

**Winnetka Design Review Board/Sign Board of Appeals Meeting Minutes
February 16, 2023**

Members Present:

Katie Moor, Acting Chairperson
Michael Klaskin
Maggie Meiners
Heather Niehoff
Michael Ritter

Members Absent:

Kirk Albinson
Paul Konstant

Village Staff:

Christopher Marx, Associate Planner

Call to Order & Roll Call:

Chairperson Moor called the meeting to order at 7:00 p.m. and took roll call of the Board Members present.

Approval of Minutes:

a. Approval of January 19, 2023 Meeting Minutes.

Chairperson Moor asked if there were any comments or corrections to be made to the January 19, 2023 meeting minutes. No comments were made at this time. She then asked for a motion to approve the January 19, 2023 minutes. A motion to approve the January 19, 2023 minutes was made and seconded. A vote was taken and the motion unanimously passed, 5 to 0:

AYES: Klaskin, Meiners, Moor, Niehoff, Ritter

NAYS: None

New Applications:

a. **Case No. 23-04-DR: 986 Green Bay Road - Selleria Veneta: Sign Permit to allow the installation of window signs on the storefront of the property located at 986 Green Bay Road.**

Mr. Marx stated the request is for a sign permit and identified the property's location in the overlay district in Hubbard Woods, its zoning classification as well as a building description. He described the applicant's business, the request to install three window signs and then referred to Attachment A showing the application materials. Mr. Marx then described the proposed signs' appearance, coloring, font, decal and wording noting the decal is compliant with the sign code. He also noted the signs would be die cut as required by the recent code amendment and explained the reasoning the request did not qualify for administrative approval. Mr. Marx then asked if there were any questions.

Chairperson Moor also asked if there were any questions. Ms. Niehoff asked if the rendering in the application materials is to scale. Mr. Marx confirmed that is correct and stated it identified the decal's location on the window. He then stated the sign representative and applicant can provide clarification in terms of its window placement.

Sissy Romanucci introduced herself as one of the two owners of Selleria Veneta and identified the sign's location on the bigger window with an attempt to maintain the same visual eye from the ground so that they would line up on the street level. She added they would be centered in the middle. No additional questions were raised at this time.

1 Chairperson Moor then asked for a motion to approve the application as submitted. A motion to approve
2 the request as presented was made by Mr. Ritter and seconded by Mr. Klaskin. A vote was taken and the
3 motion unanimously passed, 5 to 0:

4 AYES: Klaskin, Meiners, Moor, Niehoff, Ritter

5 NAYS: None

6
7 **Other Business.**

8 a. March 16, 2023 Meeting – Quorum check.

9 The Board Members discussed their availability.

10
11 **Adjournment:**

12 Chairperson Moor asked for a motion to adjourn. A motion to adjourn was made by Ms. Niehoff and
13 seconded by Mr. Klaskin. A vote was taken and the motion unanimously passed, 5 to 0:

14 AYES: Klaskin, Meiners, Moor, Niehoff, Ritter

15 NAYS: None

16 The meeting was adjourned at 7:10 p.m.

17
18 Respectfully submitted,

19
20 Antionette Johnson

21 Recording Secretary