-719-7463). For a Special Use, you must submit preliminary engineering (a storm water management plan including any detention or retention ponds, grading and utility plans) to the Plan Commission and demonstrate to them that the drainage plans for the property will work. Include interim conditions as part of the preliminary engineering. Any sustainable (green) design elements must also be included on the engineering plans. The Engineering Department needs to comment on the preliminary engineering plans and any necessary revisions

need to be made to the plans prior to the submissions of preliminary engineering plans to the Plan Commission. Final engineering plans will have to be approved by the Village Engineer prior to the issuing of a building permit. If any retaining walls are proposed, indicate the location and height on the site plan and the engineering plans.

- The Deerfield Bannockburn Fire Protection District has to approve the site plan for emergency vehicle accessibility and fire lanes. The contact person is Chris Johnson II, Division Chief, at (847) 945-4066. The letter of approval from Chris Johnson should be part of your submittal for the public hearing. Please allow enough time for the Fire Protection District to review the plans as any changes they make will need to be on the plans presented to the Plan Commission. Submit copies of the site plan directly to the Fire Marshal for his review and approval.

The Plan Commission and Board of Trustees will be looking at the issue of intergovernmental cooperation between any public entities involved as is required by the Plan Commission rules of procedure.

The Plan Commission is a recommending body of the Village Board of Trustees. The Village Board of Trustees will consider the recommendation and has a final decision on the matter. If the Village Board approves the Special Use amendment, an ordinance is prepared by the Village Attorney that goes through one reading at the next Board meeting. Only after the reading of the ordinance is passed, is the plan approved. In addition to being present at the Board of Trustees meeting where the Plan Commission recommendation is considered, representatives for your proposal must also be present at the reading of the ordinance to answer any additional questions that might come up. After approval of the ordinance, a building permit can be turned into the Building Department for review.

We recommend providing this list to the consultants so they are aware of the public hearing submittal requirements. These consultants will also have to testify at the meetings. Please also bring School District representatives to meetings as needed to explain the proposal, and answer questions about the operational matters related to the school project.

We recommend sharing the plans with the neighbors that are most impacted by this project by inviting them to an open house or meeting.

Questions regarding building permits and building codes, can be directed to Steve Cutaia, Building Division Supervisor, at scutaia@deerfield.il.us or (847) 719-7472.