

**Winnetka Design Review Board/Sign Board of Appeals Meeting Minutes
January 19, 2023**

Members Present:

Kirk Albinson, Chairman
Paul Konstant
Maggie Meiners
Michael Ritter

Members Absent:

Michael Klaskin
Katie Moor
Heather Niehoff

Village Staff:

Ann Klaassen, Assistant Director of Community
Development
Christopher Marx, Associate Planner

Call to Order & Roll Call:

Chairman Albinson called the meeting to order at 7:00 p.m.

Public Comments:

No comments were made at this time.

Approval of Minutes:

a. December 19, 2022, Special Meeting Minutes

Chairman Albinson asked if there were any comments or corrections or for a motion to approve the December 19, 2022, special meeting minutes. A motion was made by Mr. Konstant to approve the December 19, 2022, special meeting minutes. The motion was seconded by Ms. Meiners. A vote was taken and the motion unanimously passed, 4 to 0:

AYES: Albinson, Konstant, Meiners, Ritter

NAYS: None

Continued Applications:

a. Case No. 22-26-DR: 551-553 Chestnut Street - Evereve (Continued from the December 19, 2022, special meeting): Amended applications for a Certificate of Appropriateness and a Sign Permit to allow exterior alterations to the storefront of the existing commercial building. The plans have been amended to reduce the size of the proposed wall sign and alternative exterior building materials have been provided for consideration.

Mr. Marx stated at the December 19, 2022 meeting, the Board issued a Certificate of Appropriateness for the sign permit which was approved with conditions that the applicant would return to a future meeting with alternative material options for the façade exterior surface and a revised sign proposal to reduce the sign width to match the width of the door. He stated a revised sign proposal was submitted and that the Applicant has provided three material alternatives which are on shown on page 6 of the packet. Mr. Marx then asked if there were any questions.

Chairman Albinson first asked if there were any comments from the public. No comments were made at this time.

1 Kari Ihle provided the Board with samples of three different material finishes showing the color and
2 texture and identified option 2 as the limestone option previously discussed and option 3 being a textured
3 marble finish which is in response to the Board's comments. Chairman Albinson asked if the Board had
4 any concerns with regard to the revised sign. No comments were made at this time.

5
6 Chairman Albinson then asked if option 3 required a sealant and Ms. Ihle responded it would not and
7 stated it would be installed vertically. She informed the Board they cleaned their storefronts monthly in
8 terms of maintenance. Ms. Ihle then stated Ryan Nielsen is the general contractor and can answer
9 questions relating to installation. Ms. Meiners questioned the texture of option 3 and Ms. Ihle responded
10 it would vary. Ryan Nielsen stated 12x24 would be a mud set.

11
12 Chairman Albinson asked the Board Members for a straw poll of their preference. The Board Members
13 preferred option 3. Ms. Ihle informed the Board they also preferred option 3. Ms. Meiners stated with
14 regard to option 2, it would be a more conservative selection design-wise although she preferred option
15 3. Ms. Ihle stated it would result in a nice mix between the traditional and existing storefronts without it
16 being a stark difference.

17
18 Chairman Albinson then asked for a recommendation to approve the revised exterior mounted sign and
19 option 3 for the exterior wall finish of Waves 3D Rose Aurora Tile. A motion to approve the request was
20 made by Ms. Meiners as stated by Chairman Albinson. The motion was seconded by Mr. Ritter. A vote
21 was taken and the motion unanimously passed, 4 to 0:

22 AYES: Albinson, Konstant, Meiners, Ritter

23 NAYS: None

24
25 **New Applications:**

26 a. **Case No. 23-01-SU: 310 Green Bay Road - North Shore Country Day School: Certificate of**
27 **Appropriateness to allow renovation of the existing gymnasium and construction of an addition**
28 **consisting of a new gymnasium and multi-purpose space on the school campus at 310 Green Bay Road.**

29 Mr. Marx stated the request is to renovate and expand the gymnasium to accommodate the applicant's
30 current needs. He identified the property's location and stated the request includes demolishing Leicester
31 Hall, the school administration offices, and pool to accommodate the gym addition. Mr. Marx stated the
32 request would require approval of several applications including a special use permit, zoning variations
33 and Certificate of Appropriateness. He also stated the applicant's team is present to answer any questions
34 and identified several aspects of the request addressed in the application. Mr. Marx then asked if there
35 were any questions.

36
37 Mr. Ritter asked if the setback lines would be complied with or would it need a variation. Ms. Klaassen
38 responded while the proposed improvements comply with setback requirements, the variation related to
39 GFA which is a typical variation for an institutional use in a residential area. She added a variation is also
40 needed for height. Chairman Albinson asked if the Board is to issue a Certificate of Appropriateness or
41 provide a recommendation to the Village Council and Ms. Klaassen responded the Board is providing a
42 recommendation to the Village Council.

43
44 Chairman Albinson then asked if there were any questions from the audience. Mark George introduced
45 himself as president of The Music Institute of Chicago which is adjacent to the property and asked for any
46 proposal to do its best to protect their ability to fulfill their mission and livelihood. No additional
47 comments were made at this time. Chairman Albinson then asked for the applicant's presentation.

48

1 Trina Sandschafer introduced herself as Executive VP of Kahler Slater, the architect design firm for the
2 project, and referred the Board to a PowerPoint presentation noting they have worked with North Shore
3 Country Day School for quite a while. She then introduced Tom Flemma, Head of Schools, Cindy Hooper,
4 Director of Operations, her colleagues, Marshall and Ryan, Scott Freres of The Lakota Group, the
5 landscape architect, and Spaceco Inc., the civil engineering company.

6
7 Tom Flemma stated he has been with North Shore Country Day School for seven years and thanked the
8 Village staff for assisting with the application. He stated the school has been in its current location for 104
9 years and identified their mission. Mr. Flemma stated the project is part of their larger strategic plan to
10 bolster wellness, facilities, and curriculum and to provide appropriate spaces for physical education,
11 wellness and fitness classes and scholastic athletic teams as well as to bring the gym up to speed in terms
12 of mobility access, life safety and security. He then asked if there were any questions. No questions were
13 raised at this time.

14
15 Ms. Sandschafer stated they have worked with school administrators, faculty, parents and students, etc.
16 in designing the project as well as meeting with the Village. She described the campus' size and noted the
17 project related to the Mac Gym at the southeast corner with an addition proposed to the south. Ms.
18 Sandschafer identified the gym's existing entrance, the existing pool, Leicester Hall and parking lot as well
19 as the existing building with its white features. She also identified surrounding views of residences and
20 greenspace and their consideration in the project in terms of views. Ms. Sandschafer referred to an
21 illustration of the proposed addition, the existing structures and greenspace as well as site circulation and
22 building entrances. She also referred to code compliant setbacks which would be increased in some areas
23 she identified and then identified the building's current and proposed uses and the proposed addition in
24 detail.

25
26 Ms. Sandschafer noted there would be no change to the gym's roof slope with the new gym matching its
27 slope, which would be 3 feet taller in totality with a lower roofed area which would house screened
28 mechanicals. She then identified the materials to be used which are a gray brick aluminum curtain wall
29 system with white frames extending along the façade face, the lower concrete foundation and double
30 doors. Ms. Sandschafer then identified the east elevation that would be buffered by existing landscape,
31 which would continue along the south side and be protected during construction. She stated the east and
32 west elevation materials would remain the same and identified a brick area which would provide relief.
33 Ms. Sandschafer explained the reasoning behind the window placement with glass near the top and at
34 the corners while being cognizant of the neighbors' privacy.

35
36 Ms. Sandschafer stated there would be no change on the north elevation except for the material color
37 and two new canopies over existing doors. She also stated with regard to the south elevation, she
38 identified the lounge level and egress stair and gym volume which would be screened by landscaping as
39 well as the glass area to maximize the views from inside. Ms. Sandschafer identified the detailed brick in
40 drawing no. 3 as well as the site's aerial view and landscape screening layers. She then identified the view
41 from Church Road/Green Bay Road of the existing and proposed gym and connection space in between.

42
43 Ms. Sandschafer stated they were asked to discuss the curtain wall detail and material selection which
44 consist of those currently on the campus. She identified the brick as a gray velour brick which has a rich
45 texture with the existing brick on the Mac Gym to receive a Sherman Williams gray wash with the existing
46 concrete to have a grout clean finish buffered with landscaping. She identified the standing seam metal
47 roof as having a light gray color and described the storefront curtain wall finish with low-E standard glazing

1 with a gray spandrel. Ms. Sandschafer stated the materials were selected as being appropriate to the
2 campus as well as for residential uses, durability and longevity in terms of maintenance.

3
4 Ms. Sandschafer described the difference between a curtain wall and storefront as being basically the
5 same from the exterior view with the difference being in terms of how they are adhered to the building.
6 She stated the curtain wall goes past the roof and is adhered differently with spandrel glass with a
7 storefront being a system physically connected to the top and bottom slabs. Ms. Sandschafer then
8 referred to the southeast corner landscape layers which helped buffer the building from the neighbors.

9
10 Scott Freres stated aside from the landscape layers, there are two themes built into it, the first of which
11 is to address landscaping from the inside of the building and front entrance. He stated a lot of the glass
12 and permeability related to the focus of the building from the west façade. Mr. Freres identified the first
13 landscaping scheme which included modifications related to the sidewalks and spoke to a lower scale of
14 landscaping which focused on an ornamental mix of native grasses, low junipers with some higher junipers
15 to accent the building. He noted there would be no change to the vegetation and tree canopy on the
16 quadrangle. Mr. Freres identified two trees which would be pruned with the building fitting into the
17 existing landscaping character. He described the landscaping as low maintenance and native based with
18 the green roof element which added screening for a second floor view from the neighbors which
19 addressed the view from the outside in. Mr. Freres stated they discussed concerns with the Elder Lane
20 neighbors and identified the continuous edge of Arbor Vitae with plans to install canopy trees along Elder
21 Lane. He stated there would be another layer of evergreen screening on the campus side due to tree
22 pruning in connection with the overhead power lines as well as Arbor Vitae to be installed from the
23 southeast corner of the parking lot.

24
25 Mr. Freres stated on the southwest corner, in order to keep the light in that area, there would be small
26 landscaping as it turned the corner and identified the two story level of the building which would have
27 two levels of screening including climbing hydrangea and columnar English oak trees along with their size
28 and function. He then stated with regard to the grass area on the Church Road frontage, he identified the
29 landscaping which provided buffering and softened the building base. Mr. Freres added the lawn area
30 would be maintained and that the underwater storm water containment is in that area and identified the
31 range of colors and seasonal interest which are low maintenance durable plant material. He then
32 identified the natives and ornamentals to be used on the north side as well as illustrations of the green
33 roof element and materials and walkway bollard lighting. Ms. Sandschafer then provided additional views
34 of illustrations of the entire campus and asked if there were any questions.

35
36 Chairman Albinson asked if the existing building would be painted with the new building having exposed
37 brick which would not be painted. Ms. Sandschafer confirmed that is correct and provided product
38 samples to the Board for their review. She stated they planned to keep the campus in the same color
39 scheme with gray and white. Ms. Sandschafer noted the existing brick would be painted and informed the
40 Board they received positive comments from the neighbors who were primarily concerned with landscape
41 buffering, lower roof heights, windows and light spillage. Chairman Albinson asked if they considered
42 other brick detailing patterns and Ms. Sandschafer confirmed that is correct and stated it was decided the
43 proposed brick was the best option. She confirmed none of the mechanical elements would be visible and
44 the existing mechanicals on the north side would remain visible although screening would be added.
45 Chairman Albinson questioned the fascia height and if there were any concerns in that regard. Ms.
46 Sandschafer responded they would be well within the manufacturer's guidelines. She also stated all of the
47 glazing would be new and matched throughout the building.

48

1 Ms. Meiners referred to the east elevation and windows and questioned light protocols with regard to
2 the northeast windows. Ms. Sandschafer stated they can perform a light study noting the lights would be
3 on a timer. She also stated they have to meet light requirements in terms of tinting and additional
4 information can be provided to the Board. Ms. Sandschafer added there should be no issues in connection
5 with those walking or driving.

6
7 Chairman Albinson referred to the green roof visible from the neighbors and asked if a visibility study was
8 done. Ms. Sandschafer responded from the building across the quad and for those neighbors down the
9 street, they would have a higher vantage point of view with the green roof providing some relief visually
10 when compared to a standard roof. Ms. Meiners commented the proposal is great. Mr. Konstant stated
11 the proposal is being sympathetic to the neighbors. Chairman Albinson commented it is gorgeous and is
12 a job well done.

13
14 Chairman Albinson then asked if there were any comments from the public. No comments were made at
15 this time. He then asked for a motion as noted on page no. 91. Ms. Meiners moved to approve the
16 Certificate of Appropriateness for the design of the proposed building and site improvements at North
17 Shore Country Day School at 310 Green Bay Road without conditions. Mr. Konstant seconded the motion.
18 A vote was taken and the motion unanimously passed, 4 to 0:

19 AYES: Albinson, Mr. Konstant, Meiners, Mr. Ritter

20 NAYS: None

21
22 **b. Case No. 23-01-DR: 24 Green Bay Road - Memorable, Inc.: Sign Permit to allow the**
23 **installation of a wall sign on the storefront of the property located at 24 Green Bay Road.**

24 Mr. Marx noted the applicant is not present and identified the property's location in the Indian Hill zoning
25 district and zoning classification with the proposal being to install a wall sign to provide identification and
26 business promotion of digitizing consumer media. He identified the sign's font, wording and color and
27 white lettering which is to be located above the main doorway which is code compliant and would be stud
28 mounted with acrylic lettering. Mr. Marx then asked if there were any questions.

29
30 Mr. Ritter questioned the significance of a portion of the logo and Mr. Marx responded it may be part of
31 the applicant's branding and represented word play. He also described the applicant's business. Ms.
32 Meiners stated the request is fine as long as it met the standards.

33
34 Chairman Albinson then asked for a motion. Mr. Ritter moved to approve the application for 24 Green
35 Bay Road as presented. Ms. Meiners seconded the motion. A vote was taken and the motion unanimously
36 passed, 4 to 0:

37 AYES: Albinson, Konstant, Meiners, Ritter

38 NAYS: None

39
40 **Other Business.**

41 **a. February 16, 2023, Meeting – Quorum check.**

42 The Board Members discussed their availability. Chairman Albinson asked the Board Members if they
43 knew of anyone available to fill two vacant Board Member positions.

44
45 **Adjournment:**

46 Chairman Albinson asked for a motion to adjourn. A motion to adjourn was made by Mr. Konstant and
47 seconded by Mr. Ritter. A vote was taken and the motion unanimously passed, 4 to 0:

48 AYES: Albinson, Konstant, Meiners, Ritter

- 1 NAYS: None
- 2 The meeting was adjourned at 8:03 p.m.
- 3
- 4 Respectfully submitted,
- 5
- 6 Antionette Johnson
- 7 Recording Secretary