

**Winnetka Design Review Board/Sign Board of Appeals Meeting Minutes  
January 18, 2024**

**Members Present:**

Maggie Meiners, Acting Chairperson  
Fritz Duda  
Colin Kennedy  
Paul Konstant  
Heather Niehoff  
Michael Ritter

**Members Absent:**

Katie Moor

**Village Staff:**

Davorka Kirincic, Building and Code Enforcement Manager

**Call to Order & Roll Call:**

Chairperson Meiners called the meeting to order at 7:01 p.m. Ms. Kirincic took a roll call of the Board Members present.

**Public Comments:**

No comments were made at this time.

**Approval of Minutes:**

Chairperson Meiners asked for a motion to approve the meeting minutes for December 21, 2023. A motion to approve the December 21, 2023, minutes was made by Mr. Konstant and seconded by Mr. Duda. A vote was taken, and the motion unanimously passed, 6 to 0:

AYES: Duda, Kennedy, Konstant, Meiners, Niehoff, Ritter

NAYS: None

**New Applications:**

**a. Case No. 24-1-DR: 962 Green Bay Road - North Shore Events: Sign Permit to allow a recently installed storefront window sign to remain and to install a new door window sign on the Subject Property.**

Ms. Kirincic provided an explanation of the application to the Board and identified the property's location. She stated the Village Council approved a special use for the applicant's event planning office on December 19, 2023, and identified the storefront window sign installed without a permit, with the applicant requesting approval for a new door window sign. Ms. Kirincic stated that the previously installed door window sign was removed by the applicant, who is proposing a small die-cut individually lettered sign that is code compliant. She then explained why the window sign proposal could not receive administrative approval and was required to be presented to the Board. Ms. Kirincic then asked if there were any questions and noted the applicant could not attend the meeting.

Chairperson Meiners also asked if there were any questions. Mr. Ritter commented the proposal looked good. Ms. Niehoff questioned the prior sign. Ms. Kirincic identified the door window signage which was removed and provided a detailed description of the proposed sign.

Ms. Niehoff moved to approve the request as presented. Mr. Ritter seconded the motion. A vote was taken and the motion unanimously passed, 6 to 0:

AYES: Duda, Kennedy, Konstant, Meiners, Niehoff, Ritter

NAYS: None

**b. Case No. 24-2-DR: 906 A Green Bay Road - Full Circle Fitness: Sign Permit to allow installation of a door window sign and valance sign on the existing awning on the Subject Property.**

Ms. Kirincic provided an explanation of the application to the Board and noted the existing black awnings were approved in 2017. She stated the valance sign would be changed to include the business name and the applicant is asking for approval to allow the text signage to feature the business's name. Ms. Kirincic stated the proposal

1 complied with sign code standards and provided a detailed description of the proposal. She then explained why  
2 the proposal could not receive administrative review and approval. Ms. Kirincic asked if there were any questions.  
3 The applicant stated he had nothing to add to the presentation.  
4

5 Chairperson Meiners also asked if there were any questions. Mr. Ritter commented the proposal looked nice. Mr.  
6 Konstant made a motion to approve the request as presented. Ms. Niehoff seconded the motion. A vote was  
7 taken, and the motion unanimously passed, 6 to 0:

8 AYES: Duda, Kennedy, Konstant, Meiners, Niehoff, Ritter

9 NAYS: None  
10

11 **Other Business.**

12 a. February 15, 2024 Meeting – Quorum Check.

13 The Board Members discussed their availability.  
14

15 **Adjournment:**

16 Mr. Konstant made a motion to adjourn, and Ms. Niehoff seconded the motion. A vote was taken, and the motion  
17 unanimously passed, 6 to 0:

18 AYES: Duda, Kennedy, Konstant, Meiners, Niehoff, Ritter

19 NAYS: None  
20

21 The meeting was adjourned at 7:18 p.m.  
22

23 Respectfully submitted,  
24

25 Antionette Johnson

26 Recording Secretary