Minutes adopted January 18, 2024

Winnetka Design Review Board/Sign Board of Appeals Meeting Minutes
December 21, 2023

Members Present:	Katie Moor, Chairperson
	Maggie Meiners
	Heather Niehoff
	Michael Ritter
Members Absent:	Fritz Duda
	Paul Konstant
Village Staff:	Davorka Kirincic, Building and Code Enforcement Manager

Call to Order & Roll Call:
Chairperson Moor called the meeting to order at 7:03 p.m.

Public Comments:
No comments were made at this time.

Approval of Minutes:
Chairperson Moor asked for a motion to approve the November 16, 2023 meeting minutes. A motion was made by Mr. Ritter and seconded by Ms. Meiners. A vote was taken, and the motion unanimously passed, 4 to 0:
AYES: Meiners, Moor, Niehoff, Ritter
NAYS: None

Roll call was taken off the Board Members present.

New Applications:

a. **Case No. 23-34-DR: 30 Green Bay Road - @ Properties: Sign Permit to allow replacement of existing wall signs on Green Bay Road frontage.**
Ms. Kirincic identified the property's location and the applicant, as well as provided a detailed description of the proposed replacement sign. She stated the sign would represent a branding update and is similar to the existing sign. Ms. Kirincic stated the proposed sign code met the standards and asked if there were any questions.

Chairperson Moor also asked if there were any questions. No questions were raised at this time. Chairperson Moor asked for a motion to approve the request as presented. A motion was made by Mr. Ritter and seconded by Ms. Niehoff. A vote was taken, and the motion unanimously passed, 4 to 0:
AYES: Meiners, Moor, Niehoff, Ritter
NAYS: None

Case No. 23-35-DR: 565 Lincoln Avenue - JPMorgan Chase Bank: Sign Permit to allow installation of a door window sign and an awning valance sign.
Ms. Kirincic identified the property's location and existing black awnings approved in 2017, noting the proposal is for a valance sign with their logo along with door and window signage. She stated the proposed signs met the standards with the exception that they would be applied to the door's exterior.

Chairperson Moor asked for the applicant's presentation. Carl Camaluchi, Partner at Taft Law, introduced himself to the Board, who presented the request on the applicant's behalf. Chairperson Moor asked what is the purpose of this location in addition to their other location. Mr. Camaluchi responded it would be a temporary private banking location while the larger location is redeveloped whose services would be consolidated following their other location's development. Ms. Niehoff asked why the request was not approved administratively. Ms. Kirincic explained the reasoning why the application could not be administratively approved.

Ms. Niehoff moved to approve the request as presented. Ms. Meiners seconded the motion. A vote was taken and the motion unanimously passed, 4 to 0:
AYES: Meiners, Moor, Niehoff, Ritter
NAYS: None

Workshop Session.

a. Discussion of Sign Code Amendment regarding window sign requirements for administrative approval.

Chairperson Moor explained the reasoning for the agenda item. Ms. Kirincic referred to the 17 applications presented to the Board since January 2023 for exterior window sign approval and the discussion. She also referred to illustrations and the Board's concerns with regard to maintenance problems relating to exterior sign application, noting there would be code enforcement in terms of maintenance. Ms. Kirincic identified the language to be deleted from the administrative sign code approval. Chairperson Moor stated she had not noticed any issues with the exterior signs' application.

Mr. Ritter asked if there are ways to require enforcement for signs that are peeling. Ms. Kirincic explained sign code enforcement procedures to the Board and compliance and citation requirements. She then stated the Board is to recommend an amendment to the sign code to remove the requirement relating to interior window sign code requirements.

Chairperson Moor asked for a motion. Ms. Niehoff moved to recommend the removal of the wording that signs can only be administratively approved if they are applied on the inside of the glass. Several Board Members seconded the motion. A vote was taken, and the motion unanimously passed, 4 to 0:
AYES: Meiners, Moor, Niehoff, Ritter
NAYS: None

January 18, 2024 Meeting – Quorum Check.

The Board Members discussed their availability.

Adjournment:

Chairperson Moor asked for a motion to adjourn. A motion to adjourn was made by Mr. Ritter and seconded by Ms. Niehoff. A vote was taken, and the motion unanimously passed, 4 to 0:
AYES: Meiners, Moor, Niehoff, Ritter
NAYS: None
The meeting was adjourned at 7:18 p.m.

Respectfully submitted,

Antionette Johnson
Recording Secretary