



VILLAGE CENTER DEVELOPMENT COMMISSION (VCDC)

SUBMITTAL REQUIREMENTS FOR A SPECIAL USE

The same sets of materials submitted to the Plan Commission need to be submitted to the Village Center Development Commission (VCDC). A minimum of 12 copies of the required submissions must be submitted to the Community Development Department no less than 2 weeks prior to your scheduled appearance before the VCDC. The VCDC and Plan Commission submittals are identical with the exception of the criteria for a recommendation. The following criteria need to be addressed for a VCDC recommendation:

1. Is it consistent with long-range goals and plans in the Village Center?
2. Is it an appropriate use for a parcel of land in the Village Center?
3. Will it help promote business in the Village Center or bring people into the Village Center?
4. Will it affect traffic and parking adversely in the Village Center or cause any specific traffic or parking problems?
5. Is the proposed architecture compatible with those of nearby businesses in the Village Center?
6. Is it a business that is needed by the Village or should it be in the Village Center?

Notes:

- No notification of surrounding property owners is required for VCDC meetings.
- The VCDC is a recommending body that will forward its recommendation to the Mayor and Board of Trustees.
- If any exterior improvements are proposed (signs, improvements to facades, lighting, landscaping, etc.), the petitioner must have a meeting with the Appearance Review Commission (ARC). There is a separate application and handout for the submittal requirements of the ARC. The contact for the ARC is Jean Spagnoli, Planner, at 847.719.7483 or jspagnoli@deerfield.il.us.