

**Winnetka Design Review Board/Sign Board of Appeals Meeting Minutes
May 18, 2023**

Members Present:

Katie Moor, Acting Chairperson
Fritz Duda
Paul Konstant
Maggie Meiners
Heather Niehoff

Members Absent:

Michael Ritter

Village Staff:

David Schoon, Director of Community Development
Davorka Kirincic, Building and Code Enforcement Manager

Call to Order & Roll Call:

Mr. Schoon called the meeting to order at 7:15 p.m. and took roll call of the Board Members present. He noted since the Board currently does not have an appointed Chair, he asked for a motion to appoint Ms. Moor Acting Chairperson for the meeting. A motion to nominate Ms. Moor as Acting Chairperson was made and seconded. A vote was taken and the motion unanimously passed, 5 to 0:

AYES: Duda, Konstant, Meiners, Moor, Niehoff

NAYS: None

Public Comments:

Acting Chairperson Moor asked for if there were any public comments. No comments were made at this time.

Approval of April 20, 2023, Regular Meeting Minutes:

Acting Chairperson Moor asked if there were any comments or corrections to be made to the April 20, 2023, meeting minutes or for a motion to approve. A motion to approve the April 20, 2023, meeting minutes was made and seconded. A vote was taken, and the motion unanimously passed, 5 to 0:

AYES: Duda, Konstant, Meiners, Moor, Niehoff

NAYS: None

Continued Applications:

a. **Case No. 22-25-PD: 714-16, 718-732, 736 & 740 Elm Street and 511 & 515 Lincoln Avenue:** This item is not ready for this meeting, and the Board is asked to continue the item to its June 15, 2023, meeting. **One-Winnetka Preliminary Planned Development: Certificate of Appropriateness to allow construction of a new four-story mixed-use building as part of a planned development. The Village Council has final jurisdiction on this request.**

Acting Chairperson Moor noted the applicant asked for the application to be continued to the June 15, 2023, meeting. She then asked for a motion to continue the application to the June 15, 2023, meeting. A motion was made by Mr. Duda to continue the application to the June 15, 2023, meeting and seconded by Mr. Konstant. A vote was taken, and the motion unanimously passed, 5 to 0:

AYES: Duda, Konstant, Meiners, Moor, Niehoff

NAYS: None

b. **Case No. 23-07-DR: 1010 Green Bay Road - Bank of America:** Certificate of Appropriateness to allow installation of new exterior building lighting. This item was continued from the April 20, 2023, Board meeting.

Acting Chairperson Moor stated the applicant submitted an application which was presented at the April 2023 meeting for new exterior lighting. Ms. Kirincic provided a staff presentation to the Board.

Alex Andrup, GMR Engineering, referred to the Board's concerns raised at the previous meeting and described the reasoning for the applicant's request which is a nationwide mandate to meet minimum lighting requirements near ATM machines. He then described three decorative pole lights which are also identified in the materials packet.

1 Mr. Andrup also identified the locations on the building façade and described the amount of illumination the
2 fixtures would provide which he stated can be adjusted. He then asked if there were any questions.

3
4 Acting Chairperson Moor also asked if there were any questions. Mr. Konstant questioned the light's color. Mr.
5 Andrup responded it would be 4,000K in terms of light levels which would be white light and is more standard. Ms.
6 Meiners asked if there was a reason uplighting from the ground was not used for the sign. Mr. Andrup informed
7 the Board that uplighting on the ground near the flagpole would be replaced where there is currently no signage
8 lighting. He explained the reasoning for its use near the flagpole and street. Mr. Andrup also referred to LU-8 for a
9 further explanation noting the three poles would meet the state statute requirements. The Board Members
10 commented on the pole's placements and agreed the presentation is an improvement. Ms. Niehoff asked if a low-
11 level bollard can be used. Mr. Andrup explained the reasoning why bollard lighting would not work. He confirmed
12 there is no other Village-street lighting in the area. Mr. Konstant asked if the northernmost fixture can be moved
13 toward the sidewalk. Member Niehoff asked if the most southerly light fixture along Green Bay Road could be
14 moved more toward the intersection. Mr. Andrup responded they can be moved to the locations suggested by the
15 Board.

16
17 Acting Chairperson Moor asked if there were any other questions. No additional questions were raised at this time.
18 She then asked for a motion to approve the request with the condition that two pole fixtures be moved to the
19 locations suggested by the Board. A motion to issue a Certificate of Appropriateness to approve the request as
20 stated by Acting Chairperson Moor was made by Ms. Niehoff and seconded by Mr. Duda. A vote was taken, and
21 the motion unanimously passed, 5 to 0:

22 AYES: Duda, Konstant, Meiners, Moor, Niehoff

23 NAYS: None

24
25 **New Applications:**

26 a. **Case No. 23-10-DR: 93 Green Bay Road - Tala Coffee: Amendment to a Certificate of Appropriateness to**
27 **allow minor design revisions to the previously approved building facades and to allow the installation of wall**
28 **signs with exterior lighting and door sign on the street frontages of the Subject Property.**

29 Acting Chairperson Moor described the application which included a minor update from the November 2022
30 approval. Ms. Kirincic stated the applicant can further explain the changes made to the application.

31
32 Joanna Tong with Tala Coffee stated the only additions to the application are for a door sign, wall signs and lighting
33 to illuminate the signs as well as aesthetic paint changes for which she provided the details. She also referred to
34 the proposed signs' detail which she commented is unique with a modern feel. Ms. Tong noted it would not be
35 internally illuminated and described how it would be mounted to the building. She also described the proposed
36 exterior changes to the building adding white strips to the blue fascia and having the same blue color on the
37 canopy's column bottom to make it feel that the canopy is part of the building. Ms. Tong then mentioned that old
38 light fixtures are not reusable and provided the BRD with cut sheets for new proposed fascia lighting and asked if
39 there were any questions.

40
41 Acting Chairperson Moor also asked if there were any questions. A Board Member questioned the project's timing.
42 Ms. Tong responded late summer/early fall.

43
44 Acting Chairperson Moor then asked for a motion to approve the application. Mr. Duda moved to issue a
45 Certificate of Appropriateness to approve the application as presented. Mr. Konstant seconded the motion. A vote
46 was taken, and the motion unanimously passed, 5 to 0:

47 AYES: Duda, Konstant, Meiners, Moor, Niehoff

48 NAYS: None

49
50 **June 15, 2023, Meeting – Quorum Check.**

51 The Board Members discussed their availability.

52
53 **Adjournment:**

1 Acting Chairperson Moor asked for a motion to adjourn. A motion to adjourn was made by Mr. Duda and seconded
2 by Ms. Meiners. A vote was taken, and the motion unanimously passed, 5 to 0:
3 AYES: Duda, Konstant, Meiners, Moor, Niehoff
4 NAYS: None
5 The meeting was adjourned at 7:45 p.m.
6
7 Respectfully submitted,
8
9 Antionette Johnson
10 Recording Secretary