

COMMUNITY DEVELOPMENT DEPARTMENTAL REPORT
Planning Division
9/1/12 to 2/28/13

Summary of Commission Activity:

Plan Commission Activity

During the last six month period, the Plan Commission held a total of 8 public hearings, 10 prefilng conferences, and 2 workshop meetings of substantial conformance.

- Two prefilng conference (September 13 and October 9) and a public hearing (November 8) were held on the Text Amendments to the C-2 Outlying Commercial District in order to promote and strengthen retail in the C-2 District.
- A prefilng conference (October 25) and a public hearing (December 13) were held on a Text Amendment and a Special Use for the Joy of the Game facility located in Deerbrook Shopping Center.
- A prefilng conference (October 9) and a public hearing (November 8) were held on the preliminary plat of subdivision for the property at 1332 Meadow Lane. A substantial conformance workshop meeting was held on January 10 on the final plat of subdivision.
- A prefilng conference (December 13) and a public hearing (January 10) were held on the request for a Text Amendment and a Special use to allow the establishment of Bright Horizons child care center to be located in the office building at 1650 Lake Cook Road.
- A prefilng conference (December 13) was held on the proposed AMLI multi-family residential apartment development to be located at 1525 Lake Cook Road as part of the Weinberg Community PUD. (The Plan Commission held a public hearing on the preliminary development plan on March 14 and the Plan Commission's recommendation will be before the Village Board on April 15.)
- Two prefilng conferences (December 13 and February 28) were held on the request to develop the property at 780 Saunders Road into a healthy foods restaurant, and to rezone the property from R-1 Single Family to C-2 Outlying Commercial District. A public hearing has been scheduled for April 11.
- A prefilng conference (January 10) and a public hearing (February 14) were held on the request for a Special Use to allow the establishment of Julie Morrison's State Senator's office at 700 Osterman Avenue.
- A public hearing (January 24) was held on the request for approval of a preliminary and final plat of subdivision at the Parkway North Center to reflect different ownership of the lots of the western portion of the development.
- A substantial conformance workshop meeting was held on February 14 on the request for approval for "Immediate Care" wall signs for the Northwestern Medical building at 350 S. Waukegan Road.
- A public hearing (February 28) was 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 continued public hearing was held on

March 14 and the Plan Commission's recommendation will be before the Village Board on April 1.

- A public hearing (February 28) was held on the request for approval of a Text Amendment to Article 9 of the Zoning Ordinance, to create a maximum size for a temporary business ground sign in the commercial zoning districts.
- A pre-filing conference (February 28) was held on the request for approval for renovations to the Dunkin Donuts located at 499 Lake Cook Road in the Deerfield Park Plaza PUD. A public hearing has not yet been scheduled.

Village Center Development Commission (VCDC) Activity

The VCDC held 3 meetings in the past six months. They met with Seta Salon and Julie Morrison on each of their requests for Special Uses in downtown Deerfield. The VCDC discussed the topic of temporary signage regulations and the group recommended the Village Board amend the temporary signs section of the Zoning Ordinance to limit the maximum size for temporary business ground signs to 20 square feet per face, with no length or width dimension to exceed 5 feet. The Village Board agreed with the VCDC's recommendation and directed the Plan Commission to hold a public hearing to amend the Zoning Ordinance.

In the past six months, the VCDC has also discussed other items including the streetscape trees' health and the way the trees are decorated with holiday lights (Barbara Little joined the group for this discussion); the conversion of the downtown streetscape lights to LED; and the VCDC began a discussion about their duties and functions. The VCDC is currently promoting the 2013 Flower Planter Program; this will be the fourth year of the Flower Planter Program.

Appearance Review Commission (ARC) Activity

Over the last six months the Appearance Review Commission held 5 meetings and worked with eight petitioners. One of the meetings was held at Sternberg Lighting in Roselle, Illinois.

In the Village Center:

- Cilento Photography, 720 Waukegan Road, received approval for one wall sign.
- Shell, 655 Waukegan Road, received approval for a new canopy face and two canopy (wall) signs, and a face change to the ground sign.
- Garber's Etc, 675 Deerfield Road, received approval for two wall signs.
- Moore Landscapes created a landscape plan for the Deerfield Cemetery, and the Appearance Review Commission provided an advisory review of that plan which led to an Option B landscape plan for the cemetery.

In the Outlying Commercial District:

- Carson's Ribs of Deerfield, 200 Waukegan Road, received a denial for a ground sign face change. The proposed face change was the existing sign face as the change previously occurred without a permit. The ARC's decision was appealed

to the Board of Trustees, and Board denied the request. Carson's then came back to the ARC with a revised sign face which received ARC Fast Track approval.

- Peapod, 677 Lake Cook Road, received approval for building, site and signage improvements.
- D.C. Sarnies, 649 Lake Cook Road, received approval for façade changes to the front (north) elevation.
- Northwestern Medicine, 350 S. Waukegan Road, received approval for two wall signs.

Appearance Code, Review and Update:

The ARC continues to update the Appearance Code guidelines. 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. Also completed are the Mission Statement and Jurisdiction, including a map. The ARC is starting to work on the next sections: Building Design; Relationship of Building(s) to Site and Adjacent Areas; and Lighting. When the review and update of the Appearance Code are completed, the document will be sent to the Board of Trustees for their approval.

Village's Sternberg Prairie style fixture, conversion to LED (light emitting diodes):

The Prairie style decorative light fixtures located in the Village Center streetscape are about twelve years old, and are in need of attention as they are showing their years. The Appearance Review Commission has worked with Sternberg Lighting, the manufacturer of the decorative fixture, in developing an aesthetically pleasing energy efficient fixture with LEDs. The ARC examined the color and distribution of the illumination along with the aesthetics of the fixture with the LEDs, and recommends a phasing in program for the conversion of the Sternberg fixtures to LED per the ARC's specifications.

Northwest Quadrant Unified Planning Task Force

The Northwest Quadrant Unified Task Force continues to make progress on a Master Plan for the Northwest Quadrant. The Task Force held two meetings in October and 1 meeting in November. The Master Plan is an opportunity to make the Northwest Quadrant an attractive public campus. The Master Plan is a long term plan looking many years into the future. Some improvements may take place in the near future, and other improvements may be accomplished 15 to 20 years from now. Since January 2013, the consultant team and staff have met with the following entities: Park District staff, the Park District Board, Library Board, First Presbyterian Church staff, First Presbyterian Church Session, and the American Legion representatives to further gain their input and answer their questions.

An open house was held on Tuesday, March 19 at Village Hall. The open house attendees were encouraged to share their comments and provide input on the Master Plan for the Northwest Quadrant of the Village Center. The open house was publicized in D-Tales and on the homepage of the Village's website. All related planning materials for the Northwest Quadrant Unified Task Force, from the start of the process, are available on the Village's website.

Cemetery Commission

Over the last six months, the Cemetery Commission has held one meeting. At that meeting the Commission reviewed two options for a landscape plan for the Deerfield Cemetery presented by Dawn Rummel from Moore Landscapes. Option A was a more formal plan with symmetrical rows of Crabapple trees, whereas Option B incorporated random plantings with legacy trees such as Oaks and Hickories. The commission decided to approach the landscaping of the cemetery slowly with a phased plan. Phase one of landscape plan included tree trimming along the west property line, the trimming of a Silver Maple and the removal of six Crabapple trees, which was completed last November. Garlon, an herbicide, was applied to the tree stumps, which should allow a new tree to be planted in the same location after 18 months. Phase two will be to choose parkway trees for planting along Central Avenue which the commission will do at their next meeting on April 16th. As to other work, the repairs to the monuments and the replacing of the limestone caps on the brick entrance walls will be pursued once the weather improves, in spring.

The Village staff is creating forms referred to in the Deerfield Cemetery Rules and Regulations, which was adopted by the Village Board on April 2, 2012. The Village of Deerfield received a Licensed Cemetery Exempt certificate from the State of Illinois, Department of Financial and Professional Regulation. The certificate is now framed and hanging in the Village Hall. The license will expire on August 31, 2016 – every four years the exemption status will have to be renewed.

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

At the request of the Mayor and Board, the Plan Commission discussed possible changes to the C-2 Outlying Commercial zoning district to help support retail in the C-2 Outlying Commercial District. Last fall, the Plan Commission held two pre-filing conference workshop meetings and a public hearing on this topic. Planning staff provided the Plan Commission with background information on this topic; articles on the current trends in the retail industry; suggested Text Amendments to the Zoning Ordinance to make it easier for retailers and small restaurants to locate in the C-2 District and discourage non-retail users from taking large anchor spaces; did research on overlay districts and possible new uses to add to the C-2 District; as well as other related information to help the Plan Commission in their discussion. All property owners in the C-2 Outlying Commercial District were notified of the public hearing and the Village website was regularly updated with information on this topic. The Plan Commission's recommendation was adopted by the Village Board in January 2013.

Inventory of Available Commercial Spaces

Planning staff continues to maintain an inventory of available commercial retail and service space. Staff continues to update 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 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 (December 2012) 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 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 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. 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 is currently looking into another single family home to purchase, renovate and rent to another family of modest income.

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 new banners, and work with other organizations wishing to promote their community event. In the last six months, staff designed and had fabricated a set of banners to promote

Deerfield's Winter Celebration. 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 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 going through all the layers of data to make sure the information is correct.

Plan Commission Meetings September 2012 - February 2013

