

MEMORANDUM

TO: Plan Commission

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

DATE: December 7, 2018

RE: Prefiling Conference for a Special Use for a proposed reflexology massage spa to be located at 671 Waukegan Road (business owner Kai Lui and property owners Eliopoulos Family LLC)

The purpose of a prefiling conference is to give the petitioner some direction, feedback and input on their proposed plans.

Subject Property

The subject property consists of the vacant tenant space at 671 Waukegan Road (formerly Baskin Robbins at the south end of the building and north of the Deerfield Auto and Tire property). The subject property is zoned C-1 Village Center District and was approved as a commercial Planned Unit Development in 1984 consisting of a single story 4,800 square foot building with 22 parking spaces. Ordinance O-84-43 approved a parking variation to allow 22 parking spaces in lieu of the required 23 when figured as retail.

Surrounding Land Use and Zoning

North: C-1 Village Center District – Deerfield Cyclery

South: C-1 Village Center District – Deerfield Auto and Tire

East: R-3 Single Family Residential – Residential

West (across Waukegan Road): C-1 Village Center District – Marathon Service Station, Deerfield Square Shopping Center

Proposed Plan

The petitioner is proposing to open a reflexology massage spa known as Kay Foot Spa at 671 Waukegan Road. The proposed massage spa would offer reflexology and massage therapy. The proposed massage spa will provide services strictly in massage and will not offer any other retail sales or ancillary services. The petitioner is proposing massage therapy to customers in an 877 square foot tenant space. The petitioner is not proposing any changes to the exterior of the building other than a wall sign. The massage spa will employ up to 4 full time massage therapists and 1 full-time receptionist. The petitioner's materials indicate that the maximum number of employees on site at one time would be 4. Their materials also indicate that there will not be more than 5 customers in the spa at one time (4 customers getting a massage and 1 customer waiting). They anticipate their peak times will be between 5:00PM-8:00PM every day. The business is appointment based, but walk-ins are welcome. The

petitioner is proposing to be open 7 days a week from 10:00AM-9:00PM.

Zoning Conformance

Massage establishments are a Class A Special Use in the C-1 Village Center District. Massage is currently offered as ancillary services at some spas in the Village. Only retail uses are allowed as Permitted Uses on the ground floor in the Village Center. Class A Special Uses located on the ground floor in the C-1 Village Center District require a Special Use, but are a Permitted Use if they are located above the ground floor in the C-1 Village Center District. The Special Use standards are attached.

Traffic & Parking

There is no specific requirement for a massage establishment in the Zoning Ordinance. According to Article 8.02-E,8. when required parking is not listed for a use in the Zoning Ordinance, parking shall be as recommended by the Plan Commission. The closest requirement in the zoning ordinance for this use is a beauty shop, which requires 1 parking space for each 150 square feet of gross floor area, which is a similar type of type of use with clients being in the business establishment for an appointment. When this parking requirement for a beauty shop is used for the massage establishment a total of 6 parking spaces are required ($877 \text{ s.f.} / 150 = 5.84 = 6$). If this space were retail, a total of 5 parking spaces would be required ($877/200 = 4.38 = 5$).

The proposed reflexology massage spa shares a parking lot with three other businesses. In 1984 when the development was approved, a variation was granted to allow 22 parking spaces for this property in lieu of the required 23 spaces based on retail parking requirement. The total parking required for all of the current uses in the building and including the proposed reflexology massage spa is 26.77 or 27 parking spaces (Merit Cleaners - 9.66 spaces, Salon 675 - 6.44 spaces, vacant InHouse space calculated as retail – 4.83 spaces and proposed reflexology massage spa – 5.84 spaces based on the Village's parking requirement for beauty salons).

The petitioner's materials indicate that they have gathered parking count information at various peak time from the existing businesses in the shopping center's parking lot at various peak times. The data collected in Section VII Parking Table of their material indicate that 16 parking spaces are theoretically needed to meet the parking needs of the building at this time, including the proposed reflexology massage spa, but does not take into account the vacant tenant space 687 Waukegan Road. Actual parking counts done by the petitioner at six (6) various peak times show that no more than 16 parking spaces are needed including the propose use.

The petitioner is looking for Plan Commission feedback as to whether a traffic and parking study will be required for the public hearing on this request.

Signage

There is no a specific sign criteria for this development although the petitioners have

indicated that they will conform to Village requirements for signage. Section VI of in their material is the signage they are proposing for the west (fronting Waukegan Road) building elevation. The wall sign will not exceed 12 inches in height and 36 inches in length and will have a black background and white letters that will read, "Kay Foot Spa".

Any window signage must also follow the approved window sign regulations, which allows for 20 percent of the window area to have signage. The petitioner is proposing yellow vinyl stickers with the text displaying the hours of operation. The petitioner will have to provide dimensions of the text that will go into the window.

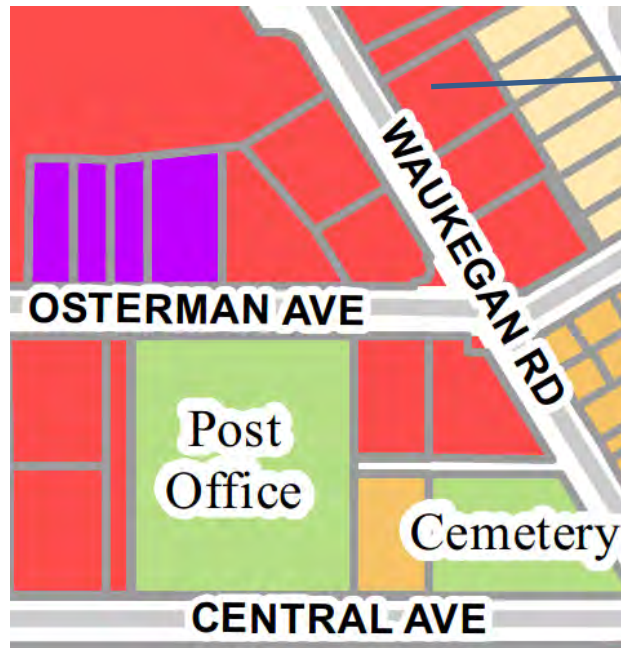
Appearance Review Commission

The ARC will have to review and approve the exterior signage for the proposed reflexology massage spa if the proposed use is approved in this location by the Board of Trustees.

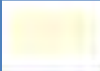







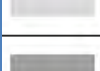
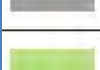

Submittal List

Attached is the submittal list that was sent to the petitioner for the Public Hearing.

Village of Deerfield 2018 Zoning Ordinance Map



Subject Property

	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 COMMERICAL
	C-3	LIMITED COMMERICAL OFFICE
	I-1	OFFICE, RESEARCH, RESTRICTED INDUSTRY
	I-2	LIMITED INDUSTRIAL
	P-1	PUBLIC LANDS SCHOOLS, PARKS, PUBLIC BUILDINGS & CEMETERIES

671 Waukegan Road

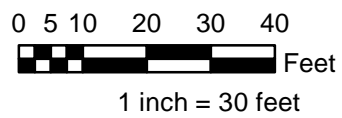


Waukegan Road

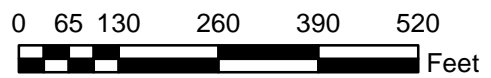
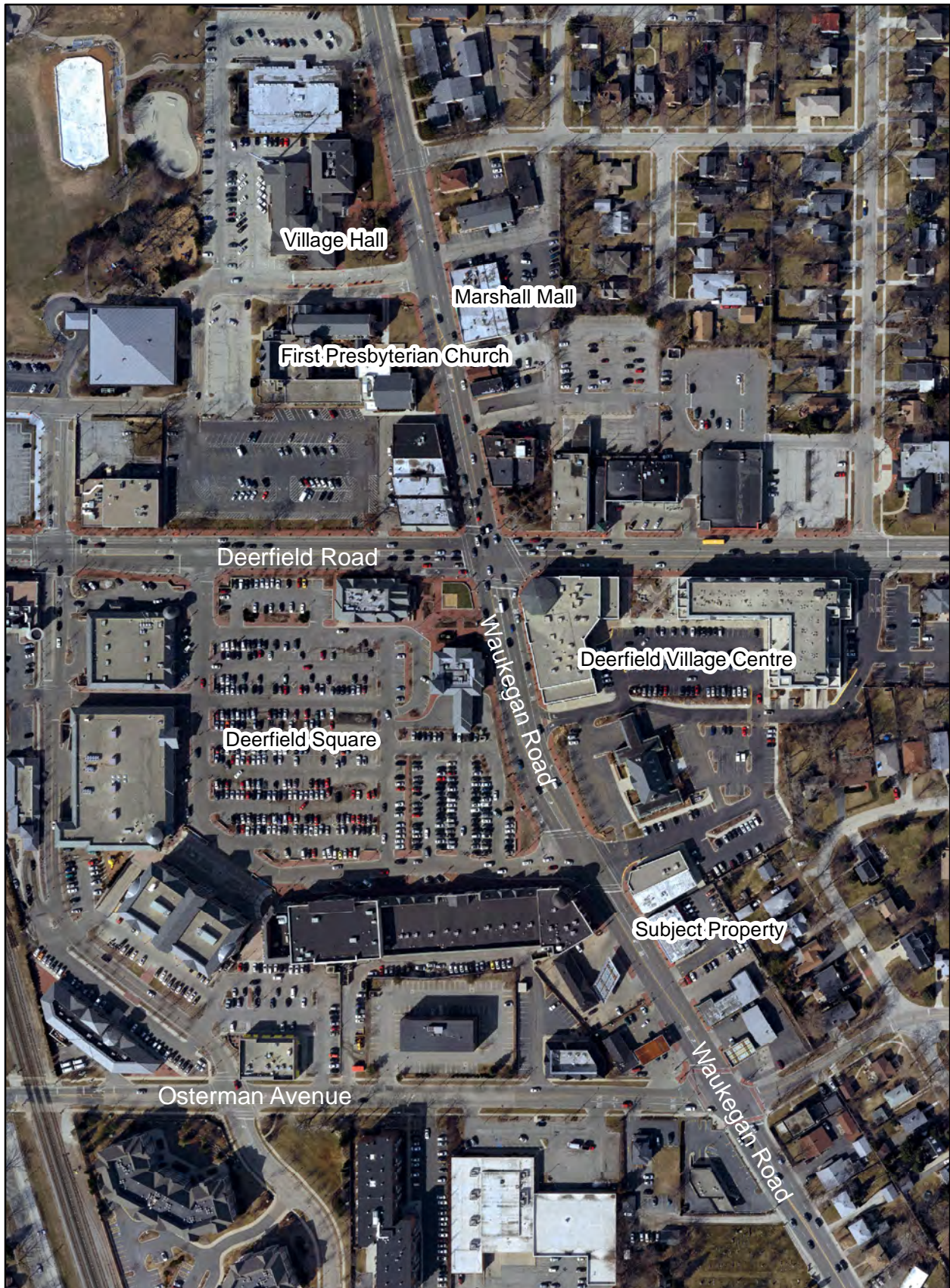
Mattress Firm

Deerfield Cyclery

Subject Property



671 Waukegan Road



1 inch = 250 feet



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.

October 26, 2018

Special Use Submittals for Proposed Massage/Reflexology

A massage establishment is a special use in the Deerfield C-1 Village Center zoning district.

Below is a list of the submittals that would need to be provided for the Plan Commission pre-filing conference and public hearing for the proposed Special Use.

Prefiling Conference (workshop meeting) Submittals

Two (2) sets of plans are due three (3) weeks prior to the pre-filing conference for staff review and comments. Four (4) sets of paper plans and one electronic copy are due 2 weeks prior to the pre-filing conference meeting.

A pre-filing conference (an informal workshop meeting) with the Plan Commission will provide feedback, input and direction prior to the public hearing. For a pre-filing conference, the following submittals will be needed: a detailed written project description (see below comprehensive written description) of the proposed renovations, a scaled site plan with data table, scaled building elevation drawings including proposed wall signage, and the traffic and parking analysis (sometimes preliminary analysis is submitted if the traffic and parking study is not ready).

Public Hearing Submittals

Two (2) sets of plans are due three (3) weeks prior to the public hearing for staff review and comments. Four (4) sets of paper plans and one electronic copy are due 2 weeks prior to the public hearing meeting.

- A comprehensive written description of the business which is proposed at the location. Describe *all activities* to occur on the premises such as:
 - ❖ Days and hours of operation of the proposed store.
 - ❖ Total square footage of the business and company background (if you have a brochure, please include it in the packet)
 - ❖ All product and product types to be sold etc.
 - ❖ The anticipated busiest times
 - ❖ Number of employees (full and part time, and the maximum number working at one time)
- Typically, a traffic and parking analysis prepared by a professional consultant is required for Special Uses, and the consultant must be present at Village meetings to present their findings and answer questions.
- A scaled site plan detailing the proposed tenant location of the use (please label existing tenants on the site plan). If there are any changes to the site plan (landscaping, exterior lighting, etc) indicate on the site plan.
- A scaled floor plan showing how the proposed space is to be used.

- Scaled building elevation drawing with the proposed wall sign that meets the sign criteria, if any, for the shopping center. The maximum size allowed for a front wall sign is 8% of the wall area, or 80 square feet. Please keep in mind this is the maximum allowable, but the Village may be more restrictive in order to make sure the sign is in keeping with the shopping center.
- Address the Special Use in writing. The Special Use standards are attached.

Two sets of public hearing materials must be submitted three weeks prior to the Plan Commission meeting date for staff to look over and provide you with comments. Four sets of plans and an electronic copy of the plans are due two weeks prior to the meeting date for distribution to the Plan Commission.

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, an ordinance is prepared by the Village Attorney that goes through two (2) readings at the next two Board meetings. Only after the second reading of the ordinance is passed, is the Special Use 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 both readings of the ordinance to answer any additional questions that might come up. After approval of the second reading of the ordinance, a building permit can be turned into the Building Department for review. Review time varies depending on the time of the year but sometimes the building review time can run up to four to six weeks. The issue of a building plan review was discussed at a recent meeting with the applicant.

The Plan Commission application is attached. The applicant is always the current property owner and they must sign off on the application. The current property owner must submit the most current plat of survey and proof of ownership (a deed and a title policy) with the Plan Commission application. The Board Room presentation/set up requirements are explained as part of the application.