

MEMORANDUM

TO: Plan Commission

FROM: Dan Nakahara, Planner

DATE: March 7, 2019

RE: Prefiling Conference for Special Use Amendments to Permit Building Additions and Renovations for Shepard and Caruso Middle Schools in the P-1 Public Lands District (School District 109)

The purpose of a prefiling conference is to provide the petitioners with input and feedback on their proposal.

Subject Property

The subject properties consists of the Shepard Middle School located at 440 Grove Place and Caruso Middle School located at 1801 Montgomery Road. The subject properties are owned by School District 109. Both Shepard Park, to the west of the Shepard school building, and Clavey Park, north of the Caruso school building, are owned by the Deerfield Park District. The subject properties are zoned P-1 Public Lands District. In 1996, Shepard Middle School was expanded by 8,500 square feet (Ordinance O-96-33), in 2000, the school was expanded by 12,547 square feet (Ordinance O-00-42), and in 2007 the school expanded the north parking lot (Ordinance O-07-37) . In 1996, Caruso Middle School was expanded with a 14,000 square feet of additional building space (Ordinance O-96-35).

Surrounding Land Use and Zoning

The schools are generally surrounded by residentially zoned properties, which are developed residentially. To the south of Shepard Middle School is the Village storage center and to the southwest is the Village's wastewater treatment plant. To the west of Caruso Middle School is the Tollway.

Proposed Plans

School District 109 is proposing to amend their Special Use to permit the renovation and expansion of the cafeterias at the two middle schools, Caruso and Shepard. No additional faculty or staff will be added at the schools as a result of the proposed additions. The additions are made to enhance the school facilities. The parking lot or traffic flow is not proposed to be changed at the

schools due to the additions. The exterior materials for each of the schools are shown on the elevation plans. The projects to each school are described below:

Shepard Middle School

The addition at Shepard Middle School will house cafeteria furniture when not in use for the lunch periods. Part of the storage room will be in the current entry vestibule, and the other part is new construction of approximately 230 square feet. The exterior material will match the existing brick, windows, spandrel glazing, and metal roof edging and will align with the current exterior wall of the cafeteria.

The Shepard Middle School project proposes an optional entry canopy with the Alan B. Shepard Middle School text in red on the canopy. The lettering will be lit with a concealed LED strip at the base of the letters.

Caruso Middle School

At Caruso Middle School, the expansion is limited to a 14' wide, 1,312 SF extension to the east of the existing cafeteria to expand seating area and provide for storage of cafeteria furniture. Materials are brick to match the existing brick tone, bronze aluminum storefront windows, and wall panels. The expansion is one story high and will have a lower roofline than the existing building.

The Caruso project will include replacing the Charles J. Caruso Middle School text on the wall with new aluminum channel letters that will be backlit, adding site lighting for the sidewalk, and a barrier fence between the drive and the sidewalk.

Zoning Conformance – P-1 Public Land District

Schools are Special Uses in the P-1 Public Lands 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

The proposed additions to the schools do not encroach into any of the minimum required yards.

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: Will be provided for the public hearing.

Maximum Building Height

Allowed: The maximum building height allowed is 35 feet to the top of the roof.

Proposed: The additions vary in height as shown on the elevation drawings. The highest portion of the renovation is as follows: Shepard: 14 feet. Caruso: 12 feet 7 inches.

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.

Shepard Middle School

The petitioners are proposing the text Alan B. Shepard Middle School in red, 12-inch high aluminum letters at the top of the new entrance canopy for Shepard Middle School. The letters will be illuminated at the base with a concealed LED strip. The letters will be approximately 14 feet high mounted on the canopy.

Caruso Middle School

The petitioners are proposing the text Charles J. Caruso Middle School in blue, 16-inch high aluminum channel letters mounted to the east building elevation above the new addition for Caruso Middle School. The letters will be backlit and will be approximately 22 feet 4 inches high on the wall. The overall east wall height is 24 feet 8 inches.

Lighting

Lighting will be maintained, as it exists today at both schools with the following additions:

Shepard Middle School

The petitioner's plans indicate three in-grade light fixtures under the canopy at the main entrance.

Caruso Middle School

The petitioner's plans indicate two wall-mounted lights on the new building addition at 8 feet 6 inches high.

Landscaping

The petitioner's plans indicate that native, low maintenance plantings will be used to landscape outside of the cafeteria windows.

Parking and Traffic

The Zoning Ordinance requires elementary schools to provide two (2) parking spaces for each three (3) teachers and employees. Shepard Middle School and Caruso Middle School will not increase its staff as a result of the cafeteria addition and renovation. Due to no increase in parking or traffic, the petitioner is requesting a waiver of the parking and traffic study.

Storm Water Drainage and Utilities

The petitioners will submit plans to the Village Engineering Department for the storm water drainage requirements for the addition and renovations for both middle schools.

Screening/Buffering

Required: The Zoning Ordinance requires where a non-residential use abuts (lies immediately next to) property in a residential district at a side or rear lot line, such non-residential use shall be effectively screened along such lot line(s) by a screening fence or landscaped screening. A landscaped screen is defined as a dense non-deciduous planting of a thickness sufficient to form a visual barrier between the properties. The petitioner's plans do not indicate any changes to the screening along the lot lines that are adjacent to residential properties.

Fire Department Review

The Fire Department will have to review and approve the site plan for the Public Hearing.

List of Submittals

Attached is a list of submittals for the public hearing that was provided to the petitioners. Please read through the list and let the petitioners know if you would like any additional items for the Public Hearing.

Village of Deerfield 2019 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 COMMERCIAL
	C-3	LIMITED COMMERCIAL OFFICE
	I-1	OFFICE, RESEARCH, RESTRICTED INDUSTRY
	I-2	LIMITED INDUSTRIAL
	P-1	PUBLIC LANDS SCHOOLS, PARKS, PUBLIC BUILDINGS & CEMETERIES

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	I-2	LIMITED INDUSTRIAL
	P-1	PUBLIC LANDS SCHOOLS, PARKS, PUBLIC BUILDINGS & CEMETERIES

Shepard Middle School



Map created on March 7, 2019.

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Map created on March 7, 2019.

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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.

March 7, 2019

An amendment to the Special Use will be required for the proposed additions and renovations to Shepard and Caruso Middle Schools. Please note that all of the Special Use standards have to be met for approval of the project.

Please see the following sections in the Zoning Ordinance for this project: Article 7 (P-1 Public Lands District) and Article 13.11 (Special Uses including the Special Use standards in Article 13.11-D).

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. If you have some traffic and parking analysis at this time as well as any landscaping proposed, you should also submit these materials as part of the prefiling conference.

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 detailing the proposed improvements and renovations to the property, and why these are needed.
- A fully dimensioned site plan showing the proposed addition(s) to the building (the existing building should be indicated on the site plan with a dashed line so the Plan Commission can see the new addition in relationship to the existing building and also any existing structure that will be coming down), roads/drives, parking lots, stormwater facilities, sidewalks/paths, stop signs, loading area, ground sign, flag poles, fences, benches, play areas, bike racks, and pedestrian connections to surrounding properties. On the site plan, include all the property lines, and a data table with data such as: total gross square footage of the building; lot coverage; and lot area; proposed parking spaces including the number and size of the parking spaces and drive aisle.
- Scaled 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. Any rooftop mechanicals/units need to be screened

from view and the screen must be shown on the elevation drawings (if any roof top units are proposed, a roof top plan will need to be submitted shown the location of these units). 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 addition 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.

- If landscaping is proposed, provide a landscape 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 landscape plans. A minimum seven (7) foot high screen is required where a non-residential use abuts a residential use (see Article 2.04-1,1 and the definition of landscape screening in Article 14 of the Zoning Ordinance). Also, one of the requirements of a Special Use is adequate buffering so an adequate screen needs to be provided and this could mean going beyond the minimum required screen. Additionally, parking lots have to be screened according to code.
- If any new lighting is proposed, the details of the lights will need to be submitted (note: lighting cannot spill over the property lines). Please provide these details on the lighting plans. If any new light poles are proposed, the location, height, and color of these would need to be provided, along with a drawing of the proposed light fixture, and the output of the proposed lights (a photometrics plan). The location of any lighting on the building itself needs to 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.
- Please 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, highly emissive roof materials, 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.
- Rooftop mechanicals will need to be screened from view. The proposed roof screen must be shown on your elevation drawings. Also, a roof plan showing the location of the rooftop units will need to be submitted.
- A floor plan of the proposed addition and existing building needs to be submitted.
- A traffic and parking study prepared by a professional traffic engineer will need to be submitted. The traffic consultant will need to demonstrate that parking will work for the property/site and traffic generated will not have an adverse impact. The consultant must also analyze on-site circulation. The Plan Commission will

want to know in detail how the parking and traffic will flow will work on the subject property. 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. If traffic and parking is not impacted by your renovations, you can ask for a waiver of the parking and traffic study at the Prefiling Conference meeting.

- If an new exterior trash/refuse area will be provided, that needs to be indicated on the site plan. Trash areas must be fully screened from view and a scaled elevation drawing of the enclosure needs to be submitted.
- If any new fencing (even new chain link) is proposed, details need to be submitted (type of fence, height, location, and an elevation drawing of the proposed fence), and the location of the fence needs to be shown 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 new ground sign needs to be located on the site plan and the landscape plan, and a scaled elevation drawing of the ground sign needs to be submitted.
- Storm water drainage plan/detention will need to be addressed as a result of the storm water generated by the proposed additional impervious area for the proposed improvements. The preliminary engineering needs to show the utilities, and grading (existing and proposed), and any storm water detention areas. The preliminary engineering plans need to show the finished grade and the top of foundation. In regards to storm water drainage, include any sustainable (green) practices on the engineering plans. Please contact the Village's Engineering Department to gain an understanding of the stormwater requirements for this project. The Engineering Department will need to review the stormwater drainage plans and any revisions need to be made to the plans prior to the distribution to the Plan Commission. For a Special Use, you must submit preliminary engineering plans to the Plan Commission and demonstrate to them that the storm water drainage plans for the property will work. Final engineering plans will have to be approved by the Village Engineer prior to the issuing of a building permit. Note: If any retaining walls are proposed, indicate the location and height on the site plan and the engineering plans, and a scaled elevation drawing of the retaining wall will need to be provided.
- The Deerfield Bannockburn Fire Protection District has to approve the site plan for emergency vehicle accessibility. The contact person is Brian McCarthy, Fire Marshall, at (847) 945-4066. Please submit your plans to the Fire District allowing sufficient time for them to review the plans and for any necessary revisions that need to be made to the plans. The Plan Commission will need a letter of approval from the Fire Marshal prior to the public hearing. Submit copies of the site plan directly to Brian McCarthy for his review and approval, and please copy staff on correspondence with Brian McCarthy.

I would also 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.

I would also recommend sharing the plans with the neighbors that are most impacted by this project.

The Plan Commission application (to be signed by property owner) is attached. The fee is waived for public entities.

The appropriate School District officials need to be present at the meetings as well as the appropriate Park District officials if their land is involved in the Special Use. The contact for the Deerfield Park District is Jeff Nehila, Executive Director of Parks & Recreation, at (847) 945-0650.

Questions regarding building permits and building codes, can be directed to Clint Case, Building Code Enforcement Officer, at (847) 719-7472.

If you have questions, please contact me at (847) 719-7480.

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