

MEMORANDUM

TO: Plan Commission

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

DATE: June 19, 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

Carson's is proposing a large renovation project to update their existing restaurant. An increase in curbside pickup is part of the driving force for the restaurant update. There are several back-of-restaurant updates proposed for more efficient food preparation and storage. The renovations will expand the restaurant to gain an additional 2,450 square feet of useable interior space. The update increases the interior seating capacity by only six (6) people although the

expansion allows for an updated entrance, new larger bar area, storage, office space, better curbside/pickup operation for carry-out, and a more efficient kitchen. The outdoor patio area will remain as part of their plans.

The existing maroon painted brick will be painted Sherwin Williams Ice Cube – SW 6252 and new vertical wood siding with stone accents will be added to the exterior. The roof and fascia trim elements will be wrapped in aluminum with a matte black brake metal finish. The new roof shingles will be dark to match the black roof and fascia trim. All existing windows and entrance doors are to be replaced with new aluminum windows with dark frames. The only existing door to remain is the curbside/pickup revolving door. The existing window shutters on all elevations will be removed for a more contemporary look.

On the east elevation, the walls and roof will be lifted to give the restaurant a taller, atrium style entrance that feeds into the new larger bar area. A 2-story addition to the back (west) elevation provides a new trash enclosure, storage and second floor office space.

A bumped out, curbside pickup window is proposed on the south elevation to facilitate call ahead orders. The petitioners have indicated this is a convenience window. There is no ordering from this window, and there no speaker. The window is mostly for conversation with customers and is not a drive-thru window. Some smaller food items can fit through this window to fulfill orders but big orders (in boxes) will not be passed through from this window. The petitioner has confirmed that orders will only be done online and no ordering will be done in the curbside pickup operation.

A 14-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 accessed from the south parking lot. Customers can also come into the restaurant at the southeast corner of the building to pick up their carryout orders. At the first prefilling conference meeting, the petitioner indicated that Carsons does not delivery food to homes.

In the south parking lot, the existing parking spaces will be angled to create a one-way traffic pattern along the curbside pickup area. The three (3) parking spaces closest to the pickup entrance will be dedicated for short-term parking. Two (2) new parking spaces will be added to the south parking lot and a new landscape island. Proposed directional signage is noted on the site plan but not detailed in the drawings.

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 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 turns.

Traffic Study

As there is a new traffic pattern/new circulation on the property with the curb side pick-up, a traffic expert can review the new traffic flow for safety, efficient flow, and directional signage needed. The Plan Commission may want to see estimated peak traffic volumes as a result of the new renovations to an existing business.

The petitioner believes the new traffic flow will not have a negative impact on safety or traffic flow and is requesting a waiver of the parking and traffic study. The Plan Commission can waive the parking and traffic study if they believe there is not a need to do conduct such a study.

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

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. There is an existing 50-foot building setback line on the subject property and that the petitioners will be observing. The building renovations will not be built into the building setback line. Their plans have been revised since the first pre-filing conference to stay behind the 50-foot building line.

Parking

The Zoning Ordinance requires that sit-down restaurant provide one (1) parking space for each 60 square feet of gross floor area, and carryout restaurants provide one (1) parking space for each 120 square of gross floor area. Based on an estimated 30 percent of Carson's customers carrying out from the restaurant, and 70 percent of Carson's customers dining in, a total of 139 parking spaces would need to be provided (9,763 square foot restaurant x .70 = 6,834/60 = 113.9 parking spaces for sit-down, and 9,763 square feet x .30 = 2,929/120 = 24.40 parking spaces for carry-out for a total of 138.3 or 139 required parking spaces)

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

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. Proposed directional and informational signage is noted on the site plan but not detailed in the drawings. The petitioner has indicated that directional signage will be under 2 square feet and non-illuminated.

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. Also, new, sleeker wall sconces will replace the existing sconces throughout the exterior.

Landscaping:

A new landscape island in the south parking lot and a new planter running across the base of the east elevation were added to the site to offset the large planting bed removed from the south side of the building.

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 are noted on the roof plan and 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 have vertical wood siding, painted brick to match the restaurant and built on the existing concrete pad. The garbage truck can access the dumpsters and the compactors from the south of this new enclosure. 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.

Appearance Review Commission

The petitioners have a meeting scheduled with the Appearance Review on Monday, June 22, 2020 for a preliminary review of the exterior renovations to the property.

First Prefiling Conference

For background purposes only, attached are the February 27, 2020 minutes from the first prefiling conference.

List of Submittals

Attached is the submittal list provided to the petitioners.

WORKSHOP MEETING

(1) Prefiling Conference on the Request for an Amendment to the Carson's Special Use for Renovations to the Carson's Restaurant at 200 Waukegan Road (Carson's Ribs)

The Petitioner Dean Carson of Carson's Ribs addressed the Commission and introduced project architects Steven Brooks and Cullen DeCuna of Kolbrook Design. Chris Carson of Carson's Ribs also introduced himself.

Mr. D. Carson provided an overview of the planned renovations to Carson's Ribs. He showed a view of the outside of the building from Waukegan Road facing west as well as the site plan including parking. He went through more images to show the existing elevations that will stay the same on the rear and sides. The front elevation will be is where the changes are planned. Mr. D. Carson also showed a schematic of the new interior plan.

Commissioner Bromberg asked Mr. Carson to specify on this image what portion of the restaurant will be enclosed and on the inside that used to be on the outside. Mr. D. Carson pointed out that where the bar will be on the northeast corner is currently an outdoor patio and will be enclosed and made to be part of the interior. This is the only addition that they are proposing. They will also do some rearranging upgrading to the interior including new bathrooms, kitchen equipment and furniture. He commented that the restaurant is due for an update.

Commissioner Bromberg asked if they would close the restaurant at any point for the renovations. Mr. D. Carson replied that he will try to phase it as much as possible but will need to close at some point for around 30 days, likely during the summer.

Chairman Berg asked the Petitioners for the dimensions of the addition and to show the new building footprint. Mr. D. Carson replied that the addition will be about 22 feet by 40 feet for a total of an 800 square foot addition. Currently there is a patio and walkway there that will be enclosed. And they will be putting in new entrances on the front for access from parking on both sides, the northern and southern sections of the parking lot. The new entrances will also have vestibules for colder months. Chairman Berg confirmed that there will no other bump outs of the building.

Commissioner Jacoby about the variation request for the 50 foot front yard setback. Mr. D. Carson pointed out this area on the site plan and stated that they are bumping out the front to add access from the north and south parking and to add vestibules to prevent cold air from rushing into the dining room when the doors are opened during cold weather. They are also adding a covered drop off on the north side for carryout orders.

Chairman Berg confirmed that part of the bump is currently a sidewalk. Commissioner Jacoby clarified that there is a waiting area inside the new entrance. Mr. D. Carson commented that they like waiting customers to congregate at the bar, but there is a small area at the entrance for waiting. Commissioner Jacoby asked about the purpose of the bump out. Mr. D. Carson stated that the purpose is to add access from both sides of the parking lot as well as vestibules for cold air.

Mr. C. Carson reiterated that currently there is only access to the front door from one side of the parking lot and it can be far for handicapped customers coming from the other side of the lot. Additionally, when patrons enter through the current front doors, cold air comes rushing through the entire dining room which they would like to prevent.

Mr. D. Carson stated that the current entrance is too far from one side of the parking lot and they do get a lot of older customers being next door to Whitehall. The purpose of moving the front entrances to the very front of the establishment is to make it more accessible for all.

Chairman Berg asked for the size of the increased interior. It will be increased by 1700 square feet and the interior will be updated and renovated with new kitchen equipment, furniture and decor.

Chairman Berg asked about the current process for carryout business. Mr. D. Carson explained that currently customers can come to the convenience window as is to pick up carryout orders so this will not be a new practice. Carryout orders are called in ahead and there is no ordering on site for pick up. After the renovations they will go to all online ordering where orders will be paid ahead, as well. There orders can be picked up from the window or curbside service by staff members bringing it to customers' cars. There are no menu boards or microphones.

Chairman Berg confirmed that customers can also park and walk into the restaurant for pick up orders as well as pull up to the carryout window. Mr. D. Carson added that there will be designated parking spots for pick up. He stated that their entire purpose for this process and providing these options is for people who do not want to get out of their cars if they do not wish to.

Chairman Berg commented that it might be difficult to pass large orders through the window of a vehicle. Mr. D. Carson replied that the carryout window will be there as a convenience even if it is not heavily used, he is committed to offering it. Large orders will likely be brought out to cars by staff.

Commissioner Jacoby asked about the current 50 foot front setback and what the new setback would be. Mr. D. Carson replied that the current building is 50 feet from the street and 24 feet to the berm which is followed by the sidewalk and then Waukegan Road. The addition will make the new setback from the road 43 feet.

Mr. Ryckaert reported that the Petitioners would need to complete the Village process to vacate the building line which includes all members of the subdivision agreeing to this. The Petitioners reported that this process has not yet begun. Mr. Ryckaert shared that they will need to work with Clint Case at the Village on this process to discuss the standards in place for proving hardship for this variation. The Board of Zoning Appeals (BZA) will hold a public hearing on this variation request. Mr. D. Carson asked staff for more information on the process of vacating the building line and what affect this would have on their neighbors. Mr. Ryckaert replied that there are seven standards for hardship that the Petitioner must meet for BZA approval. He recommended meeting with Clint Case, Staff Liaison for the BZA and he will further explain the requirements.

Commissioner Jacoby asked staff that if vacating the building line is granted, could this mean that the neighboring cleaners could also bump out their storefront. Mr. Ryckaert replied that any business that wishes to go beyond the 50 foot setback would require their own variation and

must go through the BZA process and receive approval for this. Commissioner Jacoby commented that granting this for Carson's could set a precedent for the neighboring strip mall. Chairman Berg commented that any business would have to come in and make the case for this request.

Mr. Ryckaert explained that the Village Attorney recommended that that the Petitioners can present to the Plan Commission and begin the BZA process for vacating the building line concurrently so that the Village Board would receive the Plan Commission recommendation and the BZA recommendation at the same time for their review. Mr. Nakahara clarified that the Plan Commission cannot grant the variation for vacating the building line; the BZA must hold a Public Hearing on this variation request and make their recommendation to the Village Board. If granted, the Plan Commission would then amend the Special Use for the new front yard setback.

Mr. D. Carson commented that if the process for vacating the building line is too difficult he may consider changing his architectural plans and moving the front entrance to comply, although this will not be ideal for one side of the parking lot. He was unaware of the 50 foot setback requirement until today and will meet with Mr. Case at the Village for more information. He added that he hopes Carson's does more business after their renovations and he is excited to see a younger generation of families in Deerfield. However, he still plans to make his restaurant more easily accessible for older customers who cannot get around as easily.

Mr. D. Carson commented that regarding Commissioner Jacoby's comment, the Plan Commission could look at variation requests for vacating building lines on a project by project basis. He added that their density is much less than their neighbor to the south.

Commissioner Schulman agreed that they can vacate a building line for one property and not another. Mr. Ryckaert stated that this is possible, but it would be best to vacate a building line for all properties on one site. He added that the front yard setback in the C-2 zoned area is 50 feet.

Mr. D. Carson commented that their building was built quite a while ago and has a berm and landscaping in the front yard. Their neighbors to the south only have parking in their front yard. He thinks this should be considered for their request and reiterated that he will work with Mr. Case and if the approval seems unlikely he will move the front entrance in his plans.

Commissioner Keefe asked staff if there are other examples of a request such as this being granted. Mr. Ryckaert replied that he cannot think of an example of this on a commercial property, but the Village has granted vacated building lines on residential properties that have gotten the sign offs on all in the subdivision, including one with 12 lots in the subdivision.

Commissioner Bromberg summarized that the Petitioners are seeking to make their current outdoor seating area indoors as well as make new front doors with vestibules that would bump the building out seven feet, and this creates an issue with the 50 foot setback requirement, and for this variation request they must appear before the BZA. Commissioner Bromberg asked what the next step is if it gets approved. Mr. Ryckaert replied that the Petitioners can these concurrently work with the BZA for this request and present to the Plan Commission. Both bodies recommendation would then go to the Village Board for their final decision. Commissioner Bromberg commented that he has no issues with this request, and it would be subject to what the BZA determines.

Commissioner Silva commented that it may be challenging to meet the requirements to vacate the current setback. Mr. D. Carson commented that he appreciates the Commission telling him what the hurdles could be in place before spending more money on this project. He reiterated that if Mr. Case seems to think it will be difficult, they will come up with a new plan to move forward with.

Mr. D. Carson commented that regarding their plans for curbside service, they are excited to offer this convenience and reiterated that there will be no menu board and it is not a traditional drive-thru. Commissioner Goldstone asked if this process will be new with these planned renovations. Mr. D. Carson replied that they currently offer this service to a degree and this will be more formalized. They will also move from phone orders to online orders with these plans.

Chairman Berg commented that it is a great plan, but he does not want them to get ahead of themselves in their plans before they know more about the process for changing the front setback.

Mr. Nakahara confirmed that they do not offer delivery, and asked what percentage of business is carryout versus dine in. Mr. D. Carson replied that overall, about 30 percent of business is carryout, but sometimes it is closer to 50 percent at busy times and holidays.

Document Approval

1. 2020 Zoning Map Recommendation
2. February 13, 2020 Plan Commission Minutes

The documents were approved by the Commission.

Items from the Staff

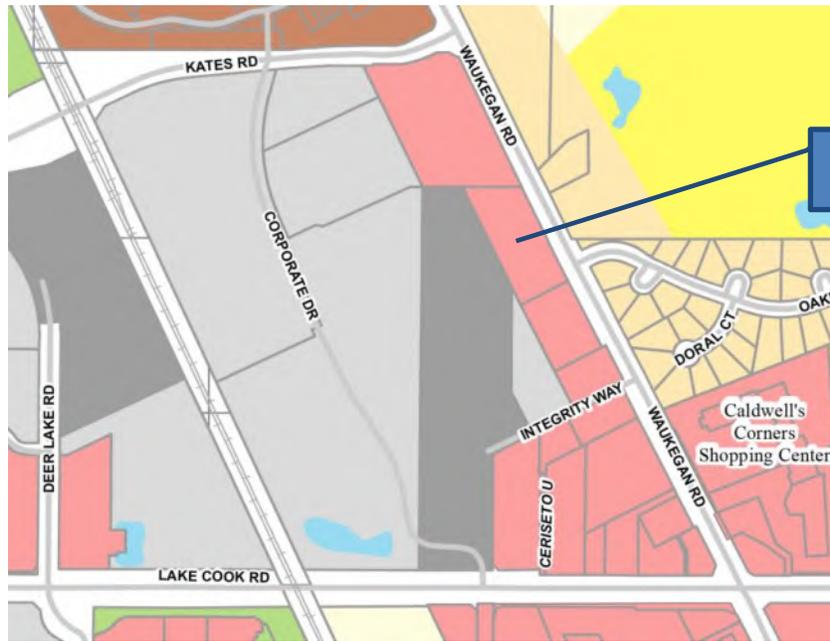
Mr. Ryckaert reported on upcoming Plan Commission agenda items.

Adjournment

There being no further discussion, Commissioner Bromberg moved, seconded by Commissioner Goldstone to adjourn the meeting at 8:54 P.M. The motion passed with a unanimous voice vote.

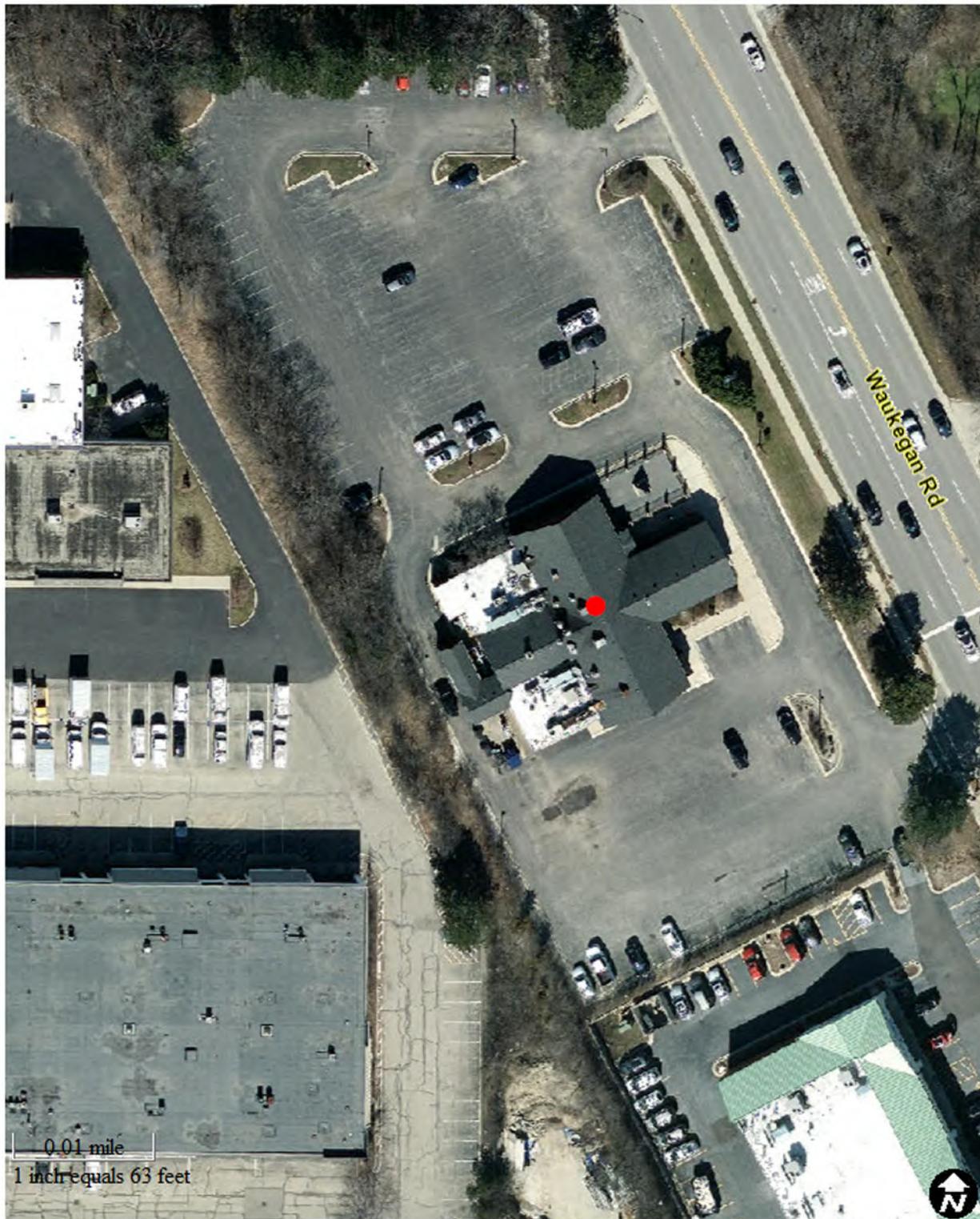
Respectfully Submitted,
Laura Boll

Village of Deerfield 2020 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



Map created on February 21, 2020.

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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.

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 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. 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 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 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,
Jeff Ryckaert, Principal Planner
847-719-7482
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Dan Nakahara, Planner
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