



VILLAGE OF DEERFIELD

DATE: December 16, 2021

TO: Mayor and Board of Trustees

CC: Kent Street, Village Manager

FROM: Andrew Lichterman, Asst. Vil. Mgr. / Dir. of Community Development
Clint Case, Building and Code Enforcement Supervisor
Jeff Ryckaert, Principal Planner

**SUBJECT: Community Development Department Report
January 1 - November 30, 2021**

Purpose

This memo outlines notable activities undertaken by the Community Development Department from the period of January 1, through November 30, 2021. The Community Development Department is comprised of a Building Division and Planning Division. The Department administers and enforces the Zoning Ordinance, Subdivision Ordinance and Building Codes. The Department provides analysis and technical assistance on all items that come before the Plan Commission, Board of Zoning Appeals, Village Center Commission, and various task forces.

Building Division

- Overall building permit activity, measured by total number of building permits (1,432 permits; +17%) and total number of building inspections (2,207 inspections; +4%), is slightly up from activity levels experienced last year. The Village continues to see residents making significant investments in their outdoor spaces such as decks, patios, fire pits and pools. For instance, the Village issued 178 total deck, patio and/or pool permits this year. While these numbers are slightly less than those permits issued for each category in 2020, they are still double the number of permits issued in 2019.
- Permit fees through November 30, 2021, total \$793,034 and is on pace to exceed the budgeted revenue amount of \$925,000. This includes a \$11 million investment at the Horizon Pharmaceuticals campus and nearly a \$2 million investment at the Parkway North Center.
- The estimated construction cost of all construction permits issued totals \$55 million. Of the total construction related permits issues, 90% of the permits are for residential improvements.

- Eight homes were owner/developer demolished, year to date, which is equal to last year's activity. Nine new single-family homes are currently under construction, which is also equal to 2020 figures and compared to 11 new single-family homes constructed in 2019 and 18 new single-family homes constructed in 2018.
- Staff has received official court documents notifying the Village of two properties currently under notice of foreclosure (lis pendens). In comparison, the Village received eight such notifications in 2020 and 20 notifications in 2019. Staff spent a significant amount of time this year working with the Village Attorney pursuing two unsafe, nuisance properties that were in court proceedings for demolition but that were ultimately purchased and abated by a private party. The Village was able to recover attorneys' fees but the court ordered fines were negligible.
- Staff has responded to 167 FOIA requests (+5%) compared to 158 such requests last year. Staff continued to experience an increased number of petitioners for residential relief from the Zoning Ordinance as the Board of Zoning Appeals held eight public hearings compared to four last year. Often these requests for relief are related to property improvements for modifications such as the addition of a three-season room, carport/garage or fence modification.
- Following many years of dormancy, the Village Board approved staff's recommendation to eliminate the Electrical Commission and the Village's practice of issuing licenses. Instead, electrical contractors working in the Village are required to register with the Village only, and they must show proof of valid license by a duly authorized licensing entity.
- Staff is actively working with a third-party vendor to configure online permitting software. This new system will allow residents and contractors to apply for building permits remotely including the submission, review and payment process. Once completed this enhancement will improve customer service by allowing applicants to actively monitor the status of their permit online and allow for submissions 24-hours a day from any location. Additionally, applicants will now be able to pay for permits via credit card in addition to cash or check.
- In response to the increased number of outdoor events in residential zoned districts, staff created a new Special Events application so that we could collect all the necessary information in a single consolidated form. For instance, the Village experienced an increased number of backyard weddings, birthdays, bar mitzvahs, etc. Some of these events were very large and staff needed to ensure that noise, garbage, tents, parking etc. were all handled appropriately.

Planning Division

The Planning Division facilitated review and approval of numerous land use and economic development initiatives. Below are some of those highlights:

- This year, the Plan Commission held three workshop meetings and one public hearing related to the Inclusionary Zoning Ordinance. The report was presented to the Village Board and amended to place 100% AMI and/or 80% AMI limitations and require up to 10% affordability in governed developments. Staff is actively working to create the administrative manuals associated with the oversight of this new program and will begin interviewing third-party consultants to partner with for additional expertise and assistance.
- In total, the Plan Commission reviewed 13 Special Use or amended Special Use applications, three Planned Unit Developments, four text amendments, one rezoning, three resubdivisions, three findings of substantial conformance, 14 public hearings and 20 workshop meetings.
- Notable Zoning Ordinance changes or land use reviews included a text amendment to define Short Term Rentals further clarifying their prohibition, special use approval for a 40-unit luxury apartment building with two-affordable units at 833 Deerfield Road, an office co-working space at 807-811 Waukegan Road, and approval of a small format Walgreens pharmacy at 95 S. Waukegan Road.
- Village Attorneys from Elrod Friedman LLP also conducted three training sessions over the course of the year. Trainings were held for the Plan Commission, Appearance Review Commission and staff, specifically related to filing liens and pursuing code enforcement actions.
- As staff liaisons to several boards and commissions, staff participated in 20 public meetings with the Plan Commission, four meetings with the Board of Zoning Appeals, 11 meetings with the Appearance Review Commission and two meetings with the Village Center Commission.
- During the 11 meetings with the Appearance Review Commission, 26 petitions were reviewed. One meeting was held in-person and all others were held via Zoom. Some of the notable petitions included signage and/or architectural reviews for Sweetgreens, 775 Waukegan Road; Deerfield Square Residential, 833 Deerfield Road; NorthShore Center for Oral and Facial Surgery, 700 Osterman; Marcus, 720 Waukegan Road; Brick & Mortar, 807-811 Waukegan Road; Rosebud, 711 Deerfield Road; Carson's Ribs, 200 Waukegan Road; Marshalls, 94 S. Waukegan Road; and Demetris Greek Restaurant and Scrambled at 660 Lake Cook Road.
- Staff has also been actively working with the Chamber of Commerce and the Board of Trustees to develop a Business Façade Rebate Program for the C-1 and C-2 Business

Districts. The Program is intended to help improve the aesthetics of key business districts and serve as an economic development tool to help attract and retain businesses. It is contemplated that businesses will be able to receive a 50% rebate, up to \$50,000 for both site improvements and building improvements, resulting in a total eligible grant amount of up to \$100,000. This matter is being presented to the Village Board for final consideration on December 20, 2021.

- Staff managed scheduling of two downtown banner poles including the addition of three new designs. This year the 9/11 banner was revised to honor the 20th anniversary and a Harvest Fest banner was created for the expanded event. A new banner to encourage composting was recently designed and will be on display in early 2022.
- Staff continues to review applications for expanded outdoor seating through an administrative approval process that allows food establishments a streamlined path to permit outdoor dining during the COVID-19 emergency. The Village Board extended the administrative approval process on two occasions this year, and the current program has been granted through June 30, 2022.

Conclusion

Enclosed with this memo are work statistics for both the Building and Planning Division. Also included is a summary of the Deerfield single-family residential real estate market as compared to Highland Park and Northbrook. A complete listing of the Plan Commission petitions is also attached as Appendix A.

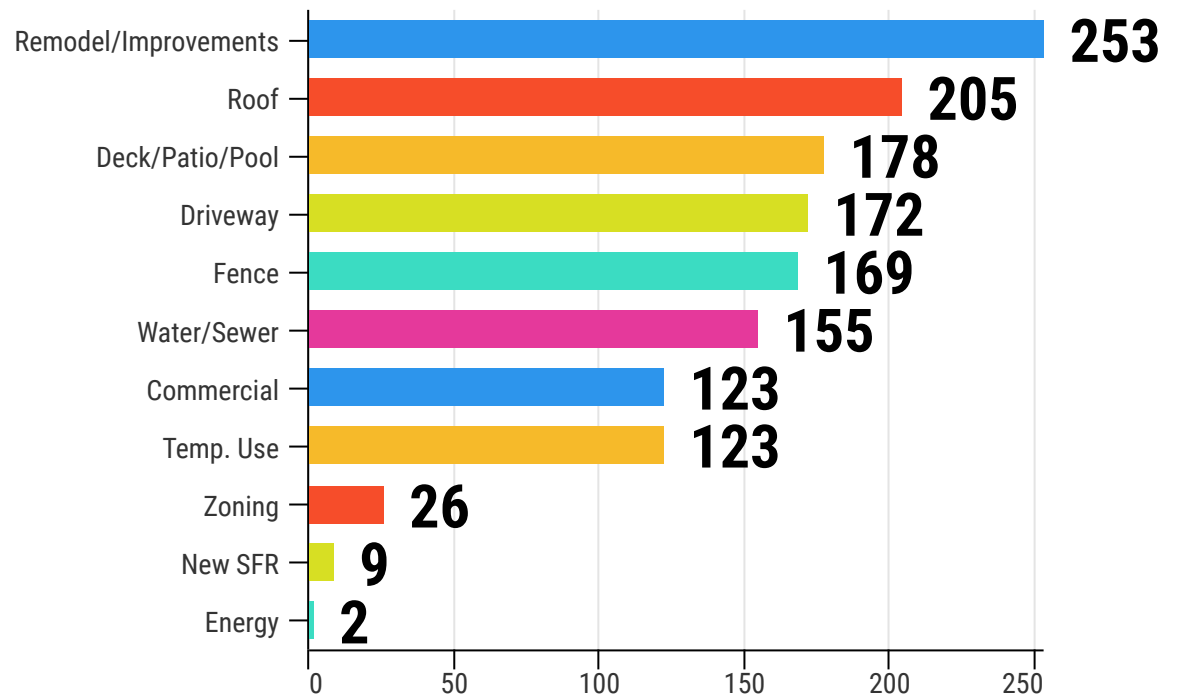
Andrew Lichterman, Assistant Village Manager / Director of Community Development, will be present at the December 20 Board meeting to summarize the report and answer questions.

BUILDING DIVISION

The Building Division is instrumental in coordinating with other Village departments in the implementation of projects throughout the Village. The Building Division ensures timely review and issuance of permits, inspection services and uniform enforcement of all Village ordinances, codes and regulations relating to new construction of buildings and structures including improvements and repair, alteration and demolition of existing buildings and structures.



2021 Building Permits



Note: Building Permits include construction permits, zoning, and temporary use permits

Construction Permits at a Glance

2021 Permit Fees Collected

\$793,034

2020 Permit Fees Collected

\$1,206,727

Percentage of 2020 Fees Collected.

66%

2021 Plan Review Fees Collected

\$114,214

2020 Plan Review Fees Collected

\$89,193

Percentage of 2020 Fees Collected

128%

2021 Construction Permits Issued

1,283

Residential

90%

Commercial

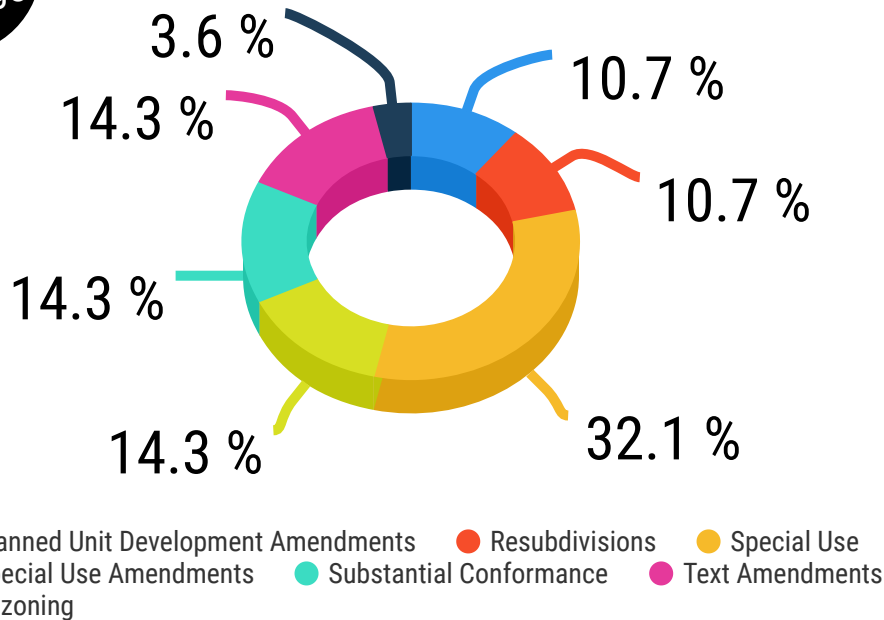
10%

PLANNING DIVISION

Planning ties together the Village's growth with the goal of helping create a healthy, well developed community. The Planning Division reviews and analyzes all land development plans for the Village including subdivisions, special uses, annexations, re-zonings and planned unit developments. Planning staff members work with the public, including residents and developers, to help them understand the development process and the zoning rights associated with a specific parcel of land. In 2021 there were 2 in-person meetings and 18 videoconference meetings.

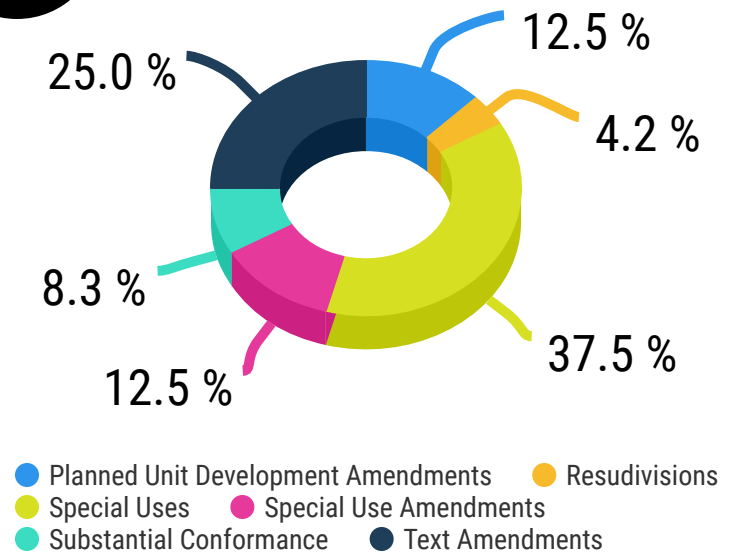
2021 Plan Commission Petitions

20 Public Meetings



2020 Plan Commission Petitions

15 Public Meetings



Note: For a complete listing of Plan Commission petitions see Appendix A

COMMISSIONS

Appearance Review Commission



The Appearance Review Commission (ARC) has jurisdiction within the Village Center boundaries (downtown Deerfield) and in the C-2 Outlying Commercial District. Any exterior changes which would require a building permit or a deviation from an approved Planned Unit development need a certificate of approval issued by the ARC, including changes to building façades, sites, landscaping, and signs.

Board of Zoning Appeals




Village Center Commission



2021 Residential Real Estate - At a Glance

The major attributes of the Deerfield housing market are consistent with those of Highland Park and Northbrook. Inventory and the average market time it takes to sell a single-family home are down in all three communities. Deerfield has the shortest market time of all communities (66 day average). Similarly, Deerfield has the shortest amount of days that it takes for a seller to receive a contract from the time they place their home on the market (37 day average). This equates to 2 months of supply, which is consistent among all three communities. Notably the inventory of homes is less than half of what it was a year ago at this time. **In conclusion**, the external forces affecting the housing market are hitting all three communities equally and there is nothing unique that is adversely impacting the Deerfield residential housing market. In summary, the residential housing market remains strong. Indicators include higher median sales prices, lower inventory, and sales occurring faster than they were year-over-year.

	 Deerfield	 Highland Park	 Northbrook
Sales Price (Median) %Change	\$445,000 6.0%	\$575,000 19.0%	\$487,000 5.9%
Homes for Sale %Change	77 -37.4%	126 -49.2%	170 -43.3%
Market Time (Average Days) %Change	66 -35.5%	67 -51.1%	74 -35.1%
Listing to Contract (Average Days) %Change	37 -30.2%	41 -40.6%	41 -26.8%
Months Supply of Homes for Sale % Change	2.0 -54.4%	2.0 -61.5%	2.2 -57.7%
Percent of Original Price (Average) % Change	96.7 2.8%	96.1 3.9%	96.3 2.8%
Price per Square Footage (Median) % Change	\$212 10.4%	\$222 15.6%	\$219 10.6%

The above information is based on a twelve-month rolling average, where applicable, ending as of November 30, 2021.

Source: Multiple Listing Service - Illinois

Appendix A

Meeting Date	Petitions	Special Use	Amend Planned Unit Development	Amend Special Use	Text Amendment	Rezoning	Resubdivision	Finding of Substantial Conformance	Public Hearing	Workshop Meeting
1/14/2021 Cont. Public Hearing	Chick Fil A/Walgreens	1	1				1		1	
1/14/2021	Kirby Limited Partnership/833 DF Road- 40 Unit	1	1		1		1	1		1
1/28/2021 2/25/2021 3/11/2021 (Cont. Public Hearing) 4/22/2021	755 Kipling						1	1	1	2
1/28/2021	2021 Zoning Map									1
2/11/2021 3/11/2021 5/13/2021	Inclusionary Zoning								1	2
3/25/2021 04/22/2021	525 Lake Cook	1		1	1	1			1	1
3/25/2021 04/22/2021	550 Lake Cook	1			1				1	1
3/25/2021 04/22/2021	807-811 Waukegan	1							1	1
4/8/2021	Short Term Rental Text Amendment				1					1
5/13/2021	833 DF Road Prelim. Dev Plan - 50 Units	1	1		1				1	
5/27/2021 6/24/2021	405 Lake Cook Road-Jimmy Thai	1	1						1	1
5/27/2021 7/22/2021	656 Deerfield Road-Martial Arts	1							1	1
6/24/2021	740 Waukegan Rd - Egg Harbor	1							1	
6/24/2021 7/22/2021 9/23/2021	1210 Gordon Terrace	1					1	1	1	1
7/8/2021	Document Aproval									1
7/22/2021 8/26/2021 10/14/2021	924/936 Westcliff						1	1	1	1
7/28/2021	COW									1
8/12/2021	Document Approval									1
9/9/2021	Document Approval									1
10/14/2021	PC Training									1
10/14/2021	660 Lake Cook Road - Sign			1					1	
10/28/2021	Document Approval									1
11/11/2021	675 Waukegan Rd - Kay Foot Spa			1					1	
11/11/2021	Rootz	1	1						1	
11/11/2021	Dist 113 - Auditorium Addition			1						1
Totals		9	3	4	4	1	3	3	14	20