

SUBMITTAL LIST



VILLAGE OF DEERFIELD

TO: Summer Zimmers, Development Coordinator, Centerpoint
Integrated Solutions

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

DATE: June 26, 2023

RE: Submittal List for Floor and Décor Special Use

The Plan Commission will need detailed plans for the proposed retail store that will require a Special Use and Amendment to the Deerbrook Special Use. Below is a submittal list for a Prefiling Conference and a Public Hearing with the Plan Commission.

2 Sets of paper plans need to be submitted 3 weeks prior to the prefiling conference/public hearing (held with the Plan Commission) for staff review and comments. Four (4) sets of paper plans and an electronic version of the plans need to be submitted 2 weeks prior to the prefiling conference/public hearing.

Prefiling Conference

A prefiling conference (an informal workshop meeting) with the Plan Commission will provide the applicant with feedback, input, and direction prior to the public hearing.

Submittals Due for Prefiling Conference:

- A detailed written project description of all the proposed activities to occur on the premises. Examples of items to go in the written description include: the types of products to be sold; hours of operation; peak hours (busiest times) and anticipated number of patrons on a daily basis and during the peak hours; total number of employees (include maximum working at one time); gross square footage of the store; a description of how deliveries to the store are handled (anticipated number of deliveries; size of trucks that make deliveries; and where deliveries will occur); if the customer picks up the product at the store, please tell us how customer pick-up of the product works; also, if the customer has delivery to their home, how many daily deliveries are estimated coming from this store; anticipated annual sales for this store (if estimated store sales can be disclosed). It is important that you make the case for the customer pick-up and deliveries in the front of the building and provide rationale.

- A fully dimensioned site plan showing the location of the proposed tenant space and the parking areas. Any changes to the existing site for such items as parking, entrances to the building, cross walks, stop signs, sidewalk in front of the building, bollards, trash area, loading docks, etc., will need to be shown on the site plan and detailed plans will need to be submitted. If any changes are proposed for exterior lighting, please let us know, and we can discuss more specifics on what items will be necessary to submit.
- If any changes are proposed to the existing exterior materials of the building, or if a new entrance or relocation of an entrance is proposed, etc., all of those changes have to be shown on the detailed, scaled building elevation drawings with an exterior materials legend provided on the building elevation drawings. For any changes to the exterior of the building, all color and material samples must be brought to the meetings or shown in your PowerPoint presentation. The current design of the center has a consistent look/appearance.
- Preliminary scaled landscaped plan.
- A description of the proposed storm water management plan and utilities.
- Scaled sign plan for ground and wall signs (if available)
- Traffic and parking analysis (a preliminary report). The preliminary analysis needs to provide initial findings for any vehicle and pedestrian conflicts that may occur with the CPU at the front building elevation. The preliminary analysis will need to provide initial findings that parking and traffic will work for this use.

Public Hearing

Submittals to the Plan Commission for the public hearing include:

- A detailed written project description of all the proposed activities to occur on the premises. Examples of items to go in the written description include: the types of products to be sold; hours of operation; peak hours (busiest times) and anticipated number of patrons on a daily basis and during the peak hours; total number of employees (include maximum working at one time); gross square footage of the store; a description of how deliveries to the store are handled

(anticipated number of deliveries; size of trucks that make deliveries; and where deliveries will occur); if the customer picks up the product at the store, please tell us how customer pick-up of the product works; also, if the customer has delivery to their home, how many daily deliveries are estimated coming from this store; anticipated annual sales for this store (if estimated store sales can be disclosed). It is important that you make the case for the customer pick-up and deliveries in the front of the building and provide rationale.

- A fully dimensioned site plan showing the location of the proposed tenant space and the parking areas. Any changes to the existing site for such items as parking, entrances to the building, cross walks, stop signs, sidewalk in front of the building, bollards, trash area, loading docks, etc., will need to be shown on the site plan and detailed plans will need to be submitted. If any changes are proposed for exterior lighting, please let us know, and we can discuss more specifics on what items will be necessary to submit.
- Landscape plan. The location, quantity, type, and size of the plantings (at the time of installation) must be indicated on the plans. The landscaping should not block driver sight lines.
- If any changes are proposed to the existing exterior materials of the building, or if a new entrance or relocation of an entrance is proposed, etc., all of those changes have to be shown on the detailed, scaled building elevation drawings with an exterior materials legend provided on the building elevation drawings. For any changes to the exterior of the building, all color and material samples must be brought to the meetings or shown in your PowerPoint presentation. The current design of the center has a consistent look/appearance.
- Exterior Signage:
 - Scaled elevation drawings showing all proposed exterior wall signage is required. The drawings must detail the size, content, colors, lighting, and the materials the sign is made of. The height of sign letters need to be indicated on the plans. Any wall signs must also be detailed out on the building elevation drawings. Try to keep the signs low on the building walls. Wall signs should not project higher than the roof deck of the building. The top of the roof deck of the building must be indicated on the elevation drawings with a dashed line. If the wall sign projects above the roof deck of a building, the Appearance Review Commission may grant a

modification (variation) to allow the sign to exceed the roof deck by up to 3 feet. If the sign exceeds the roof deck by more than 3 feet a sign modification (variation), through the Plan Commission and Village Board is necessary.

- Front and rear wall signs cannot exceed 8% of the area of the wall to which the sign is affixed or 80 square feet whichever is greater, and side wall signs cannot exceed 4% of the area of the wall to which the sign is affixed or 40 square feet whichever is greater. The 8% and 4% are not givens, the signs must be in proportion to the wall on which they are placed. In no case may a wall sign exceed 250 square feet in area. Signs must reflect the high standards of visual quality and compatibility Signs are measured by placing a box/rectangle around all sign elements. The area of the wall on which to sign is to be placed is measured from grade to the top of the roof deck. This shopping center has an approved set of signage criteria which must be followed. Be sure to follow all the proposed sign criteria as well as the Village sign ordinance – whichever is more restrictive applies.
- Also provide a scaled elevation drawing with all the sign details (size, color, etc.) of the proposed signage that is to be placed on the existing pylon signs on Waukegan Road and/or on Lake Cook Road. Any signage placed on the existing pylon signs will require approval of the property owner.
- The Village also has window sign regulations which are available online at www.deerfield.il.us, go to Businesses → New Business → Regulations, then click on Window Sign Regulations.

- Appearance Review Commission

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 other exterior elements such as the landscaping or site lighting. The contact for the ARC is Liz Delevitt at (847) 719-7483 (who is out the rest of this week on an urgent family matter). Please contact her for questions about the ARC review which needs to happen early in the process. With larger projects, the ARC typically holds a preliminary meeting and a final meeting with the applicant. The Village's Appearance Code is online and needs to be reviewed and consulted as you design the facade and signage as well as any changes to the site plan. There is

also a set of established sign criteria for the shopping center that must be followed by exterior signage in Deerbrook Shopping Center.

- If you are adding any rooftop mechanical units, they will need to be screened from view. The proposed roof screen must be shown on your elevation drawings. A roof plan showing the location of the rooftop units will also need to be submitted. If any satellite dishes/communication devices or wind turbines are proposed, then details will need to be submitted (drawing and color of proposed devices and their proposed location on the roof and how they will be screened from view/placed to minimize the visual impact). If you intend to install any wind turbines, please let us know and we can send you Deerfield's regulations for wind energy systems.
- A scaled floor plan of the proposed tenant space with labels needs to be submitted.
- Usually, a traffic and parking study prepared by a professional traffic consultant is submitted for a larger Special Use. The traffic and parking study will need to demonstrate that parking and traffic will work for this use. The study needs to provide analysis for any vehicle and pedestrian conflicts that may occur with the CPU at the front building elevation and pedestrian sidewalk. The study needs to demonstrate that the proposed use will not have an adverse impact on the shopping center at its peak parking demand times, and there will be adequate parking for the day to day operations of other uses in Deerbrook Mall. If you have any empirical data for a traffic generated for the peak weekday and peak weekend from a similar sized Floor & Decor store, you could provide that to the Plan Commission. This data would give the Commissioners an idea of the parking demand and traffic generated for this use. Staff can provide you the traffic and parking study from Art Van for this space.
- You need to address the Special Use standards in writing. Please note that all of the Special Use standards have to be met for approval of the project. A copy of the Special Use standards is attached.
- The Village encourages the use of sustainable (green) elements in your plans. Please note any sustainable (green) elements in your written materials and on the plans.

- The Northbrook Fire Department (which has jurisdiction over on the south side of Lake Cook Road) has to approve the site plan for emergency vehicle accessibility and fire lanes (there are existing fire lanes established on the property). The Northbrook Fire Department's phone number is (847) 272-2141. The Plan Commission will need a letter of approval from the Fire Department for any changes to the site plan at least 2 weeks prior to their meeting. Submit copies of the site plan directly to the Fire Department for review and approval; please allow sufficient time for them to review the plans. We would recommend discussions with the Northbrook Fire Department about the space regarding fire code compliance issues.
- You should begin discussions with the Village Engineering Department regarding Village utilities and any other issues they might have. The contact is Bob Phillips (Director of Public Works and Engineering) or Tyler Dickenson both at (847) 317-2490. This property is within the jurisdiction of the Metropolitan Water Reclamation District of Greater Chicago and they could require various approvals. The Deerfield Engineering Department should be able to provide you with a contact at MWRD.

The Plan Commission is a recommending body to the Village Board of Trustees. The Village Board of Trustees has the final decision on the matter. If the Village Board approves the Special Use, an ordinance is prepared by the Village Attorney that goes through a reading at the next Board meeting. In addition to being present at the Board of Trustees meeting where the Plan Commission recommendation is considered, you must also be present at the reading of the ordinance to answer any additional questions that might come up. After the ordinance is approved, a building permit for tenant build out can be turned into the Building Department for review and approval. Review time varies depending on the time of year but in the spring and summer the building review time can run up to eight weeks. Only after the Building Department and Fire Department inspects and approves the tenant space with a certificate of occupancy, is space ready for occupancy.

Due Dates for Plans

2 sets of paper plans and an electronic version are due to staff 3 weeks prior to the meeting date for staff to review and provide you with comments before you run off your plans for the Commissioners. Then 2 sets of plan plans plus an electronic version of the plans are due 2 weeks prior to the meeting dates.

Staff would also recommend sharing your plans with the surrounding tenants in the shopping center through a meeting that can be coordinated with Mid America.

Please provide this list to your development team so they are aware of the submittal requirements.

Note: The plans that get approved by through the Special Use approval process and with the Appearance Review Commission must be constructed and must be reflected on the Building Plans that are turned into the Village's Building Department for a building permit.

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

If you have any questions, please contact us:

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

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

Sincerely,

Jeff Ryckaert
Principal Planner and

Dan Nakahara
Planner II