

MEMORANDUM

TO: Plan Commission

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

DATE: January 17, 2020

RE: Pre-Application Conference Regarding a Request for a Special Use to Permit the Establishment of a Drive-Thru for a Pharmacy at 95 S. Waukegan Road (Waukegan Lake Cook LLC and Walgreens Co.)

The purpose of a pre-application conference is to provide the petitioners with input, feedback, and direction prior to the public hearing

Subject Property

The subject property is a future 8,000 square multiple use building at 95 S. Waukegan Road located to the south of the Chick-fil-A Restaurant at 75 S. Waukegan Road. This yet to be constructed 8,000 square foot multi-tenant building and the Chick-fil-A are part of the same development. This property is also connected via to the Northshore University medical building to the north (at 49 South Waukegan Road) via drive aisles and the cross access easements between the properties are in place. The property is zoned C-2 Outlying Commercial District. In March 2018, the developer's plan to demolish the former Office Depot building and replace it with a freestanding 4,995 SF restaurant with a drive-thru, and an 8,000 SF multi-tenant retail building was approved by Ordinance O-18-05, dated March 19, 2020. The restaurant building is occupied by Chick-fil-A was approved as a Special Use at that time with a dual lane drive-thru operation. The overall development will have 103 parking spaces, and existing curb cuts on Lake Cook Road and Waukegan Road are in place. The restaurant building will have 63 spaces and the multi-tenant building will have 40 parking spaces. A single lane drive-thru for the multi-tenant building was included on the site plan although it was not proposed nor was it was not approved at that time.

Surrounding Land Use and Zoning

North: C-2 Outlying Commercial District – Northshore University Health medical office, Cadwell's Corners Shopping Center (across Lake Cook Road), and a BP gas station

South: C-2 Outlying Commercial District – Deerbrook Shopping Center and unincorporated Cook County (Glenbrook Countryside Estates subdivision-single family residential)

East: Unincorporated Cook County (Glenbrook Countryside Estates subdivision-single family residential)

West: C-2 Outlying Commercial District – Deerbrook Shopping Center (across Waukegan Road)

Proposed Plan

The petitioners are seeking approval of a single lane drive-thru serving a 2,496 square foot pharmacy only Walgreens store, which is proposed at the northern endcap space in the multi-tenant building. The petitioner has provided details on the pharmacy store and drive-thru operation i.e. hours of operation, number of employees, proposed signage, and have provided a floor plan for the small format pharmacy. The proposed single-lane drive thru facility will serve as pick up of prescriptions. To avoid duplication of the material please the petitioner's materials. The petitioner is seeking input from the Plan Commission on the Special Use drive-thru operation.

The petitioner's building elevation drawings indicate the approved exterior materials for the site. Color renderings have been provided in the petitioner's submitted material. The site plan, building design, layout, lighting and landscaping will remain as approved.

Vehicular Access

The vehicular access to the property is from three existing access points. There are two access points on Waukegan Road and one on Lake Cook Road. The northernmost access point on Waukegan Road is a right-in, right-out only access point, and the other access point further to the south on Waukegan Road is a full access point. The access point on Lake Cook Road is a right-in, right-out only. There were barrier medians placed in Waukegan Road and Lake Cook Road when the improvements were made to the Waukegan Road and Lake Cook Road intersection several years ago. As stated above, the petitioner's material indicates that the existing curb cuts on Lake Cook Road and Waukegan Road will remain as approved.

Parking and Traffic Study

The petitioner has engaged traffic consultant KLOA Traffic Engineers to update a traffic and parking study dated December 21, 2017 that took into account a future bank in the multi-tenant building. Specifically, the December 21, 2017 traffic and parking study analyzed parking for the site based on a 4,995 square foot fast casual restaurant (Chick fil-A) with a drive-thru, a 3,500 square foot bank with a single drive-thru lane, and a 4,500-specialty retail space. The study indicates that 125 parking spaces are needed to meet the parking requirements of the site with those uses. The study indicated 126 parking space are provided which includes a cross parking easement agreement with the North Shore University HealthSystem medical office building. The study took a conservative approach and calculated the fast casual restaurant as a dine-in only operation increasing the parking requirement for that use.

The updated traffic and parking study will include updated traffic data collection and observations as well as specific analysis of the proposed Walgreens Pharmacy and single lane drive-thru operation. The updated traffic and parking study will be available for the Public Hearing.

Zoning Conformance

Special Use for a Pharmacy with a Drive-Thru

The petitioners are seeking a Special Use for the proposed drive-thru for the pharmacy pursuant to 5.02-C,1,s. Attached are the Special Use standards. A pharmacy and drugstore is a permitted use in the C-2 Outlying Commercial District.

Required Parking for PUD:

The petitioners are still working on the mix of tenants for the subject property (Retail 'B' multi-tenant building), below are parking requirements for typical uses in the C-2 Outlying Commercial District:

- Retail stores require: One (1) space for each 200 square feet of gross floor area.
- Office uses require: One (1) space for each 250 square feet of gross floor area.
- Banks require: One (1) parking space for each 200 square feet of gross floor area.
- Sit down restaurants require: One (1) parking space for each 60 square feet of gross floor area. Carry out restaurants require: One (1) space for each 120 square feet of gross floor area. The parking requirements for sit-down and carryout restaurants are based on the estimated percentage of the restaurant that will be carryout and the estimated percentage of the restaurant that will be carryout.

Proposed Parking:

There are 126 parking spaces available on the subject property which includes 23 parking spaces from a cross parking agreement with the property to the north. It is Staff's understanding based on staff records that an easement agreement between the contiguous properties (49 S. Waukegan Road property and the subject property – 95 and 75 S. Waukegan Road) allows for shared parking between the two properties.

Under today's parking requirements in the Zoning Ordinance, the total number of required parking spaces will vary depending on the proposed uses of the subject property. Staff has provided a parking requirement for the existing Chick fil-A restaurant, the proposed pharmacy, a carryout restaurant and retail use for the remaining space.

<u>Building Areas</u>		<u>Required Parking</u>
Pharmacy*:	2,496 s.f.	12.5 spaces
Chick fil-A: (Calculated as 50% sit-down and 50% carryout)	4,995 s.f.	62.4 spaces
Possible Future Restaurant** (100% carryout)	2,500 s.f.	20.8 spaces
Possible Future Retail:	3,004 s.f.	15.0 spaces
Total:	12,995 s.f.	110.7 spaces

*Note: Parking requirements for a pharmacy is the same as a retail use.

**Note: Due to lease restrictions a restaurant up to 2,500 square feet only is allowed to go into the Retail 'B' building.

Stacking for Drive-Thru

The Zoning Ordinance indicates a drive-thru facility for a pharmacy has to provide adequate vehicle stacking space. The petitioner's material indicates that drive-thru operation will accommodate 5 vehicles. The Plan Commission should will need to give the petitioner feedback on whether the drive-thru will provide adequate stacking for this use.

Trash/Refuse Areas

The petitioner's 2017 site plan approved a trash enclosure at the northeast corner of the multi-tenant Retail 'B' building (which is the building the Walgreens pharmacy would be located in). The detail on the trash enclosure for the Retail 'B' building is on the elevation drawings for the Retail 'B' building in the petitioner's plans.

Storm Water Detention and Utilities

The 2017 approved storm water detention area for the property is in place and will remain.

HVAC/Mechanical Screening

Any new HVAC and mechanicals on the roof of the buildings are screened from view. The petitioner has submitted a roof plan for the subject building that was part of their 2017 approved materials.

Signage for Drive-Thru Pharmacy

Wall Signs

Number:

Permitted: For each use occupying a ground floor, one (1) sign facing a public street, public right-of-way or parking area.

Proposed: A tenant wall sign is proposed for the north and the west elevations for the Retail 'B' building.

Area:

Permitted: The Zoning Ordinance allows 8% of the area of the wall or 80 square feet for a front and rear wall sign whichever is greater, and 4% of the area of the wall or 40 square feet for a sidewall sign, whichever is greater.

Proposed: Front (west) wall: 8% of the north wall is 41.2 square feet. The petitioner has provided an example of a wall sign measuring 51.9 square feet in area (13.3' x 3.9') when a box is placed around all of the sign elements. If the petitioner proceeds with this sign, the wall sign will require a sign exception.

Side (north) wall: 4% of the west wall is 48.6 square feet. The petitioner has provided an example of a wall sign measuring 51.9 square feet in area (13.3' x 3.9') when a box is placed around all of the sign elements. If the petitioner proceeds with this sign, the wall sign will require a sign exception.

Location:

Permitted: Walls signs may be located on the outermost wall of the principal building fronting a public street, public right-way, easement for access or parking area.

Proposed: The wall signs are located on the outermost walls on north and west elevations of the Retail 'B' building.

Height:

Permitted: Wall signs may not project higher than the parapet line of the roof or more than 30 feet above curb level, whichever is lower.

Proposed: The wall signs indicate that the Walgreens wall signs for the Retail 'B' building will be below the roof deck.

Illumination:

Permitted: Any illuminated sign located within 120 feet of a residential district shall be extinguished at the close of business or 11:00 p.m. whichever is later.

Any sign for a future illuminated tenant sign on Building 'B' located within 120' of the residential to the east will have to extinguish all sign illumination at the close of business or 11:00 p.m. The proposed Walgreens pharmacy signage must meet the zoning ordinance requirements and sign criteria when the use goes into the space unless the petitioner seeks an exception from this requirement

Ground (Monument) Signage:

The development is approved with one (1) double-sided ground sign on Waukegan Road and one (1) double-sided ground sign along Lake Cook Road.

The Waukegan Road ground sign is 72.9 square feet per sign face (6.83'X10.67'=72.9 square feet), and the Lake Cook Road ground sign is 58.9 square feet per sign face (6.83'X 8.62'= 58.9 square feet). Note: The area of the pedestal or base of the sign is not included in the area of the sign. The sign can contain the names of the tenants in the development. Five (5) tenant panels are approved on each ground sign.

The petitioner is proposing to use two (2) sign panels on the Lake Cook Road ground sign and two (2) sign panels on the Waukegan Road ground sign (one panel on each side of the sign). The sign panels will have the text "Walgreens" in typical Walgreens font in red along with the text "Pharmacy". The petitioner is also requesting a partial blue background with the words drive-thru on the Lake Cook Road ground sign panels to highlight the drive-thru lane.

Drive-Thru Canopy

The petitioner is proposing one (1) canopy for the Walgreens pharmacy drive-thru, extending off the north elevation of the building in the drive-thru lane. The canopy is shown on the site plan and petitioner's material. The petitioner is proposing two box signs; one with the letters "Drive Thru" for the vehicles entering the canopy area from the east, and one box sign with the letters "Exit" to discourage vehicles from entering the drive-thru from west. A height clearance sign with the text "12'0" Clearance" is also proposed on the east facing side of the canopy.

Directional Signage

Any directional signage for the proposed pharmacy drive-thru will need to be under 2 square feet and non-illuminated in order to stay within code. The petitioners is proposing one (1), 2.75 square foot (2.75' wide by 1' high when a box is put around the sign text) directional sign at the entrance of the drive-thru lane. The directional sign has the text Walgreens Pharmacy in red on a white background and the text drive thru in white on a blue background with a white arrow. The directional sign will require an exception to the zoning code.

Sign Criteria for Buildings in the 75 & 95 S. Waukegan Road Development:

The petitioner developed sign criteria and design guidelines (attached) for this development that was approved by the Appearance Review Commission on February 26, 2018. The west and north wall signs, as proposed, will require an exception from the sign criteria for exceeding the sign area, and the sign panels, as proposed, will require a sign exception from the sign criteria for the red letters. The approved sign criteria requires the letter so be white. The directional sign will also require a sign exception from the sign criteria for exceeding 2 square feet.

Window Signage

The window signage regulations in the zoning ordinance apply to this property. (20% coverage of window area for permanent or temporary signage or 50 s.f. whichever is less, and a regulated window sign is located within 4 feet behind the window). A window sign may not be displayed more than once per elevation. In special cases, an exception to allow redundancy may be requested through the Appearance Review Commission. The petitioner are proposing 3 identical window signs on the north elevation and 2 identical window sign on the west elevation. The window signs 2.3 square feet with the text Walgreens Pharmacy in gray.

Appearance Review Commission (ARC)

The Appearance Review Commission will have to review all of the exterior changes for the proposed Walgreens pharmacy store and drive-thru.

Submittal List for 95 South Waukegan Road

Attached is the list of submittals that staff has provided the petitioners for the proposed Walgreens pharmacy drive-thru Special Use.

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

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.

APPROVED SIGN CRITERIA

**99 South Waukegan Road
(75 & 95 S. Waukegan Road)
Signage Criteria & Design Guidelines**

I. **Purpose.** In order to preserve a uniform appearance of the exterior signage of the 99 South Waukegan Road (the “**Shopping Center**”) and to maintain standards for all Tenants of leased premises within the Shopping Center (“**Tenant**” or “**Tenants**”) in the construction and display of Tenant signage, all signage must conform to the following requirements.

II. **General Requirements**

A. **Landlord Approval Required.** Prior to sign fabrication, Tenant shall submit to Landlord for its approval drawings and specifications, including samples of materials and colors, for its entire proposed sign work (the “**Plans**”). The Plans shall clearly show the location of all signs on the store from the elevation drawings, graphics, color and construction and attachment details. Landlord approval shall not be unreasonably withheld.

B. **Village Approval Required.** Tenant or its representative shall obtain all permits and/or approvals from the Village of Deerfield (the “**Village**”), including Appearance Review Commission (the “**ARC**”) review and approval, for signs and their installation, at Tenant's expense. Tenant shall submit at least two (2) copies of sign drawings, bearing Landlord's prior written approval, to governing authorities with the building/sign permit application.

III. **Ground Signs**

A. **Number of Ground Signs.** The Shopping Center shall have no more than two double-faced monument signs, one along each street frontage.

B. **Location/Placement of Ground Signs**

1. Location of monument signs shall be in accordance with the Site Plan Exhibit A attached hereto.
2. No sign shall be located within the clear sight-line triangle at any intersection, in accordance with the Village's standard.
3. Signs should be appropriately placed to identify and enhance the appearance of the Shopping Center.
4. Signs should be appropriately spaced, with enough separation to avoid visibility concerns.

C. **Appearance of Ground Signs**

1. Design:
 - a) Height and area of monument signs shall be as per the Village approved design specifications for both site signs and further shall be in accordance with the Deerfield Zoning Ordinance (the “**Ordinance**”), the Deerfield Appearance Code (the “**Appearance Code**”), and conditions of any variations approved by the Village.
 - b) Restaurant ‘A’ shall be designated for the top panel on all ground signs.

- c) With the exception of the top panel used by Restaurant 'A', all Tenant panel graphics, logo and letters shall be restricted to the color "White".
 - d) The color of all tenant sign backgrounds panels shall be consistent. Panel backgrounds shall be Firestone Una-Clad "Silver Metallic" or similar color and finish.
 - e) Logos and fonts shall be permitted provided such characteristics are a part of the Tenant's corporate identity and are approved by the Landlord and the Village of Deerfield.
2. Landscaping. The sign base shall be surrounded by year-round landscaping that equals or exceeds two square feet of landscaping per Village approved landscape plan
 3. Panels.
 - a) No sign should have more than five panels per face. No panels may be further divided.
 - b) Panels should have the same dimensions, material, and background color for consistency, except for the top panel designated for Restaurant A, which may be larger in size than the remaining panels.
 - c) No more than two lines of text shall be permitted on any panel. A minimum of 1 inch must be allowed between the text and the horizontal and vertical space bars.
 - d) Any blank panels shall be located at the bottom of the sign, in order to avoid a disorganized or 'checkerboard' appearance.

IV. Wall Signs

A. Restaurant A - Wall Signs.

1. Notwithstanding the foregoing requirements of Section IV, preliminary signage for Restaurant A ("**Preliminary Restaurant Signage**") shall be deemed approved by Landlord and shall be as depicted in Exhibit B attached hereto.
2. Future Restaurant A signage shall conform to requirements of this Section IV.

B. Retail B - Number of Wall Signs.

1. Each Tenant in the multi-tenant building may have one (1) exterior wall sign per elevation facing a public street, public right-of-way, easement for access, or parking area.
2. Notwithstanding the above requirement of Section IV(B)(1), for all elevations east facing residential properties, there shall not be any signage.

C. Location/Placement of Wall Signs

1. No identification sign attached to the exterior of a building shall be placed on canopy roofs extending above the building roof, placed so as to project above the parapet, canopy or top of the wall upon which it is mounted.
2. No sign shall be painted on the exterior of the walls, doors, windows, fences, or any other surface.
3. Retail B signs shall be centered on the lease space width and centered vertically on the signage band unless there are specific signage details on the building façade that would

be impacted by such placement, except when an alternative placement is authorized by the Landlord.

4. Retail B signs shall not exceed 70% of the Tenant store front length, and no sign shall be nearer than one foot from the edge of the Tenant lease line.

D. Appearance & Design of Wall Signs

1. All signs and their installation shall comply with all governing building and electrical codes, and any criteria set forth in these guidelines.
2. All Tenant wall identification signs shall be subject to the prior written approval of the Landlord pursuant to Section II. Such approval shall not be unreasonably withheld.
3. Wording on large-scale signs shall be limited to store identity (corporate or official name) and will not include products or services sold.
4. Tenant signs shall be three dimensional, fabricated channel type individual letters mounted directly to the following:
 - a. Surface of wall when located on the brick veneer, directly into mortar joints only.
 - b. 1/8" thick aluminum plate with offset pins when located on the fiber cement cladding.

Refer to Exhibit C for mounting options.

5. Except where the ARC imposes more restrictive requirements, the maximum permitted Retail B signage may be sized to an area as follows depending on location:
 - a. Front and rear walls: 8% of the wall area or 80 square feet, whichever is greater.
 - b. Side walls: 4% of the wall area or 40 square feet, whichever is greater.

The wall area is measured from grade to the roof deck vertically, and from the limits of the Tenant premises horizontally.

6. The overall height of wall sign letters for Retail B signs should not exceed 24".
7. The depth of wall sign letters for Retail B signs may not exceed 4" in depth.
8. Retail B signage may be all caps or a combination of upper and lower case letters and script. If two lines are used, the maximum sign text height may not exceed 42".
9. Letter style will be the choice of the Tenant, but the Landlord will have the right to review and approve. Landlord approval shall not be unreasonably withheld.
10. Colors, materials and lighting should be restrained and harmonious with the building architecture and adjacent signs, provided, however, that Tenants may use their then corporate colors.
11. Signs shall be surrounded by negative space to provide for a balanced design on the building.
12. No exposed neon or incandescent bulbs, exposed conduit, exposed raceways, or flashing, blinking, rotating, moving or audible signs or markers shall be permitted.
13. Disconnects for Tenant signage shall be located inside the Tenant's leased premises above an access panel in the ceiling, so as not to be visible from the building exterior.

E. Construction of Wall Signs

1. Sign letters shall be either .040" aluminum sheet channel frame with flat 3/16" thick acrylic face, 1" trim cap, and mounted with concealed fasteners, except that Restaurant A logo may use aluminum box signs with routed faces.
2. Channel frame letter returns shall be painted to matte black. Materials shall be non-corrosive on the sides and back.
3. All letters shall be internally illuminated with either:
 - a. LED and/or fluorescent bulbs; or
 - b. Neon tubes powered by normal factory transformers installed in the letter.
4. Signs shall be attached to building with stainless steel bolts.
5. Wall signs may not be constructed of paper or cardboard, or be temporary.
6. Reverse channel letters shall not be permitted.
7. All sign transformers, raceways and ballast boxes and decals shall be concealed behind sign band wall. Manufacturer's names, stamps and decals shall not be exposed.
8. Electrical service to all Tenant signs shall be on Tenant's meter.

V. Directional Signage

- A. Directional signage for the Shopping Center shall not exceed 2 square feet in area and shall not be illuminated.

VI. Removal of Signs

- A. In the event that signs are removed, all evidence of past signs shall be removed and damage caused by such removal shall be restored to like-new condition by the Tenant at Tenant's expense.

Exhibit A
Site Plan
LAKE COOK ROAD

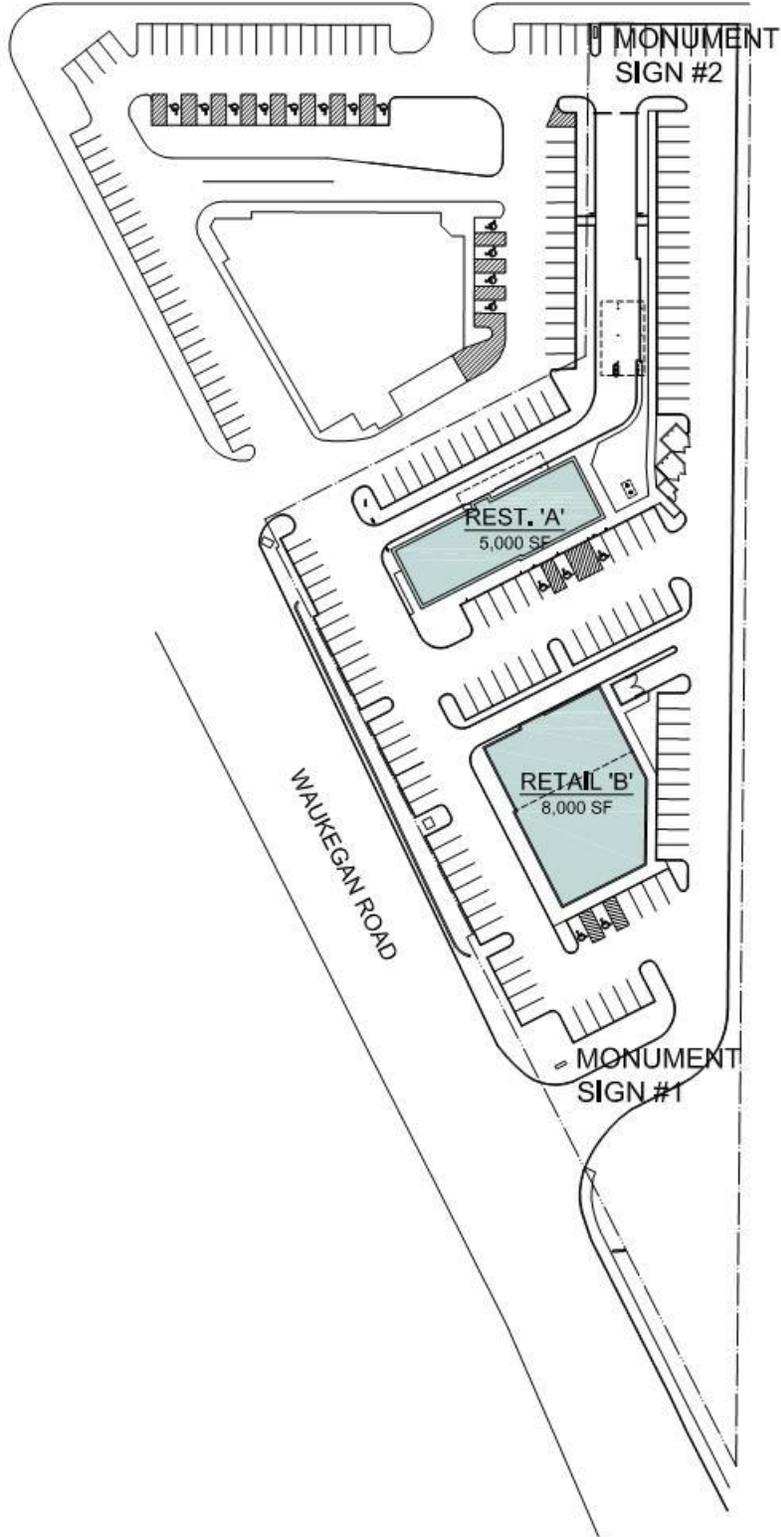
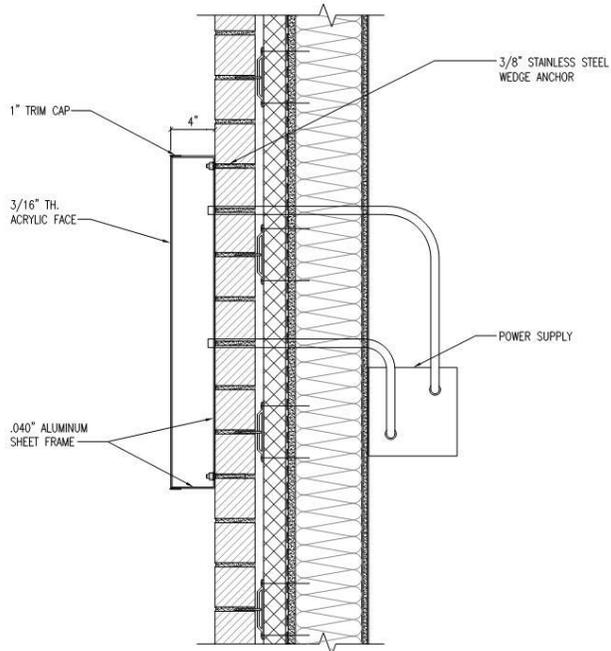


Exhibit B
Preliminary Restaurant Signage

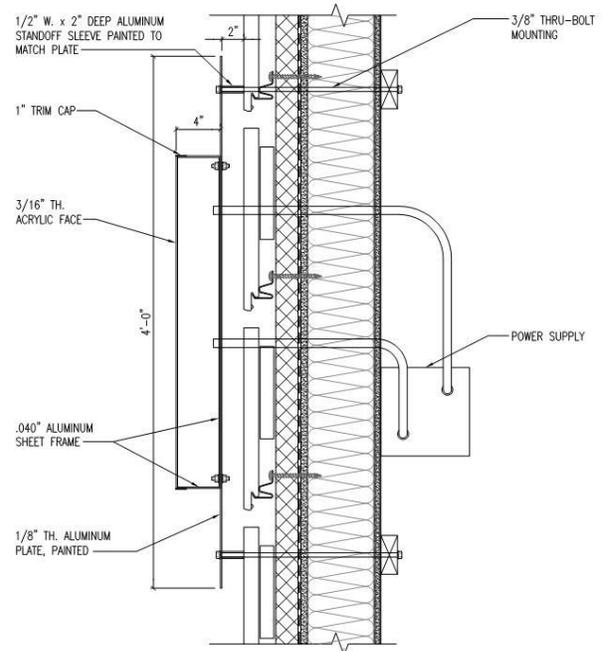
[INSERT CFA SIGN PACKAGE]

Exhibit C

Mounting Options



SIGNAGE CONNECTION @ BRICK
VENEER: RETAIL 'B'



SIGNAGE CONNECTION @ FIBER
CEMENT VENEER: RETAIL 'B'

SUBMITTAL LIST

January 6, 2020

Below is a list of the submittals that would need to be provided for the Plan Commission prefiling conference and public hearing for the proposed Special Use at 45 S. Waukegan Road and amendment to the multiple use unified development (defacto commercial PUD).

Prefiling Conference (workshop meeting) Submittals

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

A prefiling conference (an informal workshop meeting) with the Plan Commission will provide feedback, input and direction prior to the public hearing. For a prefiling conference, the following submittals will be needed: a detailed written project description of the proposed renovations (a scaled site plan with data table, scaled building elevation drawings including proposed wall signage and pylon sign based on the approved sign criteria for the development, and a preliminary landscape plan, an explanation of the drive-thru operation that you will be seeking, 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 detailed written project description of the proposed operations will need to be submitted. The written description needs to include items such as: a description of the business proposed at this location; hours of operation; anticipated peak hours (busiest times); total number of employees (include the maximum working at one time) and the location of employee parking, gross square footage of the store, information about deliveries/loading (location, hours of delivery) and an explanation of the drive-thru operations that you will be seeking.
- A scaled and fully dimensioned site plan of the property will need to be submitted. Amendment to the multiple use unified development (defacto commercial PUD) - Commercial PUDs are a Special Use in the C-2 Outlying Commercial District. Any changes (buildings, parking lots, landscaping, lighting, etc.) to a commercial PUD must be approved by the Village. The site plan will need to show all of the changes to the property (the previously approved site plan) including the parking lots, sidewalks, the location of all refuse/trash area enclosure, fire lanes, delivery/loading areas, benches, any new fencing, bike racks, flag poles, etc. (commercial flags are not allowed), landscaping and the drive-thru operation. Any changes to vehicular and

pedestrian connections to the surrounding properties needs to be shown on the site plan. Include a data table with data such as: total gross square footage of the store, the gross square footage of development existing and proposed parking spaces (including the number and size of the spaces, including handicapped spaces); building lot coverage, lot area, and usable open space (this should be on the previously approved site plan).

- A traffic and parking study to demonstrate that parking and traffic will work for this use, and the remainder of the shopping center. The study needs to demonstrate that the proposed use will not have an adverse impact on the shopping center at its peak parking demand times, and there will be adequate parking for the day to day operations of the financial institution and other uses in shopping center. Traffic flow and safety in the area is also analyzed by the consultant. If pharmacy has any empirical data for a weekday and weekend from a similar sized operation that you could provide to the Plan Commission that would probably be helpful to understanding the traffic and parking demands of the pharmacy. The lack of a traffic signal could be a challenge, as well as the challenge for the pharmacy with more than one drive-thru on the property.
- A scaled floor plan of the proposed pharmacy will need to be submitted.
- Scaled building elevation drawings of each wall of the pharmacy. The building elevation drawings will need to detail all the proposed exterior building materials and colors, and includes details for building lighting, awnings, all exterior signage building entrances, etc. All of these details have to be shown on the detailed, scaled elevation drawings with an exterior materials legend provided on the elevation drawings. Color and material samples of the exterior materials must be brought to the meetings.
- Scaled elevation drawings showing all proposed exterior wall signage is required. The drawings must detail the size, content, colors, lighting, and the materials the sign is made of. The height of sign letters need to be indicated on the plans. Any wall signs must also be detailed on the building elevation drawings. Try to keep the signs low on the building walls. Wall signs should not project higher than the roof deck of the building. The top of the roof deck of the building must be indicated on the elevation drawings with a dashed line. If the wall sign projects above the roof deck of a building, the Appearance Review Commission may grant a modification (exception) to allow the sign to exceed the roof deck by up to 3 feet. If the sign exceeds the roof deck by more than 3 feet a sign modification (exception), through the Plan Commission and Village Board is necessary.
- Front and rear wall signs cannot exceed 8% of the area of the wall to which the sign is affixed or 80 square feet whichever is greater, and side wall signs cannot exceed 4% of the area of the wall to which the sign is affixed or 40 square feet whichever is greater, and in no case may a wall sign exceed 250 square feet in area. Signs are measured by placing a box/rectangle around all sign elements. The area of the wall

on which to sign is to be placed is measured from grade to the top of the roof deck. This shopping center has an approved set of signage criteria which must be followed. Be sure to follow all the proposed sign criteria as well as the Village sign ordinance – whichever is more restrictive applies. Bring all color and material samples of all the proposed exterior wall signage to the meetings.

- Provide a scaled elevation drawing with all the sign details (all details of the panel - the colors, size of letters, dimensions of the letters and borders, etc. have to be provided on the drawing) of the proposed signage that is to be placed on the ground signs on Waukegan Road.
- The Village also has window sign regulations which are available online at www.deerfield.il.us, go to Businesses → New Business → Regulations, then click on Window Sign Regulations.
- Bring all color and material samples of all the proposed exterior wall signage to the meetings.
- A drive-thru is a special use in the C-2 District. Please address the Plan Commission's seven Special Use standards in writing.
- If changes are proposed, a detailed landscaping plan including a table with the type of planting materials, location, quantity and size at the time of planting. Any existing trees that are to be removed needs to be shown on your plans.
- All new rooftop mechanical equipment must be screened from view as shown on your approved plans (Sheet Retail B – Building Section, dated 12/21/17). Verify that HVAC units will not be seen. Show all roof screening on the elevation drawings. Also, a rooftop plan showing the location of the rooftop mechanical equipment (rtu) will need to be submitted. Rooftop screens were previously approved, please show these on your elevation drawings.
- If changes are proposed all trash/refuse areas must be fully screened from view. An elevation drawing must be submitted and the trash/refuse areas must be shown on the site plan. The trash/refuse area needs to be big enough to hold all the trash containers inside the screened area, including any recycling containers and bins.
- If changes are proposed, a parking lot lighting plan will need to be submitted. Detailed information has to be submitted including: a photometrics plans 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 fixture, and the output of the proposed lights. The location of any lighting on the building itself must be shown on the elevation drawings. The hours of the parking lot light/timing of the lighting needs to be indicated on the plans.

- Please include any sustainable (green) elements in your written materials and on the plans. The Village encourages the use of green design elements in your plans to lessen the impact of the development on the environment.
- At this time, please begin discussions with the Village Engineering Department to see if they need anything further for this use. Final Engineering should have been approved with the development of the site.
- The Northbrook Fire Department must approve the site plan for emergency vehicle accessibility as they have jurisdiction south of Lake Cook Road. Submit a site plan directly to the Director of Fire Prevention for approval. The Plan Commission will need a letter in their submittal packet from the Fire Department approving the site plan for emergency vehicle accessibility.

For background purposes only, please see the bulk regulations for a commercial planned unit development. The zoning regulations can be found at the following link: <http://www.deerfield.il.us/473/Zoning-Ordinance> . I would recommend reviewing the following sections in the Zoning Ordinance for Deerbrook Mall project: Article 12.05 (Commercial Planned Unit Development), Article 5.02 (C-2 Outlying Commercial District), Article 13.11 (Special Uses including the Special Use standards that are used to evaluate a proposal), Article 8.02 (Off-Street Parking), Article 9.02-B, 8 (Signage), Article 8.03 (Loading), and Article 2.04-E (Storage of Refuse).

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 for the pharmacy, 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.

We will send you the Plan Commission application. 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.

As you are aware, the Village has an Appearance Review Commission (ARC) which must approve the exterior elements of the project (e.g. elevations, signage, landscaping, etc). The contact for this group is Liz Delevitt at (847) 719-7483. Please

coordinate with Liz with any questions about the ARC review process and application. Please provide this list of submittals to all of your consultants so they are aware of the level of detail needed.

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

If you have any questions, please contact us:

Jeff: 847-719-7482, jryckaert@deerfield.il.us

Dan: 847-719-7480, dnakahara@deerfield.il.us

Sincerely,

Jeff Ryckaert

Principal Planner

and

Dan Nakahara

Planner