Minutes Adopted March 20, 2024

Winnetka Design Review Board/Sign Board of Appeals Meeting Minutes
February 15, 2024

Members Present:	Katie Moor, Chairperson Fritz Duda Colin Kennedy Heather Niehoff Michael Ritter
Members Absent:	Paul Konstant Maggie Meiners
Village Staff:	Ann Klaassen, Assistant Director of Community Development Davorka Kirincic, Building and Code Enforcement Manager

Call to Order & Roll Call:
Chairperson Moor called the meeting to order at 7:05 p.m. Roll call of the Board Members was taken.

Public Comments:
No comments were made at this time.

Approval of Minutes:
Chairperson Moor requested a motion to approve the January 18, 2024, meeting minutes. A motion to approve the January 18, 2024, meeting minutes was made by Mr. Duda and seconded by Mr. Ritter. A vote was taken, and the motion unanimously passed, 5 to 0:
AYES: Duda, Kennedy, Moor, Niehoff, Ritter
NAYS: None

New Applications:

a. **Case No. 24-03-DR: 912 Green Bay Road - Lana Jewelry: A Certificate of Appropriateness and Sign Permit to allow the existing window, door, and projecting signs, as well as the storefront gold vinyl border around all the windows to remain.**

Ms. Kirincic outlined the details of the applicant's request. She referred to site photos and explained the previous wall sign approval the applicant received in March 2023. Ms. Kirincic then described the borders, signage, and logo recently installed without a sign permit. She identified the application's aspects which required the Board's review and approval as opposed to administrative approval. Ms. Kirincic then identified and described the projecting signage that was installed and the aspects that complied with code requirements. She also described the borders installed on the window's interior and required Board approval. Ms. Kirincic then outlined the four factors the Board should consider in approving the Certificate of Appropriateness and asked if there were any questions. No questions were raised at this time.

Chairperson Moor asked for the applicant's presentation. Lana Bramlette introduced herself to the Board and stated that the landlord required them to install the black projecting sign to be consistent with other tenants, which she did not know required Board approval. She then described her business and history to the Board. Ms. Bramlette explained the need for the border to keep people from walking into the glass.

Chairperson Moor asked if there were any questions. No questions were raised at this time. She then asked for a motion. Ms. Niehoff moved to approve the Sign Permit and Certificate of Appropriateness for the request as presented. Mr. Duda and Mr. Kennedy seconded the motion. A vote was taken, and the motion unanimously passed, 5 to 0:
AYES: Duda, Kennedy, Moor, Niehoff, Ritter
NAYS: None

b. **Case No. 24-04-DR: 851 Spruce Street - JPMorgan Chase Bank: A Sign Permit to allow installation of a wall sign.**
Ms. Kirincic provided the proposed wall sign's description to the Board, which would be posted on the Spruce Street elevation. She also described the sign's measurements, which are code compliant, and its lettering, coloring, etc. Ms. Kirincic stated that while the proposed wall sign met the wall sign standards, she referred to its proposed location at 7 feet above the ground and explained that the Design Guidelines recommend 8 feet above the ground but explained that it is not a Sign Code requirement. She then asked if there were any questions. No questions were raised at this time.

Mike Brodin of Olympik Signs introduced himself to the Board and stated he represented the applicant. He noted that the sign would be non-illuminated and would have standard-size lettering.

Chairperson Moor asked for a motion to approve. Mr. Duda moved to approve the request as presented. Mr. Kennedy seconded the motion. A vote was taken, and the motion unanimously passed, 5 to 0:
AYES: Duda, Kennedy, Moor, Niehoff, Ritter
NAYS: None

c. **Case No. 24-01-SU: 1095 Gage Street - Sacred Heart School: A Certificate of Appropriateness to allow improvements to the existing playground located on the north side of the existing school building. The Village Council has final jurisdiction on this request.**
Ms. Klaassen identified the property's location and site photos provided by the applicant. She also identified the basketball hoops to be removed and the play equipment, wood chip surface and asphalt to be removed and replaced. Ms. Klaassen described in detail the proposed development and improvements for the play equipment and the installation of a rubberized play surface, artificial turf field, perimeter fencing replacement and landscape buffer installation. She then referred to the proposed play equipment's renderings and rubberized play surface. Ms. Klaassen stated it is important to note zoning relief as well as an amendment to an existing special use permit are necessary for the proposed improvements with the applicant intending to provide the necessary infiltration system beneath the turf field and rubberized surface in order to receive a 25% impermeable lot coverage allowance which would result in a decrease in the existing nonconforming impermeable lot coverage. She stated the application was presented to the ZBA which voted 6-0 to recommend approval with the Plan Commission scheduled to consider the special use permit at their next meeting on February 28, with all of the recommendations going to the Village Council for final consideration.

Ms. Klaassen referred to the Certificate of Appropriateness considerations for the Board to review. She then stated following the applicant's presentation and Board discussion, she identified the next steps the Board may take on the application noting a draft motion is included on page 47. Ms. Klaassen asked if there were any questions.

Ms. Niehoff asked for the vinyl fence detail which Ms. Klaassen identified in the packet for the Board. No additional questions were raised at this time. Chairperson Moor asked for the applicant's presentation.

Matt Cronin of CVG Architects and Joe D'Aloia of Kimley-Horn introduced themselves to the Board. Mr. Cronin informed the Board several open houses were held for the neighbors to provide feedback which was positive. Chairperson Moor asked for the reasoning for chain link fencing in one area. Mr. Cronin outlined the reasoning in terms of security and visual access. No additional questions were raised at this time.

Chairperson Moor asked for a motion to recommend approval as indicated on page 47. Ms. Niehoff moved to recommend approval of the request as presented. Chairperson Moor first asked for public comment.

Mr. Mickey Archambault, 1120 Merrill Street, stated he lived to the north of the playground and agreed the school and team held open houses which were favorable. He then stated with regard to the way storm water flowed to the north, it was understood rainwater flow would be reconfigured and incorporated into the plan. Mr. Archambault also commented on the proposed fencing material and asked if further input from the neighbors can be included.

Mr. D'Aloia described the portions of the rear that would be reconfigured and confirmed water would be held onsite with the project being an overall improvement for stormwater management. He confirmed water to the neighboring properties would be minimized. Mr. Cronin then outlined the reasoning for the fence material selection which related to maintenance and that the vinyl fence would provide better separation between the playground and the neighbors. He then stated they would be open to discussions with regard to alternative fence designs. Mr. Archambault responded he would be opposed to a straight, vinyl industrial fence in terms of its visual appearance and agreed a wood fence would not be a good solution due to maintenance issues.

Chairperson Moor asked if additional open houses would be held for the neighbors for material selection. Mr. Cronin responded the applicant would be happy to consider it if required. No additional comments were raised at this time.

Chairperson Moor again asked for a motion to recommend approval of the request as presented. Ms. Niehoff moved to recommend approval of the request as indicated on page 47. Mr. Duda seconded the motion. A vote was taken, and the motion unanimously passed, 5 to 0:
AYES: Duda, Kennedy, Moor, Niehoff, Ritter
NAYS: None

Other Business.

a. March 21, 2024, Meeting – Quorum Check.

The Board Members discussed their availability for alternative meeting dates. Ms. Kirincic confirmed that the next meeting would be held on March 20, 2024, due to the Village Council meeting in the Council Chambers on March 21, 2024, due to the election on March 19, 2024, which would otherwise be the regular meeting date of the Village Council.

Adjournment:

Chairperson Moor asked for a motion to adjourn. A motion to adjourn was made by Mr. Duda and seconded by Mr. Ritter. A vote was taken and the motion unanimously passed, 5 to 0:

AYES: Duda, Kennedy, Moor, Niehoff, Ritter

NAYS: None

The meeting was adjourned at 7:40 p.m.

Respectfully submitted,

Antionette Johnson
Recording Secretary