



VILLAGE OF DEERFIELD

DATE: December 15, 2022

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, 2022**

Purpose

This memo outlines notable activities undertaken by the Community Development Department from the period of January 1, through November 30, 2022. 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 Departments provides analysis and technical assistance on all items that come before the Plan Commission, Board of Zoning Appeals, Appearance Review Commission, and various task forces.

Building Division

- Overall building activity, measured by total number of building permits (1,289 permits; -11%) and total number of building inspections (2,146 inspections; -2.7%), is slightly down from activity levels experienced last year. The Village continues to see investments in commercial property as well as residents making investments in remodels, roofs, fences, driveways and deck/patio spaces. The Village issued 244 home remodel permits, 198 roof permits, 157 fence permits and 127 commercial permits this year, which is slightly down from last year.
- Permit fees through November 30, 2022, total \$861,607 and is on pace with the budgeted revenue amount of \$1.1 million. This includes a \$4.5 million investment for a Walgreens Innovation Lab at 100 Wilmot Road and over \$5 million invested in two separate spaces at 3 Parkway North Center.
- The estimated construction cost of all 1, 151 construction type permits issued totals \$60 million (55 million in 2021). Of the total construction related permits issued, 89% of the permits are for residential improvements.

- Five single-family homes were owner/developer demolished, year to date, compared to eight last year. Eight new single-family homes are currently under construction, which compares to nine in 2021 and 2020, 11 new single-family homes constructed in 2019 and 18 in 2018.
- Throughout the year, staff has been attending regular trainings on various topics including understanding the assembly means of egress, 2021 International Building Code and significant changes from the 2018 to 2021 Energy Code. These specific trainings were hosted by subject matter experts from the Northwest Building Official & Code Administrators. Staff continues to seek out opportunities for continuing professional development and education to ensure the Village adapts to new codes and technologies.
- Staff has received official court documents notifying the Village of fourteen properties currently under notice of foreclosure (lis pendens). In comparison, the Village received two notifications last year, eight notifications in 2020 and 20 notifications in 2019. Staff regularly monitor nuisance properties and spends significant time pursuing code compliance with habituated and uninhabited properties. At times this requires court action in coordination with the Village Attorney.
- Staff has responded to 185 FOIA requests (+11%) compared to 167 requests last year and 158 requests in 2020.
- On April 10, 2022, Village Attorneys from Elrod Friedman LLP conducted a training session for the Board of Zoning Appeals. At their meeting the BZA adopted a Resolution amending the Rules and Procedures that govern the order and manner in which it conducts its meetings and public hearings. Eight BZA meetings were held in 2021 and four in 2020. Meetings are often in response to request for relief for property improvements such as the addition of a three-season room, carport/garage or fence modification.
- On June 6, 2022, the Village Board adopted a Resolution approving an Intergovernmental Agreement with the West Deerfield Township Assessor for access to Village building records. Staff regularly provides the West Deerfield Township Assessor's Office with certain building records so the Assessor's Office can more accurately perform their property tax assessments.
- On October 3, 2022, the Village Board accepted staff's recommendation and amended Chapter 6 of the Municipal Code to require four-foot fences with self-closing devices around all residential swimming pools. This ordinance was a local amendment to the 2018 International Pool and Spa Code that previously allowed for a fence exception when pools are equipped with powered safety covers.
- On November 21, 2022, the Village Board accepted staff's recommendation and amended Chapter 7 of the Municipal Code to eliminate contractor licensing and instead require an expanded contractor registration program. The amendment requires that General, Concrete, Excavation, Roofing, Plumbing, Irrigation and Electrical contractors register

annually in the amount of \$100 and include a \$20,000 surety bond. Notably, this amendment complements the Village's new online building permit process and an annual registration program is intended to streamline the applicants' application process and eliminate the need for burdensome requirements at the time of permit submittal.

- Staff recently completed go-live for 10 different types of online building permit types. The new system allows residents and contractors to apply for building permits remotely including the submission, review and payment process. This software enhancement has resulted in process efficiencies and improved customer service by reducing permit times. Applicants can actively monitor the status of their permit online and allow for submissions 24-hours a day. Additionally, applicants are now able to pay for permits via credit card in addition to cash or check.
- Ordinance O-22-03 amending the Municipal Code to adopt the 2021 edition of the International Energy Conservation Code took effect on March 1, 2022, (approved on January 1). The IECC is a model code that regulates minimum energy conservation requirements for new buildings and additions for both residential and commercial properties. The Department of Energy finds that that 2021 IECC improves energy efficiency by 9.4% and reduces greenhouse gas emissions by 8.7% over the 2018 IECC, saving homeowners an average of \$2,320 over the life of a typical mortgage. This code provision was also recommended by the Greenhouse Gas Reduction Working Group to help the Village reduce its carbon footprint.

Planning Division

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

- The Plan Commission reviewed 11 Special Use or amended Special Use applications, six Planned Unit Developments, 11 text amendments, one resubdivision, two findings of substantial conformance, 20 public hearings and 16 workshop meetings.
- This year, the Plan Commission conducted five public hearings to consider amendments to the Deerfield Zoning Ordinance with the intent to clarify ambiguities, codify current Village practices, and create process efficiencies. The amendments established a sign criteria process in the Zoning Ordinance; approved the changes for amendments to planned unit developments; required preapplication conferences for planned unit developments and special use permits where the land was owned or used by public bodies or put to public use; clarified setbacks for accessory uses and structures located in planned residential developments; and codified the duties and procedures of the Appearance Review Commission (ARC).
- Notable Zoning Ordinance changes or land use reviews included the relocation of an innovation center to the Walgreens Wilmot Road campus at 100 Wilmot Road; a 4-story, 150 unit affordable assisted living facility at 1101 and 1121 Lake Cook Road; the renovation of Shepard Park that included 6 pickleball courts along Hackberry Road; the

redevelopment of the tenant space occupied by the Barnes and Noble bookstore into a multi-tenant space with retail uses on the first floor and boutique office space on the second floor at 728 Waukegan Road in the Deerfield Square Shopping Center; a special use establishing a recreational cannabis dispensary at 677 Lake Cook Road; a monopole that will provide wide-area coverage for the North Shore Gas telecommunication network for gas infrastructure on the Village owned property at 937 Lake Cook Road; an indoor children's playground at 405 Lake Cook Road in the Deerfield Park Plaza Shopping Center; and allowing for proper spacing of ground sign depths by increasing the distance between two sign faces to not exceed 18 inches.

- Staff continues to collaborate on the research and development of two proposed TIF Districts. This included participation on weekly meetings with staff and consultants to carefully design appropriate TIF boundaries that achieve the Village Board's policy objectives. Staff provided various land use guidance and research governing documents, and demographics to assist in drafting Redevelopment Plan and Project and qualifying factors for the proposed Downtown/Village Center TIF District (TIF #3). Staff also participated on the Joint Review Board for TIF #3 including serving as Temporary Chair at the December 1, 2022 meeting.
- Staff served as a liaison and subject matter expert to the Greenhouse Gas Ad Hoc Working Group in order to help achieve the Village's goals of reducing greenhouse gas emissions by 45% by 2030 and becoming carbon neutral by 2050. Staff collaborated on authoring the Climate Action Report (Report). The Report establishes a GHG emissions baseline and sets high-level objectives to obtain the Village Board's established GHG mitigation goals. The Climate Action Report was accepted by the Village Board at the June 6, 2022 Board meeting.
- Village Attorneys from Elrod Friedman LLP conducted a training session for the Appearance Review Commission and worked with staff to update the Rules of Procedure that govern meetings to reflect current practices. The Deerfield Zoning Ordinance was also updated to allow Administrative Approval for certain types of sign packages, saving time and money for businesses. Seven sign packages were approved administratively during this reporting period.
- As staff liaisons to several boards and commissions, staff participated in 20 public meetings with the Plan Commission, one meeting with the Board of Zoning Appeals, 11 meetings with the Appearance Review Commission and eight meetings with the Greenhouse Gas Ad Hoc Working Group.
- During the 11 meetings with the Appearance Review Commission, 23 petitions were reviewed. Some of the notable petitions included: signage and/or architectural reviews for Shake Shack, 560 Waukegan Road; Deerfield Square Office and Retail Building, 728 Waukegan Road (former Barnes & Noble); The Coder School and Top Issue, 827 & 829

Waukegan Road; Cyclebar, 190 Waukegan Road; Scoops & Cookies, 740 Deerfield Road; Curaleaf, 677 Lake Cook Road; and Kids Empire, 495 Lake Cook Road.

- The Appearance Review Commission worked to create a text amendment to increase the depth (distance between sign faces) of a ground sign. Staff spoke to sign vendors and surveyed neighboring municipalities to determine the appropriate restrictions for Deerfield.
- Staff assisted the Owners of 827 & 829 Waukegan Road in becoming the first grant recipients of the Village's Business Facade Rebate Program. In October, the Village Board approved their proposal to receive a 50% rebate for their building and site improvements. Staff is actively working with the Chamber of Commerce to encourage more businesses to participate in the Program.
- Staff managed scheduling of two downtown banner poles, including the addition of two new designs or updates. This year a Highland Park Strong banner was created to show support during the aftermath of the July 4th Highland Park parade shooting. The Harvest Fest banners were also updated to reflect changes in the event.
- 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 this year and the current program has been granted through the end of the year.

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 19 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.

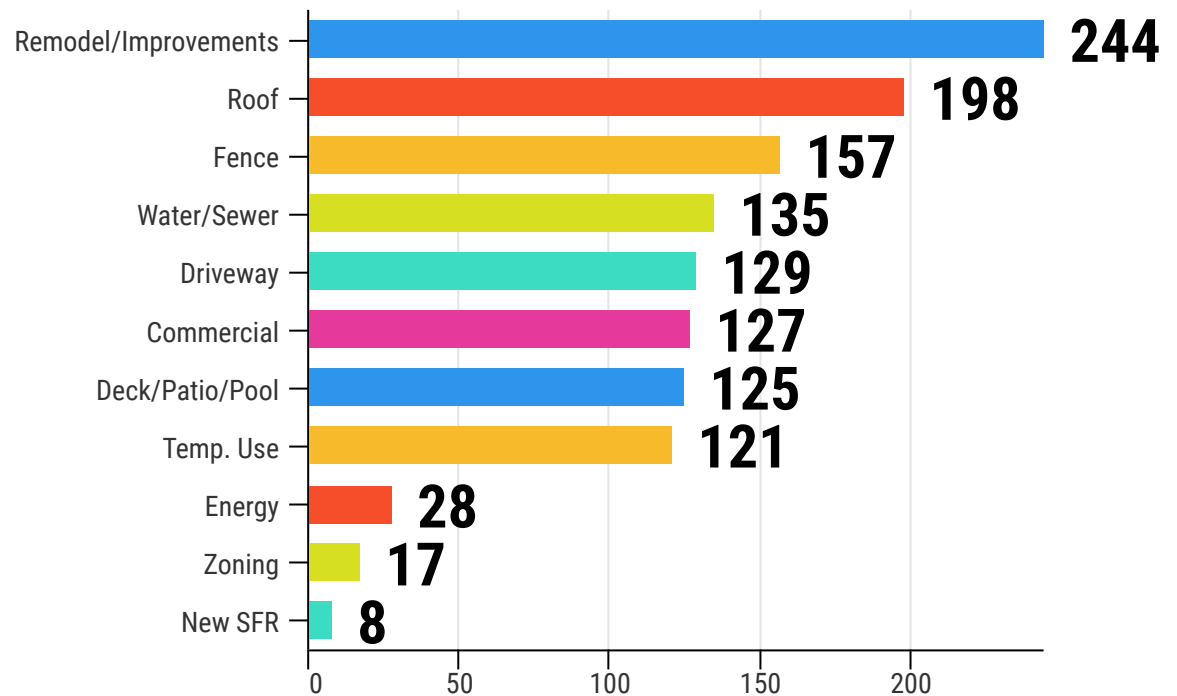
2022
1,289
Total Building Permits

2021
1,432
Total Building Permits

2022
2,146
Building Inspections

2021
2,207
Building Inspections

2022 Building Permits



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

Construction Permits at a Glance

2022 Permit Fees Collected

\$861,607

2021 Permit Fees Collected

\$793,034

Percentage of 2021 Fees Collected.

109%

2022 Plan Review Fees Collected

\$99,322

2021 Plan Review Fees Collected

\$114,214

Percentage of 2021 Fees Collected

87%

2022 Construction Permits Issued

1,151

Residential

89%

Commercial

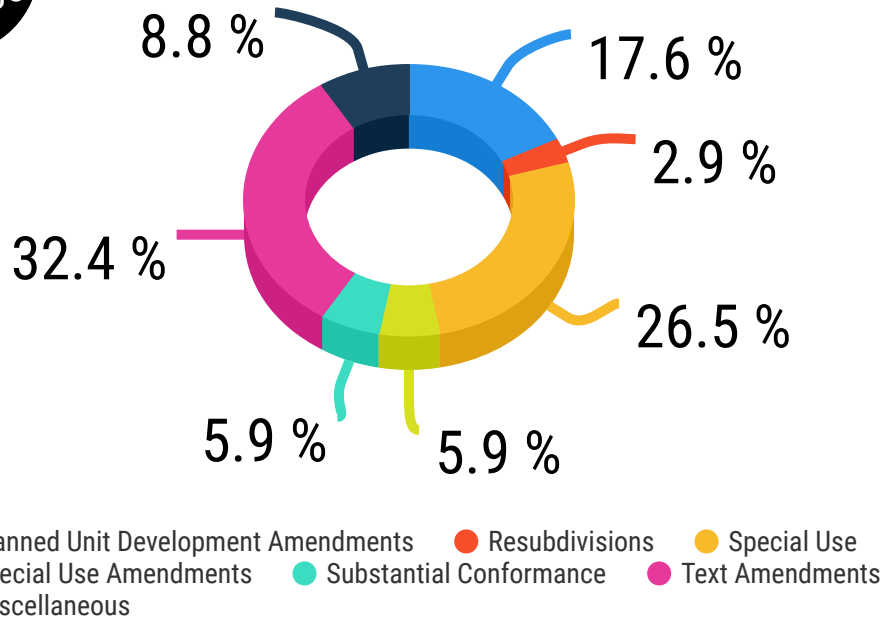
11%

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 2022 there were 6 videoconference meetings and 14 in-person meetings between January 1 through November 30.

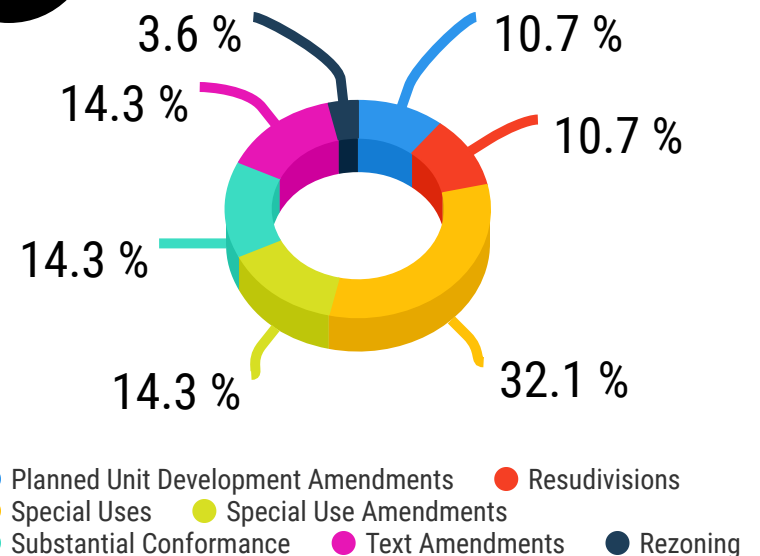
2022 Plan Commission Petitions

20 Public Meetings



2021 Plan Commission Petitions

20 Public Meetings



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

COMMISSIONS/AD HOC GROUP

Board of Zoning Appeals



Greenhouse Gas Ad Hoc Working Group





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.

2022 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 (36 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 (21 day average). This equates to 1.1 months of supply, which is consistent among all three communities. Notably the inventory of homes is almost 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 performed strongly over the last 12-months. Indicators include higher median sales prices, lower inventory and sales are occurring faster than they were year-over-year.

	 Deerfield	 Highland Park	 Northbrook
Sales Price (Median) %Change	\$525,000 17.2%	\$635,000 10.4%	\$516,000 5.9%
Homes for Sale %Change	39 -50.0%	80 -38.9%	115 -33.9%
Market Time (Average Days) %Change	36 -45.5%	49 -26.9%	48 -35.1%
Listing to Contract (Average Days) %Change	21 -43.2%	33 -19.5%	28 -31.7%
Months Supply of Homes for Sale % Change	1.1 -45.0%	1.5 -28.6%	1.7 -26.1%
Percent of Original Price (Average) % Change	98.5 1.9%	99.3 3.3%	98.1 1.8%
Price per Square Footage (Median) % Change	\$232 9.4%	\$257 15.8%	\$237 8.2%

The above information is based on a twelve-month rolling average, where applicable, ending as of November 30, 2022.

Source: Multiple Listing Service - Illinois

Appendix A

2022 Breakdown of Planning Petitions

Meeting Date	Petitioner	Special Use (SU)	Amend Planned Unit Development	Amend Special Use	Text Amendment (TA)	Resubdivision	Finding of Substantial Conformance	Miscellaneous	Public Hearing	Workshop Meeting
1/13/2022 Cont. Public Hearing 2/10/22	100 Wilmot Rd - Walgreens Innovation Ctr. PUD Amdmt		1						1	
1/13/2022 2/10/22 5/12/2022	1101-1121 Lake Cook Rd -Heritage Woods - Supportive Living Facility	1	1		1		1		1	2
1/13/2022 Cont. Prefling Conference 1/27/22 2/24/22 4/14/2022	130-140 Kenmore Ave - Resubdivision						1	1	1	2
1/27/2022	740 Waukegan Rd - Medical Office	1							1	
2/10/2022 3/10/22	440 Grove Ave - Pickleball			1					1	1
2/10/2022 3/10/22	728 Waukegan Rd - Barnes Noble PUD Amdmt		1						1	1
2/10/2022	Zoning Map							1		1
3/10/2022	Zoning Ordinance Text Amdmts				5				5	
3/31/2022	471 Lake Cook Rd - Goddard Expansion		1	1					1	
3/31/2022 04/28/2022	671 Lake Cook Rd - Curaleaf SU	1							1	1
5/12/2022	Old National Bank- Sign Exception							1	1	
5/26/2022	Document Approval									1
6/9/2022 7/28/2022	909 & 937 Lake Cook Rd - Monopole TA SU	2			2				1	1
6/23/2022	60 Waukegan Rd - Starbucks Menu Boards		1						1	
7/14/2022 8/11/2022	827 Waukegan Rd - CoderSchool SU	1							1	1
8/25/2022	Document Approval									1
9/28/2022	495 Lake Cook Rd - Kids Empire TA SU	1	1		1				1	
9/28/2022 10/27/22 Cont. Public Hearing	560 Waukegan Rd - Shake Shack TA SU	1			1			1	1	1
9/28/2022 10/27/2022	Ground Sign Depth TA				1				1	1
10/13/2022	Document Approval									1
11/10/2022	649 Lake Cook Rd - Animal Hospital SU	1								1
Totals		9	6	2	11	1	2	3	20	16