

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

**Members Present:**

Katie Moor, Chairperson  
Maggie Meiners  
Heather Niehoff  
Michael Ritter

**Members Absent:**

Fritz Duda  
Paul Konstant

**Village Staff:**

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

**Call to Order & Roll Call:**

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

**Public Comments:**

No comments were made at this time.

**Approval of Minutes:**

a. October 16, 2023 Special Meeting Minutes.

Chairperson Moor asked if there were any comments or corrections or for a motion to approve the October 16, 2023 meeting minutes. A motion was made by Ms. Meiners and seconded by Mr. Ritter. A vote was taken and the motion unanimously passed, 4 to 0:

AYES: Meiners, Moor, Niehoff, Ritter

NAYS: None

Chairperson Moor suggested the agenda be taken out of order and asked for a motion. A motion was made by Mr. Ritter and seconded by several Board Members. A vote was taken and the motion unanimously passed, 4 to 0:

AYES: Meiners, Moor, Niehoff, Ritter

NAYS: None

**New Applications:**

a. **Case No. 23-28-DR: 564 Lincoln Avenue - Compass: Sign Permit to allow face change on existing projecting sign and new window, door, and wall signs on the street frontage of the Subject Property.**

Ms. Kirincic outlined the application and identified the property's location. She explained the ordinance adopted by the Village Council which granted a special use to allow a real estate office to operate in the C-2 overlay district districts with conditions. Ms. Kirincic stated part of the special use requirement is that the applicant needed to provide a sign plan for the vendor and applicant which she identified for the Board and described the proposed blade and window signage. She stated the window, door and wall signage complied with code requirements and explained the reasoning the request could not have received administrative approval due to its location on the window. Ms. Kirincic then referred to the materials the Board is to review in considering the request and asked if there were any questions.

Ms. Meiners asked if the existing projecting blade sign is larger than what is permitted. Ms. Kirincic confirmed that is correct and stated it would measure 48 inches. She noted conforming signage is not allowed to project more than 36 inches and described its height from the street grade and materials. Ms. Kirincic informed the Board the existing sign was previously approved and the application in only proposing a face change.

Chairperson Moor asked for the applicant's presentation. Skip Spanjer of North Shore Sign stated they are also asking for white vinyl to be on the glass' surface. Ms. Kirincic provided further clarification in terms of its placement on the building. Chairperson Moor commented the signs looked nice and asked for the applicant's

reasoning for the preference of the sign to be located on the window's interior. Mr. Spanjer responded vinyl signage on the interior would be shaded by the window's color with it being more difficult to read.

Chairperson Moor asked if there were any other questions. No additional questions were raised at this time. She then asked for a motion to approve the request as presented. A motion to approve the request as presented for 564 Lincoln Avenue was made by Ms. Niehoff and seconded by Mr. Ritter. A vote was taken and the motion unanimously passed, 4 to 0:

AYES: Meiners, Moor, Niehoff, Ritter

NAYS: None

**b. Case No. 23-29-DR: 928 Green Bay Road - Wellyhaus: Sign Permit to allow installation of new storefront window and door signs and a Certificate of Appropriateness to paint the store entrance's alcove ceiling, door, and door trim on the Subject Property.**

Ms. Kirincic described the existing signage for the previous business and identified the storefront, the proposed door and window signage which complied with code requirements. She stated the window and door signs' external application did not allow for administrative approval and a Certificate of Appropriateness request was submitted to repaint the store entrance, door trim and entrance in black as shown in the illustration. Ms. Kirincic then referred to the materials the Board is to review in considering the request and asked if there were any questions. No questions were raised at this time.

Chairperson Moor commented the proposal looked good and asked for a motion to approve the request as submitted. A motion to approve the request as submitted for 928 Green Bay Road was made by Mr. Ritter and seconded by several Board Members. A vote was taken and the motion unanimously passed, 4 to 0:

AYES: Meiners, Moor, Niehoff, Ritter

NAYS: None

**c. Case No. 23-30-DR: 64 Green Bay Road - Aboyer Restaurant: Sign Permit to allow installation of a new wall sign on the Green Bay Road frontage.**

Ms. Kirincic described the additional wall sign to identify and promote the applicant's existing business and identified the two existing signs which are not on street facing elevations. She identified the proposed wall sign's location and stated the first wall sign met the code requirements. Ms. Kirincic then referred to the materials the Board is to review in considering the request and asked if there were any questions.

Ms. Niehoff referred to the signs on the side of the building and previous issues with signs on a blank wall. Ms. Kirincic described the existing details for those signs which have been in that location for a long time with the applicant asking for more exposure. Ms. Niehoff and Chairperson Moor commented the new signage looked nice. Chairperson Moor asked if the existing wall signs would remain. Ms. Kirincic confirmed that is correct. Chairperson Moor suggested all of the signage be more cohesive.

Michael Lebowitz of Aboyer described to the Board how the previous signage in that location which was not visible enough. He confirmed the existing signs are gooseneck illuminated and previously approved and stated the sign on the south elevation may be replaced with duplicate signage. Mr. Lebowitz confirmed all of the lettering would be white on black.

Chairperson Moor asked for a motion to approve the request as presented. A motion to approve the request as presented for 64 Green Bay Road was made by Ms. Niehoff and seconded by Mr. Ritter. A vote was taken and the motion unanimously passed, 4 to 0:

AYES: Meiners, Moor, Niehoff, Ritter

NAYS: None

**d. Case No. 23-31-DR: 594 Green Bay Road - Baird & Warner: Sign Permit to allow replacement of the wall sign, new fabric on an existing awning frame, and awning sign, which would reflect Baird & Warner's new brand identity.**

Ms. Kirincic described the application and identified the proposed awning and signs which are similar to the existing condition. She stated the logo and design would be similar as well as in its placement. Ms. Kirincic stated the fabric color would be black and would also provide identification for the applicant's new branding while describing the wording, logo and lettering. Ms. Kirincic also described the sign's size and lettering and noted the awning signs complied with code requirements. She then stated the application included a wall sign which she described for the Board and which also met sign code requirements. Ms. Kirincic then referred to the materials the Board is to review in considering the request and asked if there were any questions. No questions were raised at this time.

Chairperson Moor asked for a motion to approve the request as submitted. A motion was made by Ms. Meiners to approve the request for 594 Green Bay Road as presented. Ms. Niehoff seconded the motion. A vote was taken and the motion unanimously passed, 4 to 0:

AYES: Meiners, Moor, Niehoff, Ritter

NAYS: None

**e. Case No. 23-32-DR: 907 Green Bay Road - Alexandra Kaehler Design: Sign Permit to allow installation of a new wall sign on the Green Bay Road frontage.**

Ms. Kirincic described the application for a new wall sign and the applicant's business operation and location. She noted the applicant does not have exposure on Green Bay Road and described the proposal for the wall sign and its location, size and wording. Ms. Kirincic stated the proposed wall sign met code requirements and referred to the materials the Board is to review in considering the request and asked if there were any questions.

Chairperson Moor asked if the sign would be brass. Ms. Kirincic confirmed that is correct and noted administrative approval is not allowed for wall signs. No additional questions were raised at this time.

Chairperson Moor asked for a motion to approve the request for 907 Green Bay Road as submitted. A motion was to approve the request as presented was made by Ms. Niehoff and seconded by Mr. Ritter. A vote was taken and the motion unanimously passed, 4 to 0:

AYES: Meiners, Moor, Niehoff, Ritter

NAYS: None

**f. Case No. 23-33-DR: 606 Green Bay Road - Grand Food Center: Sign Permit to allow existing window signs to remain on the storefront elevations and Sign Code Variation to allow existing window signs that (i) exceed 10% of their respective window area, and (ii) are not die-cut and are not limited to individual letters and logos.**

Ms. Kirincic stated the application is to allow existing storefront window signs to remain and described the sign code variation being requested. She stated it was brought to the Village staff's attention that the signs are not in compliance with the code and in working with the applicant, they removed signage that contained photographic features. Ms. Kirincic then referred to the current signage's illustration which she described for the Board that contained black text and a gray background and would be applied externally. She stated the request is being presented to the Board since they are applied externally and exceed 90% of the glass width noting the sign code variation which she explained to the Board. Ms. Kirincic then referred to the materials the Board is to review in considering the request and asked if there were any questions.

Chairperson Moor commented the reasoning behind the request made sense and asked if there were any questions. Mr. Ritter and Ms. Meiners agreed with the comments made. Chairperson Moor asked for a motion to approve the request to allow the existing signage to remain at 606 Green Bay Road. A motion was made by Mr. Ritter to approve the request as submitted. Ms. Niehoff seconded the motion. A vote was taken and the motion unanimously passed, 4 to 0:

AYES: Meiners, Moor, Niehoff, Ritter

NAYS: None

**Continued Applications:**

1       a. **Case No. 23-05-PD: 791 Elm Street - Chase Bank Preliminary Planned Development: Certificate of**  
2 **Appropriateness to allow construction of a new three-story commercial building as part of a planned**  
3 **development. The Village Council has final jurisdiction over this request. This item was continued from the**  
4 **October 16, 2023 Design Review Board meeting.**

5 Mr. Schoon provided the application's background to the Board and the conclusions reached. He stated the matter  
6 was continued to the November 2023 meeting to allow the applicant to respond to the Board's comments. Mr.  
7 Schoon provided a detailed overview of the application's changes and referred to the design guidelines to be  
8 considered as well as summarized how the presentation would proceed. He then asked if there were any  
9 questions. No questions were raised at this time.

10  
11 Chairperson Moor asked for the applicant's presentation. Scott Hurst of Gensler & Associates introduced himself  
12 to the Board and referred to the proposed and revised elevations noting the 45 foot height was reduced with the  
13 bulk of the building being below 45 feet in height. He also stated the materials were changed to brick and  
14 limestone and the windows are now double hung windows. Mr. Hurst stated the window head was changed to 12  
15 feet 3 inches with a limestone sill at the base. He also described specifically how the ground floor windows were  
16 changed and the changes made to the building's bookends, modified limestone articulation and brick above to  
17 provide a different character than the rest of the building as well as other modifications made such as to the  
18 awnings and planter boxes. Mr. Hurst reiterated only the corner elements measured 45 feet in height.

19  
20 Mr. Hurst explained the rationale surrounding the height adjustment for the ground floor windows and ceiling  
21 heights. He referred the Board to an illustration of a bulk comparison of the existing and proposed building and  
22 referred to the datum line of the buildings across the street which were considered. Mr. Hurst explained how they  
23 addressed the building being a significant gateway corner into the central business district and referred to the use  
24 of a smaller scale brick as well as various illustrations of different street views. Mr. Hurst summarized their attempt  
25 to consider the design guidelines, the proposed materials, consideration of surrounding buildings, etc. and asked if  
26 there were any questions. He added they have a material sample board available for the Board's review.

27  
28 Ms. Meiners referred to the side of the building and asked if there are revised windows on that elevation. Mr.  
29 Hurst confirmed that is correct in order to not have a blank façade. Ms. Meiners commented the building is  
30 beautiful and expressed her concern with regard to the brick. She then stated she appreciated the applicant's  
31 attempts to address the Board's comments. Mr. Hurst confirmed there would be visibility into the space and with  
32 regard to the proposed brick, they planned to work a brick detailer to provide a quality project.

33  
34 Mr. Ritter asked if the awnings would be on the southwest corner. Mr. Hurst confirmed that is correct as well as  
35 the northeast corner. He also thanked the applicant for revising the building based on their comments and  
36 commented it is a good looking, high quality building. Ms. Niehoff agreed with the comments made and stated she  
37 appreciated the height change and the presentation in connection with comparisons to the surrounding buildings.  
38 She referred to the corner view and asked if there is a spandrel element between the second and third floors. Mr.  
39 Hurst explained the rationale behind its inclusion. Ms. Niehoff asked the applicant to consider strengthening the  
40 spandrel. Mr. Ritter asked if the ceilings would be wood. Mr. Hurst responded the entire structure would be a  
41 timber structure and the mechanicals would be hidden. Ms. Niehoff asked how much of the ground floor would be  
42 dedicated to bank functions. Mr. Hurst confirmed it would all be bank space similar to what existed today. He then  
43 provided the Board with the window and other material samples. The Board Members discussed their preference  
44 in terms of the brick color and size. Mr. Hurst noted there would be an ornamental fence on the northwest side of  
45 the site to shield the mechanical equipment.

46  
47 Chairperson Moor also thanked the applicant for making revisions to the project to address the Board's concerns.  
48 She then asked if there were any public comments. No comments were made at this time.

49  
50 Chairperson Moor asked for a motion to recommend approval of a Certificate of Appropriateness for the design of  
51 the proposed three story commercial building on the subject property. A motion as stated by Chairperson Moor  
52 was made by Ms. Meiners and seconded by Ms. Niehoff. A vote was taken and the motion unanimously passed:

53 AYES: Meiners, Moor, Niehoff, Ritter

1 NAYS: None

2  
3 **Other Business.**

4 a. December 21, 2023 Meeting – Quorum check.

5 The Board Members discussed their availability.

6  
7 **Adjournment:**

8 Chairperson Moor asked for a motion to adjourn. A motion to adjourn was made by Ms. Meiners and the motion  
9 was seconded. A vote was taken and the motion unanimously passed, 4 to 0:

10 AYES: Meiners, Moor, Niehoff, Ritter

11 NAYS: None

12 The meeting was adjourned at 8:08 p.m.

13  
14 Respectfully submitted,

15  
16 Antionette Johnson

17 Recording Secretary