

## MEMORANDUM

TO: Plan Commission

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

DATE: February 21, 2020

RE: Prefiling Conference - Amendment to a Special Use for Carson's Restaurant at 200 Waukegan Road

The purpose of a prefiling conference is to provide the applicant with feedback and input prior to the public hearing.

### **Subject Property**

The subject property consists of Carson's Prime Steaks and Famous Barbeque Restaurant at 200 Waukegan Road, which is 2.07 acres. The property is zoned C-2 Outlying Commercial District. Restaurants over 3,000 square feet in area are a Special Use in the C-2 Outlying Commercial District. The Village approved Bill Knapp's Restaurant as a Special Use on this property in 1983 (Ordinance 0-83-47). Carson's purchased the property in the early 1990s, and they amended the Special Use in 1992 with an addition to the west side of the building for a storage area and freezer/cooler (Ordinance 0-92-34). In 2006, Carson's amended the Special Use for an outdoor seating area at the northeast corner of the building (Ordinance 0-06-26).

### **Surrounding Zoning and Land Use**

North: C-2 Outlying Commercial District – Whitehall Nursing Home

South: C-2 Outlying Commercial District – CD One Price Cleaners and other uses in 13,100 square foot shopping center at 190 Waukegan Road

East (across Waukegan Road): R-3 Single Family – Briarwood Country Club and entrance to the Deer Run subdivision

West: I-2 Limited Industrial - Industraplex

### **Proposed Plan**

#### **Building and Site Changes**

Carson's is proposing a large renovation project to update their existing restaurant. They would also like to expand the restaurant into their outdoor patio space to gain an additional 1,700 square feet of useable interior space. The update increases the seating capacity by nine (9) people. The restaurant will gain an updated appearance with a prominent entrance (an atrium style entrance

at the northeast corner of the building), better curbside/pickup operation for carry-out, and a more efficient kitchen.

The existing maroon color painted brick and wood siding exterior will be painted light gray (Sherwin Williams Ice Cube SW according to the building elevation drawing). New stone veneer will be used on the east, north, and south sides of the building as shown on the building elevation drawings. The new roof shingles will match the fascia trim (matte black). On the east elevation facing Waukegan Road, the new addition in the area of the existing outdoor seating area will feature a tower element to give the restaurant a taller, atrium style entrance that feeds into the new larger bar area. A porte cochere is proposed at the main building entrance at the northeast corner of the building to provide weather protection and a gathering space before entering or exiting the restaurant. The existing window shutters are to be removed from the existing windows and black fabric awnings are proposed on the north, east and south elevations. A color rendering of the new proposed exterior changes to the building has been provided in the petitioner's packet. All existing windows and entrance doors will be replaced with new aluminum windows with dark frames. The only existing door to remain is the curbside/pickup revolving door.

In the parking lot to the south of the building, a row of parking spaces will be angled to create a one-way traffic pattern.

#### New Customer Curbside Pickup for Carry-Out Orders:

The petitioners are proposing to add a dedicated curbside pick-up area to the south of the restaurant so customers do not have to leave their vehicles when they pick up their order. A Carson's employee will bring the food out to the vehicle. Customers order ahead online or by phone and know their pick up times. The owners are proposing three (3) angled short-term parking spaces on the south side of the building be dedicated for curbside pick-up. The Plan Commission should verify if any of the angled south row of angled parking are for curb side pick-up and if so, will these spaces be signed for curb side pick-up (directional signage has to be under 2 square feet and non-illuminated to meet the zoning ordinance requirements).

A 12-foot wide one-way parking drive to the west of the building will transition patrons from the north parking lot to the south parking lot where the curbside pick-up is located. Customer access to the curbside pick-up can also be gained from the south parking lot.

Customers can also come into the restaurant at the southeast corner of the building to pick up their carry-out orders.

Carson's has indicated that they do not do food delivery to homes.

### New Customer Window On South Wall of the Building

A new customer window is proposed on the south side of the building. The petitioners have indicated this is a convenience window. There is no ordering from this window, as there is no speaker. It is not a drive-thru window. The window is mostly for conversation with customers and some smaller items can fit through this window, but they will not be handing big orders (in boxes) from this window.

### Access

The vehicular access points on the subject property are in place will not be changed as a result of the proposed renovations to the property. The south access point is a signalized traffic signal at the intersection of Waukegan Road and Deer Run subdivision (across the street), and the north access point does not allow left turns into from the property from Waukegan Road (a sign is posted on Waukegan Road restricting left turns at this access point at all times), but allows right in, right out, and left out

### Traffic Study

Staff has asked for a traffic analysis, as there is a new traffic pattern/new circulation on the property with the curb side pick-up. Staff believes a traffic expert can look at new traffic flow for safety, efficient flow, and directional signage needed. Please provide your input on anything else you would like the traffic consultant to examine. Do you want to see estimated peak traffic volumes as a result of the new renovations to an existing business?

### Zoning Conformance

The petitioners are requesting an amendment to their Special Use for proposed major renovations to the restaurant. Attached are the Special Use standards used to evaluate this Special Use amendment proposal.

### Existing 50 Foot Recorded Front Building Setback Line – To Be Vacated

There is an existing 50-foot building setback line on the subject property and the petitioners are requesting to vacate (remove) the existing 50 foot front building line on the subject property in order to construct the new atrium style entrance over the existing 50 foot building line. In order to vacate this front building line, the petitioners must obtain all signatures of the property owners in the subdivision and the Village must approve the building line vacation. This property is part of a 2-lot subdivision approved in January of 1984 (Bill Knapp's Subdivision) and this subdivision consists of the Carson's property at 200 Waukegan Road and the shopping center property to the south at 190

Waukegan Road. The petitioners have not obtained the notarized signature of the property owners to the south to vacate the 50-foot building line on the Carson's property.

Front Yard Variation with Board of Zoning Appeals (BZA)

The C-2 Outlying Commercial District's front yard requirement is 50 feet and the petitioner's plan is in the required front yard setback, so in addition to a building line vacation, the petitioner must also seek a front yard variation with the Board of Zoning Appeals (BZA).

Other Bulk Regulations in C-2:

Minimum Rear Yard: 10 feet  
Maximum Lot Coverage: 30%  
Maximum Building Height: 35 feet

Petitioner's Plan:

Approximately 17 feet  
Approximately 11%  
Approximately 23 feet to the top of the new tower element

**Parking**

The Zoning Ordinance requires that sit-down restaurant provide one (1) parking space for each 60 square feet of gross floor area, and carry-out restaurants provide one (1) parking space for each 120 square of gross floor area. Based on an estimated 40 percent of Carson's customers carrying out from the restaurant, and 60 percent of Carson's customers dining in, a total of 131 parking spaces would need to be provided (9,763 square foot restaurant x .60 = 5,858/60 = 97.63 parking spaces for sit-down, and 9,763 square feet x .40 = 3,905/120 = 32.54 parking spaces for carry-out for a total of 131 required parking spaces)

Total parking provided: 140 parking stalls, including the 5 accessible parking spaces as required.

**Appearance Review Commission**

The petitioners have a meeting scheduled with the Appearance Review on Monday, February 24 for a preliminary review of the exterior renovations to the property.

**Signage**

There is no new wall or ground signage proposed for this project (the existing restaurant has no wall signage). The existing ground sign along Waukegan Road will remain.

Any new directional/informational signage has to be under 2 square feet and non-illuminated. There is no directional signage shown on the plans at this time,

but some will be needed (e.g. do not enter signs at the south end of the one-way road on the west side of the restaurant). Small informational signage should also be provided for the curb side pick-up parking spaces. Cars will also follow directional arrows painted on the asphalt.

### **Lighting:**

Carson's is proposing new parking lot lighting as part of their exterior improvements. Currently there are 21 parking lot pole lights, which will be removed and replaced with 11 new, sleeker appearing poles with LED fixtures. The photometric plan shows that the lighting levels are near zero (0) at the property lines. Light shields were added to the new fixtures adjacent to Whitehall of Deerfield, a rehabilitation and assisted living facility, to bring the light levels down at the property line. New, sleeker wall sconces will replace the existing sconces throughout the exterior.

### **Landscaping:**

The north elevation has planting beds along the back portion of the building with shrubs and trees. These will be eliminated to make room for a new walkway. The south elevation currently has two (2) planting beds along the building, which are to remain.

### **HVAC/Mechanical Screening**

Any new rooftop units to be installed or the replacement of existing rooftop units, need to be screened from public view, or located to not be visible from a public way. New mechanical equipment is noted on the Roof Plan. According to the Architect, the new HVAC units will be screened from view by the new parapet wall.

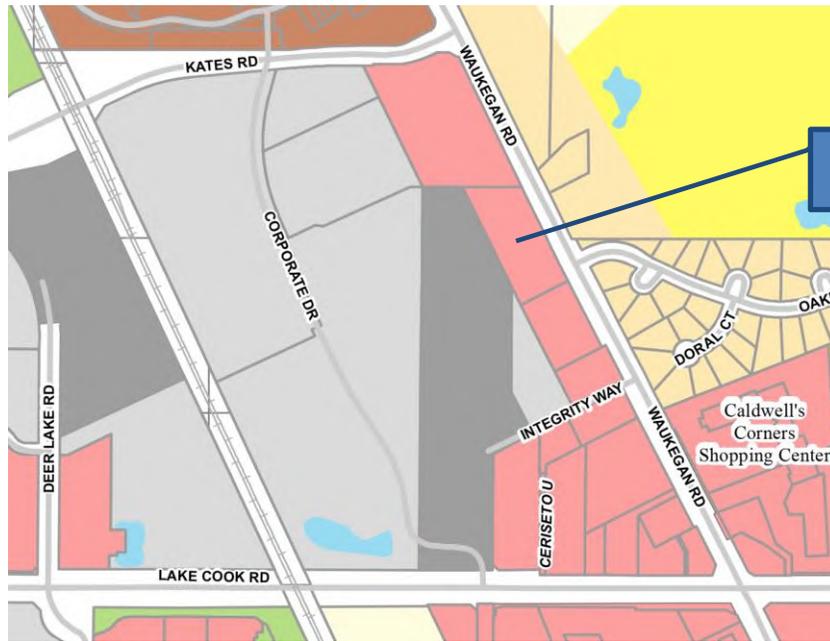
### **Exterior Trash Areas**

The current dumpster is unscreened. All refuse containers have to be fully enclosed by a screening of a height sufficient to screen the containers from view from adjoining properties or the public way. A new trash enclosure is proposed on the west side of the building as shown on the plans. The enclosure will be brick painted to match the restaurant and built on the existing concrete pad. The garbage truck can access the dumpsters in the new enclosure from the north and the compactors from the south as there are gates on two sides of this new enclosure. The dumpster will be of sufficient size for both garbage and recycling containers, and a compactor. The enclosure doors specifications are not called out on the building elevation drawings, but this detail will need to be provided on the plans for the public hearing.

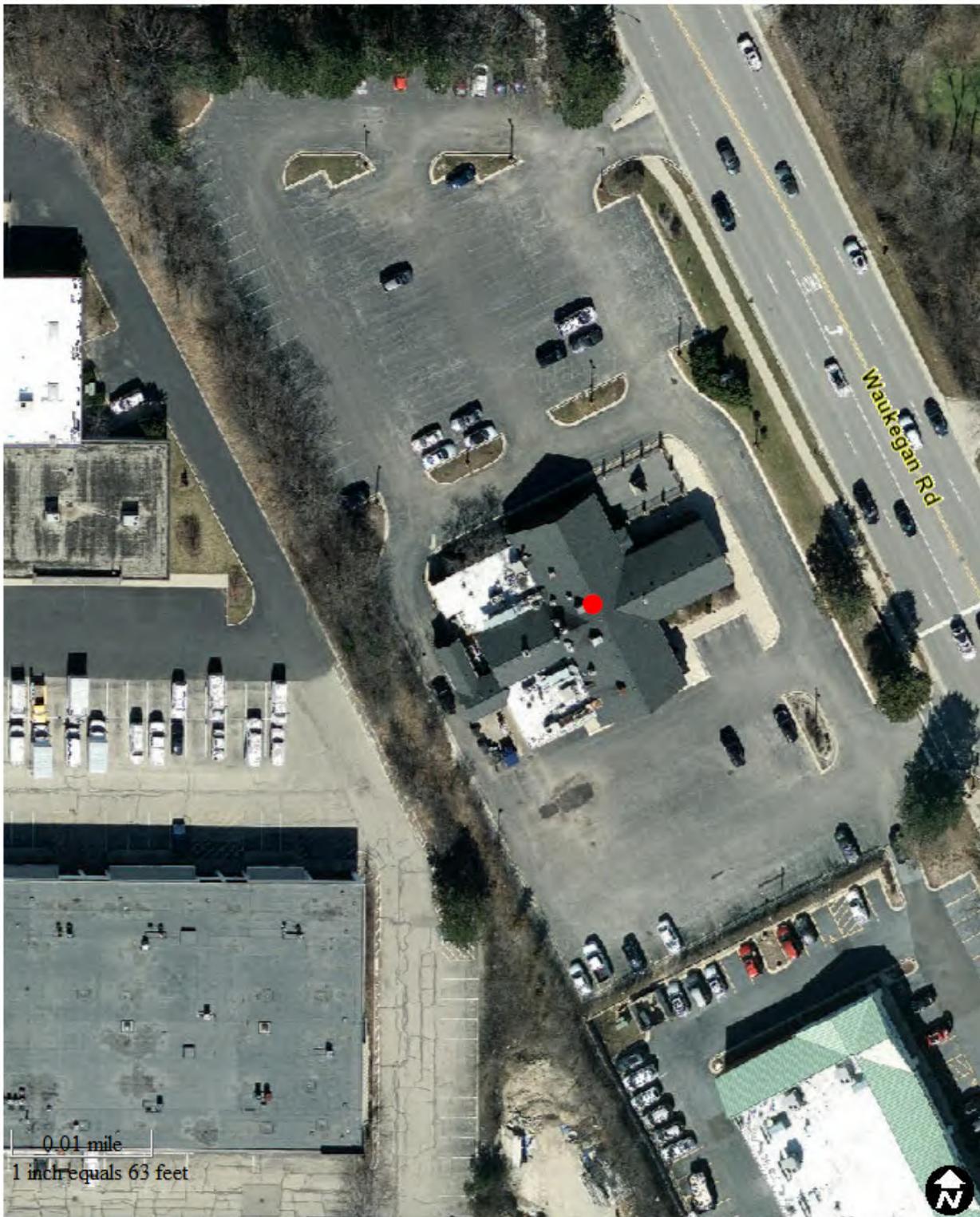
**List of Submittals**

Attached is the submittal list given to the petitioners.

# Village of Deerfield 2019 Zoning Ordinance Map



	<b>R-1</b>	<b>SINGLE FAMILY DISTRICT</b> ONE FAMILY DWELLINGS AND ACCESSORY USES
	<b>R-2</b>	<b>SINGLE FAMILY DISTRICT</b> SAME AS R1
	<b>R-3</b>	<b>SINGLE FAMILY DISTRICT</b> SAME AS R1
	<b>R-4</b>	<b>SINGLE &amp; TWO FAMILY</b> ONE FAMILY & TWO FAMILY DWELLINGS & ACCESSORY USES
	<b>R-5</b>	<b>GENERAL RESIDENCE</b> ONE FAMILY & TWO FAMILY DWELLINGS & ACCESSORY USES
	<b>C-1</b>	<b>VILLAGE CENTER</b>
	<b>C-2</b>	<b>OUTLYING COMMERCIAL</b>
	<b>C-3</b>	<b>LIMITED COMMERCIAL OFFICE</b>
	<b>I-1</b>	<b>OFFICE, RESEARCH, RESTRICTED INDUSTRY</b>
	<b>I-2</b>	<b>LIMITED INDUSTRIAL</b>
	<b>P-1</b>	<b>PUBLIC LANDS</b> SCHOOLS, PARKS, PUBLIC BUILDINGS & CEMETERIES



Map created on February 21, 2020.

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Disclaimer: This map is for general information purposes only. Although the information is believed to be generally accurate, errors may exist and the user should independently confirm for accuracy. The map does not constitute a regulatory determination and is not a base for engineering design. A Registered Land Surveyor should be consulted to determine precise location boundaries on the ground.

## 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.

January 16, 2020

Below is a list of the submittals that would need to be provided for the Plan Commission pre-application conference and public hearing for the amendment to the Special Use for the Carsons restaurant renovations.

#### Pre-Application Conference (workshop meeting) Submittals

A pre-application conference (an informal workshop meeting) with the Plan Commission will provide feedback, input and direction prior to the public hearing. For a pre-application conference, the following submittals will be needed: a detailed written project description, a scaled site plan with data table showing all changes proposed, scaled building elevation drawings including proposed wall signage, a preliminary landscape plan, and some traffic and parking analysis (a preliminary report). It is our understanding that there will be no drive-thru operation at this location but there will be a carry out lane. Please verify and explain the difference in your project narrative.

#### Public Hearing Submittals

- A detailed written description of the proposed renovations and if there are any changes to the restaurant operations at this location will need to be submitted. The written description needs to include items such as: a detailed description of the restaurant renovations proposed; hours of operation of the restaurant, maximum seating capacity of the restaurant, peak hours (busiest times) of the restaurant, total number of employees (include the maximum working at one time), gross square footage of the restaurant, information about deliveries/loading (location, hours of delivery), projected annual sales at this location, company background, etc. If there will be outside cookers or smokers please us know and provide a description of the outside cookers or smokers in your written description. It is our understanding that there will be no drive-thru operation at this location but please describe in detail how the curbside pick-up works, where it is located and how the convenience window will function. Please verify in your project narrative.
- A scaled site plan of the property will need to be submitted. Provide a data table that indicates the gross square footage of the restaurant, the number of parking spaces including handicapped spaces, and the seating capacity. The site plan will need to show any proposed outdoor seating area, the refuse/trash area enclosure, delivery areas, landscaping, sidewalks, benches, bike racks (bike rack will need to be provided per Village ordinance), flag poles (commercial flags are not allowed), etc. If you are planning to designate any parking spaces in the lot for carry-out/pick-up, these will need to be shown on the site plan, and also show any signage proposed for the carry-out/pick-up parking space(s). This signage, as well as any other directional signage on the property must be under 2 square feet and non-illuminated and non-commercial. If any proposed directional signage on the site is over 2 square feet in area and illuminated, you will need to

seek a sign variation with the Board of Zoning Appeals. The location of any delivery vehicle(s) used in conjunction with the restaurant must be designated on the site plan. Any pedestrian connections to surrounding properties, needs to be shown on the site plan.

- A traffic and parking analysis prepared by a professional traffic engineer is necessary for the proposed restaurant Special Use. The Plan Commission will be analyzing if the site will be able to safely accommodate the traffic generated by the proposed carryout lane. The Plan Commission will also want to know how circulation will be affected if the drive aisle north of the cross-access is closed off. Safe access, circulation, and queuing are all key issues that will be examined closely by the Plan Commission. It is our understanding that there will be no drive-thru operation at this location but there will be a carryout lane. Please verify in your project narrative. The Plan Commission will also be examining if there will be enough parking on site for the carryout lane. Required parking is based on the estimated percentage of sit-down and carry-out for customers that park and come into the restaurant. The traffic and parking consultant must testify at the public meetings. We have provided an example traffic study from a previously approved restaurant.
- A scaled floor plan of the proposed restaurant will need to be submitted (please include the location of the grease trap on the plans). Since you serve liquor, a copy of the floor plan will be send to Clint Case, Deerfield's Code Enforcement Supervisor, to determine compliance with the Village's Liquor Control Ordinance.
- Scaled building elevation drawings of each wall of the restaurant. 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 (see below) 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.
- All of the proposed exterior wall signs must be shown on the building elevation drawings and dimensions given for the signs' placement on the wall. Scaled drawings showing all of the proposed exterior wall signage including the size, content, colors, lighting, materials, and placement on the wall are required. The size of the letters needs to be indicated on the plans. Walls signs must be in proportion to the size of the wall on which they are placed. 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. 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. In calculating the area of the wall on which the wall sign is placed, the area of the wall is measured from grade to the top of the roof deck. The 4% and 8% are not givens, the signs must be in proportion to the walls. Signs are measured by placing a box around all the outermost points of sign elements. There can be no

more than one (1) business wall sign per elevation facing a public street, public right-of-way, easement for access, or parking area. Wall signs can contain the name of the restaurant and a logo. Additional wall signs that list products sold such as burgers, pasta, etc. are not allowed by the Zoning Ordinance and Appearance Code. No exposed neon is allowed on the exterior of the building. Neon signage is only allowed on the inside of a window (8% of the area of a window can be neon). Electronic signs and exposed LED signs, inside or outside, aren't allowed by the Zoning Ordinance. Any signs on the awnings are considered to be wall signs under the Zoning Ordinance. Bring all color and material samples of all the proposed exterior wall signage to the meetings. Wall signs are not allowed to project above the roof deck of a building. The top of the roof deck of the building must also be shown on the building elevation drawings with a dashed line.

- The Village has window sign regulations for all commercial businesses in the commercial districts which are available online at [www.deerfield.il.us](http://www.deerfield.il.us) then click on Businesses → New Business → Regulations → Window Sign Regulations.
- If the ground sign is changing, a scaled elevation drawing of the ground sign has to be submitted (all details of the panel - the colors, size of letters, dimensions of the letters and borders, etc. have to be provided on the drawing). The maximum distance between two sign faces cannot be larger than 1' (See 9.01-E, 3.a, b, and 9.01-B, 9.b along with Appendix II graphic illustration of ground signs in the Deerfield Zoning Ordinance <http://www.deerfield.il.us/473/Zoning-Ordinance>).
- Please address the Plan Commission's seven Special Use standards (attached) in writing.
- If there is an outdoor seating area, the details for the outdoor seating area(s) need to be provided including:
  - Dimensions of the proposed outdoor seating area on the scaled site plan.
  - The number of tables proposed and the seating capacity.
  - The type of outdoor furniture proposed (provide a picture or some type of drawing to show the style of furniture).
  - The details of the proposed enclosure for the outdoor seating area (e.g. fence, railings, posts with chains, planter boxes, etc.). A scaled drawing of the proposed enclosure will need to be submitted.
  - If umbrellas are to be used in the outdoor seating area(s), the color of the umbrellas needs to be known and a color and material sample needs to be brought to the meeting (no signage or logos of any type are allowed on the umbrellas).
  - Where will the outdoor furniture be stored when the outdoor seating area is closed for the season? (Inside the building or off-site storage of the furniture is preferred.)
  - The Village has regulations in the Municipal Code regarding the serving of alcohol in outdoor seating areas. The following is a summary of those

regulations for outdoor seating areas: The Liquor Control Ordinance (which is part of the Municipal Code) allows liquor to be served in an outdoor seating area of licensed restaurants provided that the service of alcohol be incidental and complementary to the sale of a meal, and outdoor service hours must coincide with restaurant hours of a complete meal, and the access to outdoor seating areas have to be gained solely from the interior of the restaurant (that is, if alcohol is served in the outdoor seating area, this outdoor seating area has to be fully enclosed so that access to this area is from the restaurant). The proposed enclosure of the outdoor seating area must be shown on the site plan and an elevation drawing submitted of the enclosure.

- Outdoor seating areas are included in the required number of parking spaces for a restaurant unless it is demonstrated that outdoor seating should not be counted toward the parking requirement for a restaurant.
  - Village staff has example submittals of the outdoor seating areas to show the level of detail, if you need them.
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- An issue that often comes up with a restaurant is odors. You need to indicate in detail how this will be handled and a full explanation of filters or scrubbers on your ventilation system in your written materials and on your plans. Odor and smoke coming from the restaurant will be a question that will arise at the public hearing and you need to be able to address this issue. Please contact Clint Case, the Code Enforcement Supervisor at (847) 719-7472, to determine if filters or scrubbers will need to be put on the restaurant's ventilation system.
  - If any new landscaping is proposed, include a detailed landscaping plan including a table with the type of planting materials, location, quantity and size at the time of planting. If any existing trees are to be removed, that needs to be shown on the site plan and mitigated.
  - All new rooftop mechanical equipment must be screened from view. Show all roof screening on the elevation drawings. Also, a roof plan showing the location of the rooftop mechanical equipment will need to be submitted. See attached example.
  - Trash/refuse areas must be fully screened from view. An elevation drawing must be submitted and the trash/refuse area must be shown on the site plan. The trash/refuse area needs to be big enough to hold all the trash containers including recycle containers inside the screened area, including any recycling containers and bins.
  - If any new parking lot lighting is proposed, a 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 have discussions with the Village Engineering Department regarding storm water drainage, sanitary sewage, and water mains, and any other issues they might have. For a Special Use, you must submit preliminary engineering (storm water management plan, grading and utility plans) to the Plan Commission and demonstrate to them that the drainage plans and utility plans for the property will work if the engineering department is going to require storm water plans for the proposed renovations. Any sustainable (green) stormwater management elements must also be including on the engineering plans. The Engineering Department needs to review the preliminary engineering plans for the property and any necessary revisions need to be made to the plans prior to the submission of preliminary engineering plans to the Plan Commission. Final engineering plans will have to be approved by the Village Engineer prior to the issuing of a building permit. If any retaining walls are proposed, indicate the location and height on the site plan and the engineering plans. The contact is Bob Phillips (Director of Public Works and Engineering) at 847-719-7464.
- Fats, oil, and grease, also known as FOG, have two primary sources. Many food service providers handle and produce FOG while preparing food in the course of their regular operations. FOG is harmful because it can clog sanitary sewer system pipes and cause harmful overflows of sewage to the environment. The Village has new requirements for restaurants and their disposal of FOG. For information on these requirements, please contact Justin Keenan, Assistant to the Director of Public Works at 847-719-7462 or [jkeenan@deerfield.il.us](mailto:jkeenan@deerfield.il.us). See attached Ordinance O-19-37
- The Deerfield Bannockburn Fire Protection District 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 Fire Marshal Brian McCarthy at 847-945-4088 or [bmccarthy@dbfd.org](mailto:bmccarthy@dbfd.org) for approval. The Plan Commission will need a letter in their submittal packet from the Fire District approving the site plan for emergency vehicle accessibility.
- The Village contracts with the Lake County Health Department for restaurant health inspections. You should contact the Lake County Health Department at (847) 360-6760 directly for their requirements for restaurants, including any outdoor seating area.

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 restaurant, 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 Village has an Appearance Review Commission (ARC) which must approve exterior changes to the building or site that are part of this project, this includes any signage, changes to the building elevations, and changes to the landscaping or site lighting. The contact for the ARC is Liz Delevitt at [edelevitt@deerfield.il.us](mailto:edelevitt@deerfield.il.us) or (847) 719-7483. For questions about the ARC preliminary review and final review, please contact Liz at this time. With larger projects, the ARC typically holds a preliminary meeting and then if the use is approved, the petitioners come back to the ARC for final approval.

The Village's Appearance Code is online at <http://www.deerfield.il.us/DocumentCenter/View/281/Appearance-Code-PDF?bidId=> and needs to be reviewed and consulted as you design the facade and signage as well as any changes to the site plan.

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.

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. Please discuss your plans and possible approval of a permit for interior renovations with Clint Case.

If you have any questions, please contact us:

Sincerely,  
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