



Village of Winnetka

Design Review Board/Sign Board of Appeals Regular Meeting

April 18, 2024 at 7:00 PM
Winnetka Village Hall Council Chambers
510 Green Bay Road

AGENDA

1. **Call to Order**
2. **Public Comments**
3. **Approval of Minutes**
 - a. March 20, 2024, Special Meeting Minutes
4. **New Applications**
 - a. **Case No. 24-07-DR: 458 Maple Street - Christ Church:** A Certificate of Appropriateness to allow the replacement and expansion of the existing brick patio.
 - b. **Case No. 24-08-DR: 902 Green Bay Road - Lunk + Hancy:** A Sign Permit to allow installation of a wall sign on the Green Bay Road frontage.
5. **Other Business**
 - a. May 16, 2024, Regular Meeting - Quorum Check
6. **Adjournment**

NOTICE

Public comment is permitted on all agenda items at the meeting. If you wish to provide testimony or comments prior to the meeting, you may provide them one of two ways: (1) by sending an email to planning@winnetka.org; or by sending a letter to Community Development, Village of Winnetka, 510 Green Bay Road, Winnetka, IL 60093. All agenda materials are available at www.villageofwinnetka.org/agendacenter.

The Village of Winnetka, in compliance with the Americans with Disabilities Act, requests that persons with disabilities, who require certain accommodations to allow them to observe and/or participate in this meeting or have questions about the accessibility of the meeting or facilities contact the Village ADA Coordinator at 510 Green Bay Road, Winnetka, Illinois 60093, (Telephone (847) 716-3543; T.D.D. (847) 501-6041).

**Winnetka Design Review Board/Sign Board of Appeals Special Meeting Minutes
March 20, 2024**

Members Present:

Katie Moor, Chairperson
Fritz Duda
Colin Kennedy
Maggie Meiners
Michael Ritter

Members Absent:

Paul Konstant
Heather Niehoff

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 7:00 p.m. Ms. Kirincic took roll call of the Board Members present.

Public Comments:

No comments were made at this time.

Approval of Minutes:

Chairperson Moor asked for a motion to approve the February 15, 2024, meeting minutes. A motion to approve the February 15, 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, Meiners, Moor, Ritter

NAYS: None

New Applications:

a. Case No. 24-05-DR: 191 Linden Street - Saints Faith, Hope, and Charity Church: A Certificate of Appropriateness to allow the installation of two new condenser units on the one-story flat rooftop of the church on the southeast corner of the church property.

Ms. Kirincic identified the property's location and zoning classification and provided a summary of the applicant's request for two condenser units to be installed on the church's roof at the southeast corner. She referred to the condenser units' illustrations and positions on various elevations and described the lack of visibility and screening for the condensers. Ms. Kirincic then advised the Board of the items they are to consider with regard to the issuance of a Certificate of Appropriateness and asked if there were any questions.

Chairperson Moor asked where the existing condensers are located. Ms. Kirincic responded they are located in the basement. No additional questions or comments were raised from the Board members, and no public comments were made.

Chairperson Moor then asked for a motion. Ms. Meiners moved to issue a Certificate of Appropriateness for the request as presented. Mr. Duda seconded the motion. A vote was taken and the motion unanimously passed, 5 to 0:

AYES: Duda, Kennedy, Meiners, Moor, Ritter

NAYS: None

b. Case No. 24-06-DR: 586 Lincoln Avenue - United States Postal Service: A Sign Permit to allow installation of a wall sign on the Lincoln Avenue frontage.

Ms. Kirincic identified the property's location and zoning classification and stated the request is for the installation of a wall sign on the Lincoln Avenue frontage as the new post office location. She then referred to storefront elevations and described the proposed sign's wording, placement, design and size which complied with the standards. Ms. Kirincic asked if there were any questions.

Mr. Duda asked why the request could not be administratively approved. Ms. Kirincic explained the reason that the proposed sign required Board approval. No additional questions were raised at this time. There were no public comments on this request.

Chairperson Moor asked for a motion to approve the request. A motion to approve the request 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, Meiners, Moor, Ritter

NAYS: None Duda

c. Case No. 24-02-SU: 1110 Chatfield Road - Hubbard Woods Elementary School: A Certificate of Appropriateness to allow improvements to existing playgrounds. The Village Council has final jurisdiction on this request.

Ms. Klaassen identified the property's location and zoning classification and described the proposed improvements to three play areas she identified. She stated the wood chip play surface in the kindergarten play area would be replaced with poured in place rubberized surfacing with the existing play equipment to remain. Ms. Klaassen then stated the existing synthetic turf in the upper play area would be replaced with new synthetic turf and reconfiguration of the concrete path. She also stated the bridge would be relocated and new play pieces installed along with a new sand box. Ms. Klaassen referred to the overall site illustrations and described in detail the improvements to the west play area. She then explained the site's existing nonconformities and described the proposed landscaping improvements. Ms. Klaassen referred to the addition approved in 2023 with the condition that the applicant install and maintain landscaping to buffer the mechanical and refuse container enclosure which is part of the request being considered by the Board this evening. She then referred to the proposed landscaping plan in the materials as well as proposed play equipment renderings and its coloring.

Ms. Klaassen informed the Board the ZBA recommended approval of the request and the Plan Commission is scheduled to consider the special use request on April 3. She referred to the items the Board is to consider noting there is no one in the public to comment. Ms. Klaassen then stated the Board may wish to make a motion to recommend approval or denial as indicated on page no. 48 of the agenda packet and asked if there were any questions.

Mr. Duda asked if public comment was received at the ZBA meeting. Ms. Klaassen stated Mr. Humphrey, a neighbor to the west, spoke in support of the application and commended the applicant. She noted

1 no written comments were received. Chairperson Moor described the new landscaping plan as more
2 substantial over the existing condition.

3
4 Chairperson Moor then asked for the applicant's presentation. Brad Goldstein, School District 36 CFO
5 and Katherine Talty, the landscape architect, introduced themselves to the Board. Mr. Goldstein
6 described the proposed landscaping plan. Chairperson Moor commented the proposed landscape plan is
7 great. Ms. Talty informed the Board most of the request was prompted between the District and
8 adjacent neighbors to make the playground impact as minimal as possible and also described the
9 increased setback to the neighbors. Mr. Goldstein added the proposed plans were shared with the
10 neighbors who are in full support. The Board Members commented the proposal is nice. No additional
11 comments were made at this time.

12
13 Chairperson Moor asked for a motion to recommend approval. A motion to recommend approval was
14 made by Mr. Kennedy as stated on page no. 48. The motion was seconded by Mr. Ritter. A vote was
15 taken and the motion unanimously passed, 5 to 0:

16 AYES: Duda, Kennedy, Meiners, Moor, Ritter

17 NAYS: None

18
19 **Other Business.**

20 a. April 18, 2024, Meeting – Quorum Check.

21 The Board Members discussed their availability.

22
23 **Adjournment:**

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

26 AYES: Duda, Kennedy, Meiners, Moor, Ritter

27 NAYS: None

28 The meeting was adjourned at 7:26 p.m.

29
30 Respectfully submitted,

31
32 Antionette Johnson
33 Recording Secretary
34



MEMORANDUM VILLAGE OF WINNETKA

COMMUNITY DEVELOPMENT DEPARTMENT

TO: DESIGN REVIEW BOARD
FROM: DAVORKA KIRINCIC, AICP
BUILDING AND CODE ENFORCEMENT MANAGER
DATE: APRIL 18, 2024
SUBJECT: 458 MAPLE STREET - CHRIST CHURCH CONSIDERATION OF
CERTIFICATE OF APPROPRIATENESS FOR PATIO (CASE NO. 24-07-DR)

INTRODUCTION

On April 18, 2024, the Design Review Board (DRB) is scheduled to consider an application submitted by Christ Church ("the Applicant"), as the owner of the property located at 458 Maple Street (the "Subject Property"), to allow the replacement and extension of the existing brick patio on the Subject Property. The Applicant is seeking approval of a Certificate of Appropriateness to allow the proposed changes to the existing patio on the Subject Property.

PROPERTY DESCRIPTION

The Subject Property is generally located on the southwest corner of the intersection of Maple and Oak Streets and contains an existing church. It is located in the R-4 Single-Family Residential District. **Figure 1** identifies the Subject Property, and **Figures 2 and 3** on the following page identify the subject patio's location.

CURRENT REQUEST

The Applicant is seeking approval to replace and extend the existing 240-square-foot brick patio to 700 square feet. This extension will include a knee brick seating wall (8 inches wide and 18" high) and six brick pillars (6 x 6 inches wide and 30 inches high) around the patio, as shown in **Figure 4**. Due to the significant change in grade variance near the RR tracks, the applicant plans to incorporate the use of a 4" wide by 10' channel drain to manage water flow, as highlighted in their design plan.

The Applicant has provided a site plan showing the location, design, and written explanation for the brick paver patio extension with knee brick seating wall around it, all available in the application materials included in Attachment A.

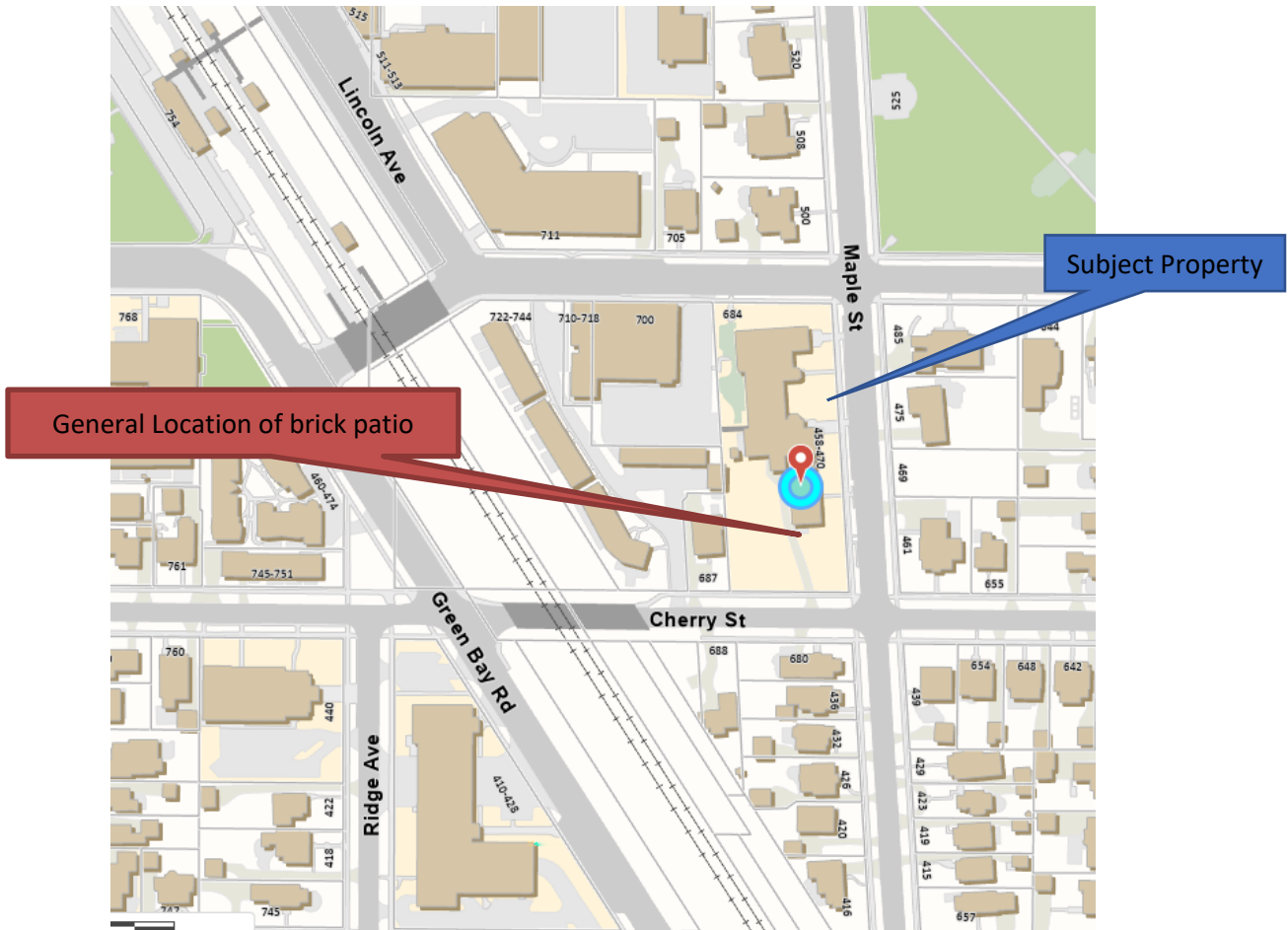
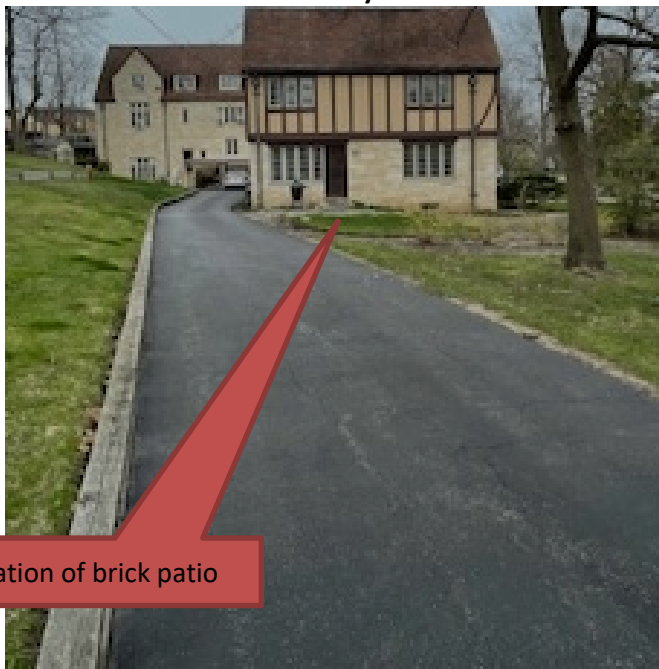


Figure 1 – Subject Property – Location Map

View from Cherry Street



View from Maple Street



Figure 2 – Subject Property –Showing the location of the proposed patio



Figure 3 – Subject Property – Site Plan showing the location of the proposed patio

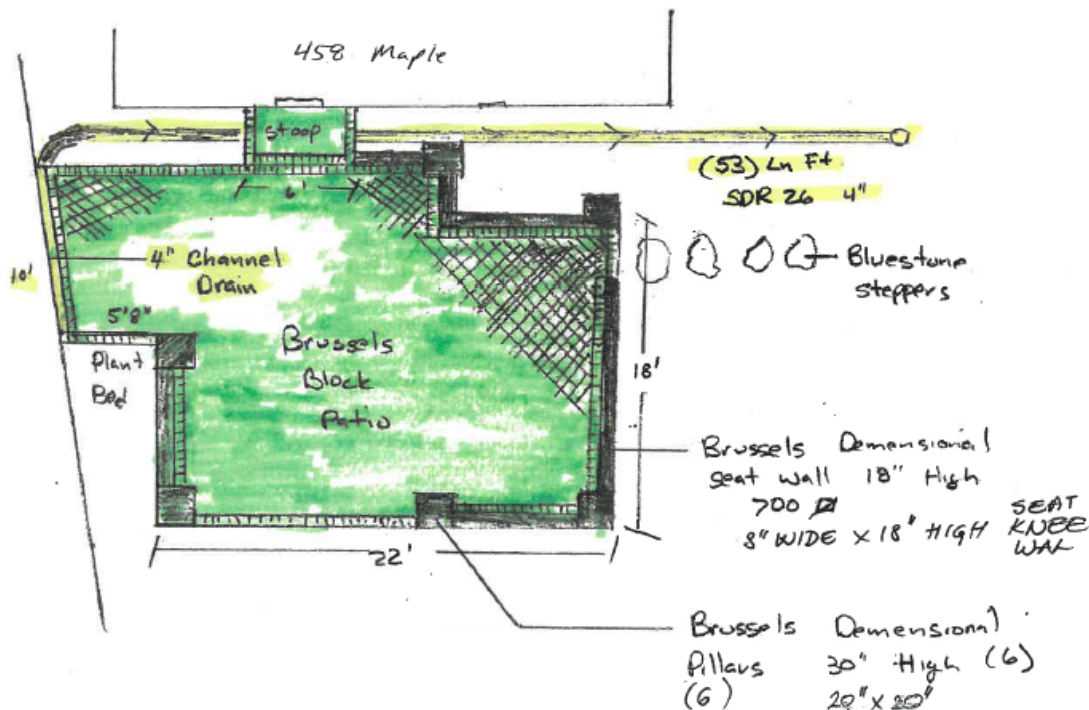


Figure 4 – Subject Property – Design of proposed replacement and extension of the existing patio

CERTIFICATE OF APPROPRIATENESS CONSIDERATIONS

As established by the Village Code, the Design Review Board is to consider the following four (4) factors in determining whether to grant a Certificate of Appropriateness:

“(1) whether the proposed external architectural features and site improvements are appropriate to and compatible with the character of the immediate neighborhood;”

“(2) whether the proposed external architectural features and site improvements are appropriate to and compatible with adopted Village plans for and improvements in the immediate neighborhood, and including both urban design and site arrangement considerations;”

“(3) whether the proposed external architectural features and site improvements are consistent with applicable Village design guidelines and such standards and criteria as may be adopted by the Board; and”

“(4) the probable effect of the proposed external architectural features on the integrity of the immediate vicinity.”

The Board will need to determine if the proposed changes to the existing brick paver patio comply with the above standards.

DESIGN GUIDELINES ANALYSIS

The Design Guidelines provide guidance on the appearance of outdoor spaces in commercial districts. The Guidelines call for the use of occasional first-floor courtyards as an alternative to uninterrupted commercial space/institutional space. Additionally, the Guidelines strongly encourage masonry and stucco materials, which the proposed changes would provide with the use of brick. An excerpt of the Design Guidelines pertaining to the proposed alterations is included as Attachment B.

SUMMARY

The Applicant requests that the DRB find the proposed changes to the existing patio appropriate and compatible with the Design Guidelines and approve them as proposed. Should the DRB approve the Certificate of Appropriateness, the Applicant would first need to obtain an approved Building Permit from the Community Development Department prior to replacing and extending the existing brick paver patio.

ATTACHMENTS

Attachment A: Application Materials

Attachment B: Design Guidelines Excerpt

VILLAGE OF WINNETKA, ILLINOIS
DEPARTMENT OF COMMUNITY DEVELOPMENT

CERTIFICATE OF APPROPRIATENESS APPLICATION

Project Address: 458 Maple St COA2024-207Name of Business(es): Christ Church

Application is hereby made for the following work (please check all that apply):

- ☐ Sign Sign Permit Application attached? ☐
☐ Awning Awning Permit Application attached? ☐
☐ Other (general description) _____

Please provide a detailed description of the proposed work (attach additional information such as material specifications, photographs, etc.): Replace + Extended Brick Paver Patio
w/ seat walls

I/We hereby certify that as _____ (Lessee/Owner) of the property located at _____ (address), I am/we are authorized to submit plans for alterations of the subject property. I/We agree to perform the subject work in accordance with the conditions of approval by the Winnetka Design Review Board as well as all other applicable codes, rules, and regulations of the Village of Winnetka.

SIGNED

PRINTED NAME(S)

ADDRESS

PHONE NO.

EMAIL

Contractor847 344-5940JLBPinc@gmail.com

FOR OFFICE USE ONLY

COA applied for (date): _____

COA Case Number: _____

COA Issued (date): _____

PRIMARY DESIGN FIRM _____

CONTACT NAME _____

ADDRESS _____

PHONE NO. _____

EMAIL _____

MAR 25 2024



J L B P, Inc.

Landscape Contractors

MAR 25 2024

Joseph Samperi
P.O. Box 215
Park Ridge, Illinois 60068

Telephone (847)344-5940
Email: JLBINC@gmail.com

PERMIT APPLICATION COVER FOR CHRIST CHURCH PATIO / DRAINAGE

Village of Winnetka,
Community Development

Attached please find our Brick Paver Patio Design Plan for Christ Church adjacent to the Rectory located at 458 Maple Street. (1/8 scale)

Being so close to the RR Tracks, the land there has a significant change in grade variance. The lawn area to the west of the driveway has an approximate 12–15-foot drop toward the east. As a result, we have incorporated the use of a 4" wide by 10' channel drain to catch the water prior to entering the patio area and redirecting / bypassing it with 4" SDR 26 drainpipe daylighting it with a pop-up style head in the lawn area as shown in our design plan highlighted in yellow.

Property Square Footage taken from on attached ALTA / NSPS Land Title Survey as follows:
All other measurements were taken onsite.

Gross Land: 150.36' x 374.98' =	56,382 Sq.Ft.
Main Church Building (470 Maple St.) =	<11,721>Sq.Ft.
Connecting Building =	<373>Sq.Ft.
Rectory (458 Maple St) =	<2,497>Sq.Ft.
Shed 10.37' x 12.21' =	<127>Sq.Ft.
Driveway onsite measurement =	<2,565>Sq.Ft.
Existing Patio =	<240>Sq.Ft. exist.
Rectory Front walk =	<156>Sq.Ft.
3 Main Church front walks including steps =	<1,416>Sq.Ft.
Existing round paver patio =	<325>Sq.Ft.
Rear Concrete staircase =	<165>Sq.Ft.
Rear Concrete landing off shed =	<463>Sq.Ft.
Proposed New Additional Square footage to existing patio 700 – 240 sq.ft.=	<460>Sq.Ft. new

Total Available Water Permeable Area Remaining After Patio Installation:	35,874 Sq. Ft.
Total Impermeable surfaces percentage after proposed patio installation:	36.4%

MAR 25 2024

ALTA/NSPS LAND TITLE SURVEY

TITLE COMMITMENT:

NO TITLE COMMITMENT WAS PROVIDED FOR THIS SURVEY.

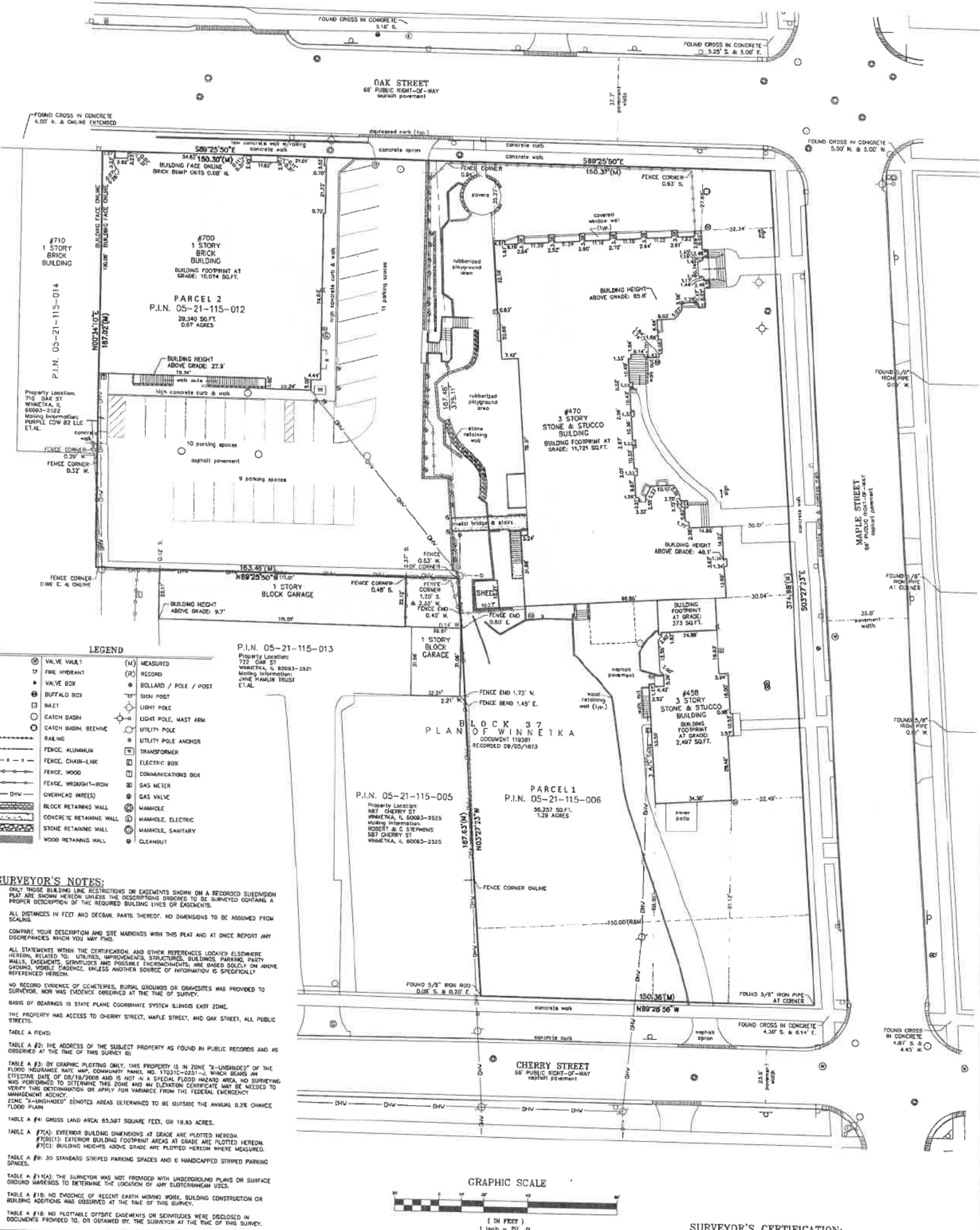
LEGAL DESCRIPTION:

PARCEL 1:
THAT PART OF BLOCK 37 IN WINNETKA, BEING A SUBDIVISION OF THE NORTHEAST QUARTER OF SECTION 20 AND THE NORTH HALF OF FRACTIONAL SECTION 21, TOWNSHIP 42 NORTH, RANGE 13 EAST OF THE THIRD PRINCIPAL MERIDIAN, LYING EASTERLY OF A LINE DRAWN PARALLEL WITH THE WESTERLY LINE OF MAPLE AVENUE AND 150 FEET WESTERLY THEREOF, MEASURED AT RIGHT ANGLES THERETO.

PARCEL 2:
NO LEGAL DESCRIPTION PROVIDED AT TIME OF SURVEY, PARCEL DETERMINED BY ADJOINING PROPERTY DESCRIPTIONS.



VICINITY MAP:
NOT TO SCALE



SURVEYOR'S NOTES:

- ONLY THOSE BUILDING LINE RESTRICTIONS ON EASEMENTS SHOWN ON A RECORDED SUBDIVISION MAP ARE SHOWN HEREON UNLESS THE DESCRIPTIONS ORDERED TO BE SURVEYED CONTAIN A PROPER DESCRIPTION OF THE REQUIRED BUILDING LINES OR EASEMENTS.
- ALL DISTANCES IN FEET AND DECIMAL PARTS THEREOF, NO DIMENSIONS TO BE ASSUMED FROM SCALING.
- COMPARE YOUR DESCRIPTION AND SITE MARKINGS WITH THIS PLAN AND AT ONCE REPORT ANY DISCREPANCIES WHICH YOU MAY FIND.
- ALL STATEMENTS WITHIN THE CERTIFICATION AND OTHER REFERENCES LOCATED ELSEWHERE HEREON, RELATED TO: UTILITIES, IMPROVEMENTS, STRUCTURES, BUILDINGS, PARKING, PARTY WALLS, EASEMENTS, SERVITUDES AND POSSIBLE ENCROACHMENTS, ARE BASED SOLELY ON ABOVE GROUND, VISIBLE EVIDENCE, UNLESS ANOTHER SOURCE OF INFORMATION IS SPECIFICALLY REFERENCED HEREON.
- NO RECORD EVIDENCE OF CEMETRIES, BURIAL GROUNDS OR GRAVESITES WAS PROVIDED TO SURVEYOR, NOR WAS EVIDENCE OBSERVED AT THE TIME OF SURVEY.
- BASIS OF BEARINGS IS STATE PLANE COORDINATE SYSTEM ILLINOIS EAST ZONE.
- THE PROPERTY HAS ACCESS TO CHERRY STREET, MAPLE STREET, AND OAK STREET, ALL PUBLIC STREETS.
- TABLE A REVIS: TABLE A #2: THE ADDRESS OF THE SUBJECT PROPERTY AS FOUND IN PUBLIC RECORDS AND AS OBSERVED AT THE TIME OF THIS SURVEY IS:
TABLE A #3: BY GRAPHIC PLOTTING ONLY, THIS PROPERTY IS IN ZONE "X-UNSHADED" OF THE FLOOD INSURANCE RATE MAP, COMMUNITY PANEL NO. 170315-0201-J, WHICH BEARS AN EFFECTIVE DATE OF 08/19/2008 AND IS NOT IN A SPECIAL FLOOD HAZARD AREA. NO SURVEYING WAS PERFORMED TO DETERMINE THIS ZONE AND AN ELEVATION CERTIFICATE MAY BE NEEDED TO VERIFY THIS DETERMINATION OR APPLY FOR VARIANCE FROM THE FEDERAL EMERGENCY MANAGEMENT AGENCY. ZONE "X-UNSHADED" DENOTES AREAS DETERMINED TO BE OUTSIDE THE ANNUAL 0.2% CHANCE FLOOD PLAIN.
TABLE A #4: GROSS LAND AREA 85,597 SQUARE FEET, OR 19.65 ACRES.
TABLE A #7(A): EXTERIOR BUILDING DIMENSIONS AT GRADE ARE PLOTTED HEREON.
#7(B)(1): EXTERIOR BUILDING FOOTPRINT AREAS AT GRADE ARE PLOTTED HEREON.
#7(C): BUILDING HEIGHTS ABOVE GRADE ARE PLOTTED HEREON WHERE MEASURED.
TABLE A #9: 30 STANDARD STRIPED PARKING SPACES AND 8 HANDICAPPED STRIPED PARKING SPACES.
TABLE A #11(A): THE SURVEYOR WAS NOT PROVIDED WITH UNDERGROUND PLANS OR SURFACE GROUND MARKINGS TO DETERMINE THE LOCATION OF ANY SUBTERRANEAN USES.
TABLE A #16: NO EVIDENCE OF RECENT EARTH MOVING WORK, BUILDING CONSTRUCTION OR BUILDING ADDITIONS WAS OBSERVED AT THE TIME OF THIS SURVEY.
TABLE A #18: NO PLOTTABLE OFFSITE EASEMENTS OR SERVITUDES WERE DECLOSED IN DOCUMENTS PROVIDED TO, OR OBTAINED BY, THE SURVEYOR AT THE TIME OF THIS SURVEY.

ALTA/NSPS LAND TITLE SURVEY
CHRIST CHURCH
470 MAPLE STREET
WINNETKA, ILLINOIS

PROJECT NUMBER
21403

COPYRIGHT AS DATED © I.C. CONSULTING, INC.
0:\0\21\21403\Survey\21403000.dwg

I.C. CONSULTING, INC.
CONSULTING CIVIL ENGINEERS & LAND SURVEYORS

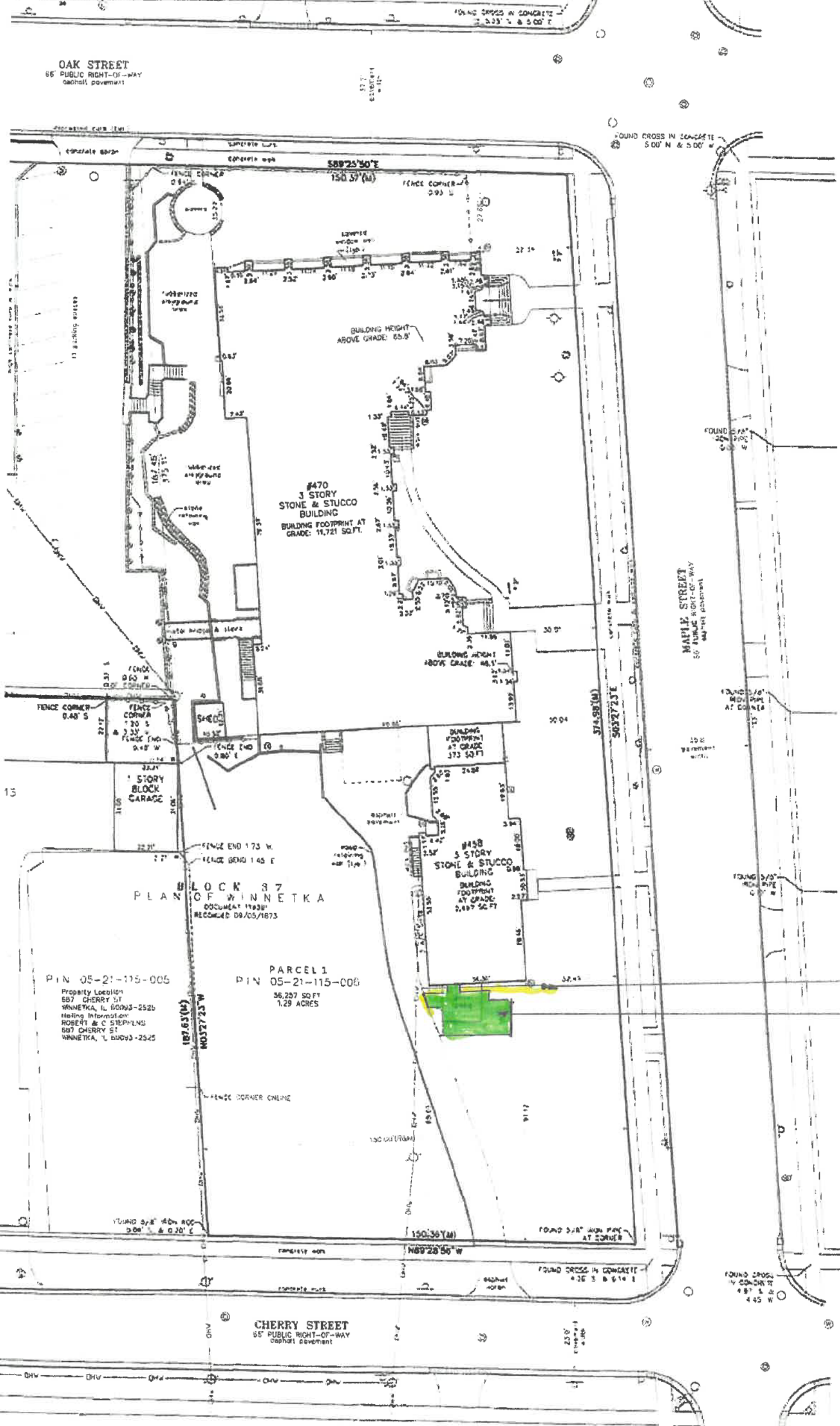
300 MARSHWARD DRIVE WHEELING, ILLINOIS 60090 PH. (847) 215-1133 | FAX (847) 215-1177
1129 MAIN STREET UNION GROVE, WISCONSIN 53182 PH. (262) 878-5200 | ig@icconsulting.net

PREPARED FOR: MYE'SKI ARCHITECTS, INC. SCALE: 1" = 20'
FIELD CREW: D.J. FIELD WORK: 08/09/2021 DRAFTED BY: J.H. CHECKED BY:

FIRM NO. 184-001330

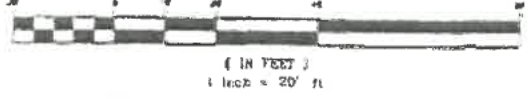
SURVEYOR'S CERTIFICATION:

STATE OF ILLINOIS
COUNTY OF COOK S.S.
This is to certify that this map or plot and the survey on which it is based were made in accordance with the 2016 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes items 1, 2, 3, 4, 7(a), 7(b)(1), 7(c), 8, 9, 11(a), 13, 14, 16, 18, and 19 of Table A thereof. The fieldwork was completed on 08/09/2021.
Date of Plot: 08/16/2021
BY: ILLINOIS PROFESSIONAL LAND SURVEYOR #4687
LICENSE EXPIRES: NOVEMBER 30, 2022



Proposed Channel Drain
Proposed New
Brick Paver Patio
(7' x 10')

GRAPHIC SCALE



SURVEYOR'S CERTIFICATION:

STATE OF ILLINOIS
COUNTY OF COOK
CERTIFIED TO:
This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2018 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes items 1, 2, 3, 4, 7(a), 7(b)(1), 7(c), 8, 9, 11(a), 13, 14, 15, 18, and 19 of Table A hereof. The fieldwork was completed on 08/09/2021.
Date of Plat 08/16/2021
BY: ILLINOIS PROFESSIONAL LAND SURVEYOR #3681
LICENSE EXPIRES: NOVEMBER 30, 2022

IG CONSULTING, INC.
CONSULTING CIVIL ENGINEERS & LAND SURVEYORS
300 MARQUARDT DRIVE WHEELING, ILLINOIS 60090 PH (847) 215-1133 FAX (847) 215-1177
1129 MAIN STREET UNION GROVE, WISCONSIN 53182 PH (262) 878-6200 ig@igconsulting.net

PREPARED FOR	MYEFSKI ARCHITECTS, INC	SCALE: 1" = 20'
FIELD CREW: D.J.	FIELD WORK: 08/08/2021	DRAFTED BY: J.H.
CHECKED BY:		
FIRM NO. 184-001330		



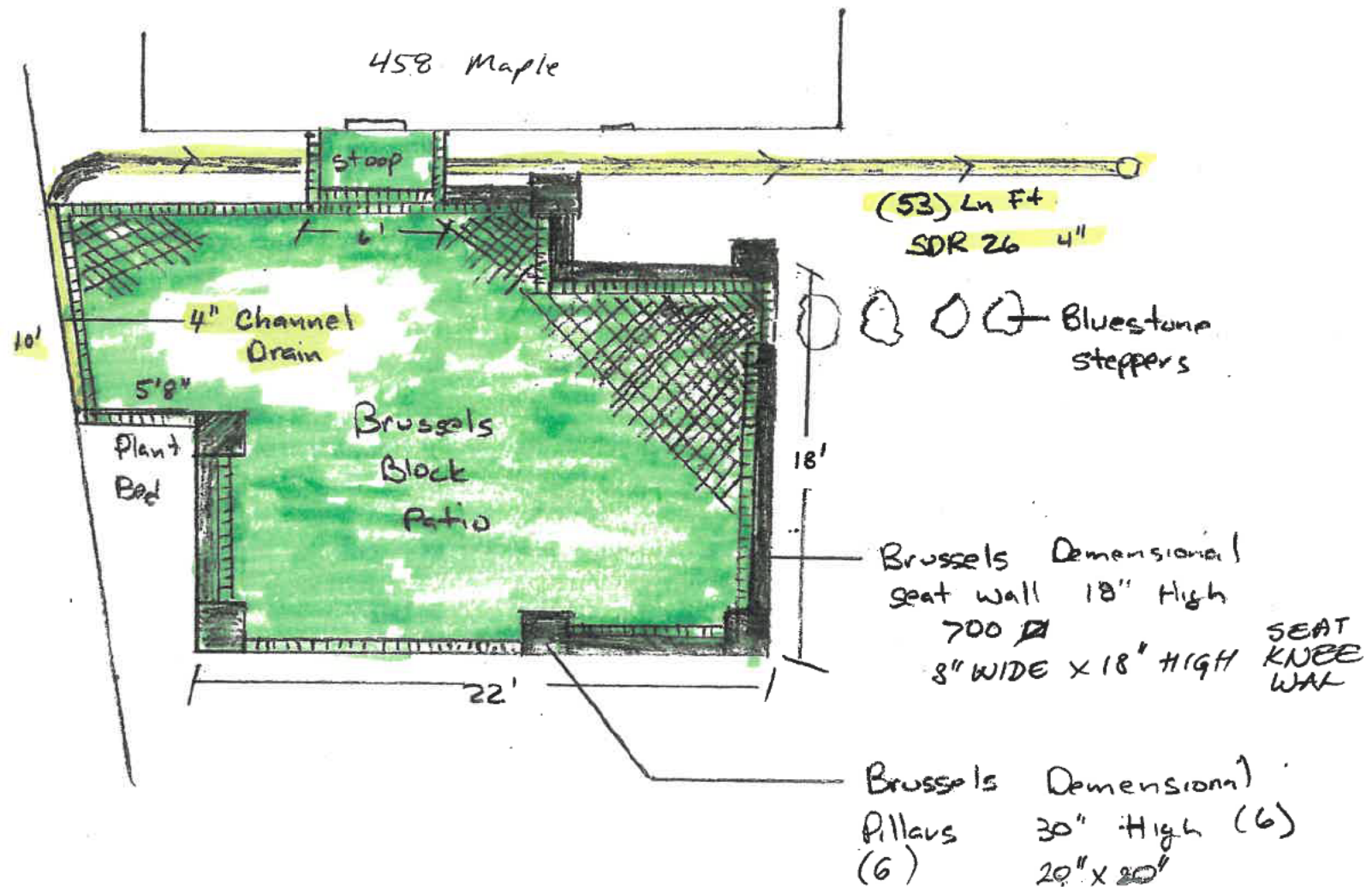
J L B P, Inc.

Landscape Contractors

Joseph Samperi
P.O. Box 215
Park Ridge, Illinois 60068

Telephone (847)344-5940

CHRIST CHURCH BRICK PAVER PATIO DESIGN PLAN Revised 03/15/24



MAR 25 2024

Note: The use of design ideas within this drawing in part or in whole are prohibited without written consent of JLB P, Inc.

Design Guidelines

Building and Architecture

I. Contextual Design

Commercial, mixed-use, institutional and multiple-family development projects should reflect an understanding of the immediate site surroundings and the village-wide character. Contextual design reflects existing features including massing, height, setbacks, proportions, scale, roof forms, materials, articulation, lighting, signs and awnings while creating appropriate architectural design.

The prevalence of the English Tudor style throughout the Village dictates smaller structural bays and massing, limited building heights, variety in roof forms, mix of materials and special attention to detailing and fenestration proportions and patterns. It is not the intent of these guidelines to recreate traditional architectural styles that do not allow for contemporary architectural designs or materials, but to provide a framework within which good design can flourish in context and enhance the existing Village character.

II. Uses

The three districts have a mix of uses that includes commercial, mixed-use, institutional and multiple-family facilities.

Exclusively commercial buildings make up a small percentage of the structures within the districts. They are typically single-story buildings that house a single retailer with on street frontage and a large expanse of storefront. These buildings are strongly horizontal with large sign bands and varying stylistic detailing.

Most buildings in the commercial districts are mixed-use. The architectural designs are based on a traditional two-part structure with retail on the ground floor and offices or residences above. The facades clearly separate the two uses through changes in materials and wall plane as well as changes in fenestration, with large glass storefronts on the street level and punched windows above creating a hierarchy of public versus private spaces. In select locations, where large or awkward site geometry suggest, alternatives to the existing mixed-uses may encourage the use of first floor courtyards or pedestrian ways instead of uninterrupted commercial space.

Institutional buildings include a wide variety of building types and uses such as civic buildings (Village Hall), schools, libraries, churches, recreational facilities and utilitarian public works facilities. Most institutional structures located within the Elm Street District are designed in the Classical Revival, Contemporary or Georgian styles. Most schools and churches are located within residential neighborhoods. Typically, institutional structures are freestanding and larger in scale as they represent unique aspects of community life: governmental, religious and educational. The design of institutional buildings, whether new or an alteration to an existing building, should reflect the context of their immediate surroundings and respect the existing neighborhood while identifying their function.

2. Screening

For at-grade equipment screening, see Sections IX.a (p.26), X.c.9 (p. 33), and XI.d.5 (p.57).

Mechanical equipment located at grade should be screened from view with a fence or wall that is constructed of the same materials as the adjacent building. Rooftop equipment that cannot be located out of view should be screened by walls constructed of materials sympathetic to those of the primary facade.

VIII. Materials

Building materials throughout the districts consist primarily of masonry and stucco. The existing buildings currently have a good palette of colors, textures and material mixes from which new materials should be selected. The masonry palette consists of wirecut, smooth and textured modular brick and rough-face and dressed limestone veneer. Rough-faced limestone should be limited to accent or base pieces only. The brick color palette should be restricted to those present in the district but can vary in color from reds to yellows and have varying levels of iron spotting. Pink or orange brick is not allowed.

English Tudor buildings obtain some of their character from the mix of materials used in the upper floors. Creative use of material combinations is encouraged to break up the massing. The number of facade colors should be minimized to maintain unified districts – white and cream stucco with reds and browns, emphasizing earth tones and eliminating saturated colors.

Commercial and Mixed Use: **Acceptable materials include modular brick, rough-faced or dressed limestone and exterior grade stucco with wood trim.** Wood, aluminum or vinyl siding, metals, rough/random lannon stone, concrete block (split face or smooth) and glassblock are not acceptable materials. EIFS may be allowed if the location is limited to the second floor facades or higher and the finish and articulation are acceptable. The finish of the EIFS must resemble exterior grade stucco of the historic English Tudor buildings in the Village.

Institutional: Institutional buildings are encouraged to have monochromatic material selection such as modular brick, or rough-faced or dressed stone. Wood, aluminum or vinyl siding, metals, rough/random lannon stone, concrete block (split-face or smooth) and glassblock are not acceptable materials. EIFS may be allowed if the location is limited to the second floor facades or higher on secondary facades only and the finish and articulation are acceptable. The finish of the EIFS must resemble exterior grade stucco of the historic English Tudor buildings in the Village.

Multiple-Family Residential: Acceptable material for multiple-family structures includes modular brick, limited areas of dressed limestone, and exterior grade stucco with wood trim. Wood siding is allowed on secondary facades on upper floors only. Aluminum or vinyl siding, metals, rough/ random lannon stone, concrete block (split face or smooth) and glassblock are not acceptable materials. EIFS may be allowed if the location is limited to the second floor facades or higher and the finish and articulation are acceptable. The finish of



MEMORANDUM VILLAGE OF WINNETKA

COMMUNITY DEVELOPMENT DEPARTMENT

TO: DESIGN REVIEW BOARD
FROM: DAVORKA KIRINCIC, AICP
BUILDING AND CODE ENFORCEMENT MANAGER
DATE: APRIL 18, 2024
SUBJECT: 902 GREEN BAY ROAD - LUNK + HANCY - WALL SIGN PERMIT
(CASE NO. 24-08-DR)

INTRODUCTION

On April 18, 2024, the Design Review Board (DRB) is scheduled to consider a sign permit application submitted by *Lunk + Hancy* (the "Applicant"), the current lessee of the commercial space located at 902 Green Bay Road (the "Subject Property"), to allow the installation of a wall sign on the Green Bay Road frontage of the Subject Property.

The Subject Property is located west of Green Bay Road between Spruce and Pine Street in the West Elm Business District. It is zoned C-2 General Retail Commercial. **Figures 1** below and **2** on the following page identify the Subject Property, and **Figure 3** identifies the proposed wall sign's location on the building's exterior facade.

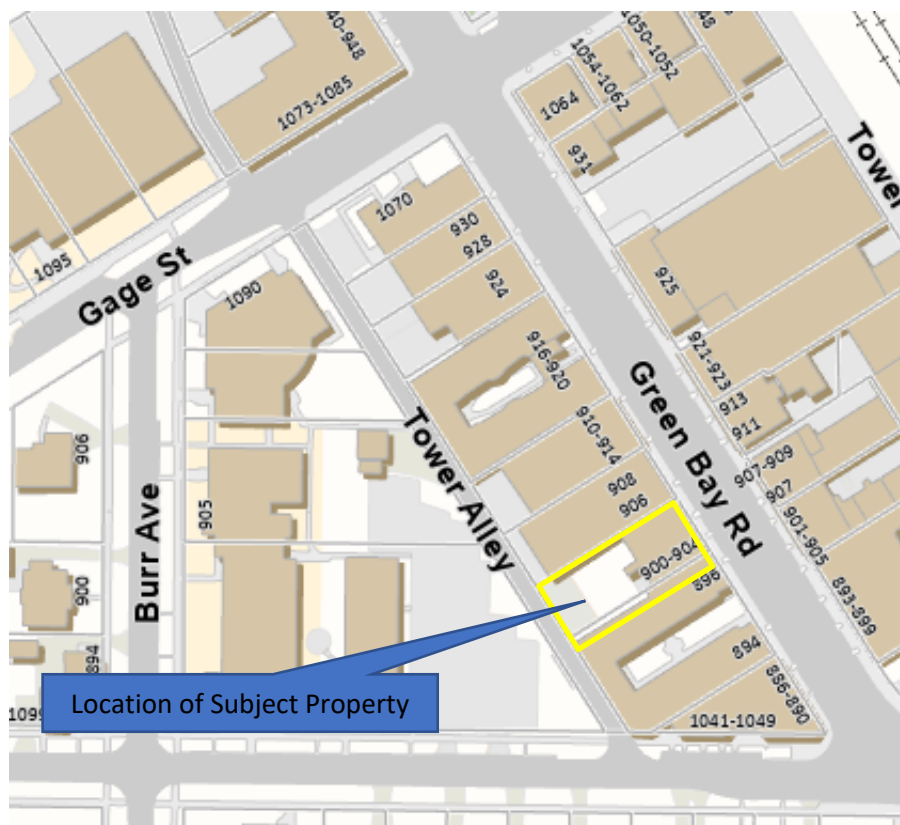


Figure 1 – Subject Property – Location Map

Location of Lunk + Hancy Storefront



**Figure 2 – Subject Property
Lunk + Hancy – Storefront Location**

CURRENT REQUEST

The Applicant seeks approval for a new wall sign to identify and promote their new business location at the Subject Property. The proposed wall sign will feature the business' name, as shown in the illustration below.

Proposed wall sign is:

- Aluminum letters in *Sundan* yellow color (not too bright, but leans toward orange);
- Letters will be individually pin-mounted to the wall;
- *Futura* font letters stating “Lunk + Hancy” in two rows;
- Letters 10 inches in height and projecting a maximum of ¼ inches from the wall;
- Located on the Green Bay Road exterior wall on the sign band above the storefront window;
- Approximately 4.43 square feet of sign area, and
- 11.0 feet above grade.

Location of the Proposed Wall Sign



Proposed Wall Sign on the Green Bay Road Frontage

A copy of the Applicant's application materials is included in **Attachment A**.

SIGN CODE ANALYSIS

Section 15.60.120 of the Village Sign Code establishes commercial district wall sign standards.

Wall sign standards

- Sign may only contain the business name, a three-word generic description of the types of products or services offered, and the occupant's logo or trademark;
- Sign may not exceed 70 square feet in area;
- Shall be placed substantially parallel to the surface of the wall;
- Shall not be located above the second-floor windowsill level and shall not be higher than fourteen (14) feet above grade if there is no second-floor window sill; and
- For a building that contains more than one type of sign (e.g. wall, window, awning, etc.), the total sign area for all signs shall not exceed 15% of the street exposure.

The proposed wall sign meets all the above standards for wall signs.

DESIGN GUIDELINES ANALYSIS

When reviewing the design of any signs, the Board is to consider the following standards and criteria of Section 15.60.150(F) of the Sign Code.

- F. Standards and Criteria for Issuance. The following factors and characteristics relating to the safety and appearance of signage shall govern the Board's evaluation of design submittals:*
- 1. The sign area shall be in proportion and scale to the building or to other buildings or signs in the surrounding area;*
 - 2. A signage package for a business establishment that includes a number of signs and graphics shall have an overall plan that demonstrates the compatibility of the design and colors of all the signs that are part of that package;*
 - 3. The amount of text and graphics contained in or on any sign or group of signs shall be limited so that it results in a clear and readable design;*
 - 4. Signs and graphics shall have a harmonious relationship with nearby signs, buildings, and the neighborhood and shall be designed not to affect adjacent structures adversely. In this respect, the sign shall relate to its building, structure, and neighborhood in terms of size, shape, material, color, texture, lettering, location, arrangement, lighting, and the like;*
 - 5. Colors shall be used with restraint; excessive brightness shall be avoided; and*
 - 6. The additional provisions of this chapter, as specified in this chapter, shall be part of the criteria of the design review process.*

The Board should also consider the Village Design Guidelines to approve the proposed signage. The Village's Design Guidelines provide guidance on the design and appropriate placement of wall signs. **See Attachment B.**

- *The sign should harmonize with the building and reflect the character of the building style;*
- *Sign Materials should be limited to painted wood, canvas, architectural glass, and metal;*

- *Sign color must harmonize with the building upon which it is mounted and adjacent structures;*
- *The height of the sign is restricted to 75% of the sign band or 14 inches – whichever is less;*
- *Sign should be located at least 8 feet above grade, but no more than 15 feet above grade, with a height measurement of no more than 14 inches; and*
- *Sign should be externally illuminated or highlighted where possible.*

SUMMARY

The Applicant requests that the DRB find the proposed wall sign appropriate and compatible with the Design Guidelines and approve the Sign Permit as submitted. Should the DRB find the proposed improvements to be appropriate, the Applicant would first need to receive the approved sign permit from the Community Development Department prior to the installation of the signs.

ATTACHMENTS

Attachment A: Application Materials

Attachment B: Design Guidelines Excerpt

ATTACHMENT A

Village of Winnetka
SIGN PERMIT APPLICATION

VILLAGE OF WINNETKA, ILLINOIS

DEPARTMENT OF COMMUNITY DEVELOPMENT

SIGN PERMIT APPLICATION

MAR 29 2024

Tenant/Lessee

Name of Business Lunk + Hancy		Primary contact name Victoria Battles		Phone No. [REDACTED]
Street Address 902 Green Bay Rd				
City Winnetka	State IL	Zip Code 60093	Email [REDACTED]	

Sign Company

Name of Sign Company American Sign Letters		Primary contact name Contact@AmericanSignL		Phone No. 1-877-704-5170
Street Address 10045 102nd Terrace				
City Sebastian	State FL	Zip Code 32958	Email Contact@AmericanSignLetters.com	

Property Owner

Name of Company John Losinske		Primary contact name Alloah Losinske		Phone No. N/A
Street Address: PO Box 324				
City Wilmette	State IL	Zip Code 60091	Email N/A	

Sign type(s):
(check all that apply)

☐ window graphics
 ☒ wall-mounted sign
 ☐ ground-mounted sign
 ☐ projecting sign
 ☐ other _____

Additional description of sign type and materials 10" height Aluminum letters that are 1/4" thick with brick into the brick facade, approx 10" above window. Color selected for aluminum letters is Sundance yellow that is not too bright, but leans toward orange. Letters will not project beyond the 1/4" thickness of a font called Futura. Clean and simple lines. The entire sign once installed should be a

SBC 2024-278

OFFICE USE ONLY: PERMIT FEE (\$80/\$195 per sign) _____

CONDITIONS OF APPROVAL: _____



Lunk+
Hancy

FOR RENT
Realty Advisors North
847.480.5500
TERRY A. MAX
847-361-3886

d. Building Signage

Commercial signs should reflect the character of the building style, while expressing each store's individuality. There are several prominent sign styles that are appropriate to Winnetka: surface mounted, pin-mounted, interior, decal and projecting blade signs. Sign materials are limited to painted wood, canvas, architectural glass and metal. Sign color must harmonize with the building upon which it is mounted and adjacent structures. Lettering color can be unique to the image of the retailer/user. Metal sign and plaque material such as brushed bronze, antique bronze, aluminum, stainless steel and painted cast iron or similarly appearing materials are preferred. Highly reflective metallic signs are not allowed. Signs should be lit by marquee or spot lighting; neon lighting is not permitted. Spot lighting should be minimal and unobtrusive and, per the Village Code, the source of illumination shall not be visible from any street, sidewalk or dwelling. Simplified industrial light fixtures are not permitted. Contextual solutions are recommended. The majority of the signs will be mounted within the building's sign band, defined as the wall area located above the ground floor storefront opening and below the second floor windowsill, and is located a minimum of 8'-0" above grade and a maximum of 15'-0" above grade. (MC-01-2023, amended, 01/17/2023)

Signs must comply with the general provisions of the Winnetka Sign Ordinance as well as design provisions contained within these Design Guidelines.

1. Surface mounted commercial signs are either fabricated from painted wood or cast metal plaques and are to be mounted within the sign band or within the storefront transom. The height of the sign is restricted to 75% of the area of the sign band or 14 inches - whichever is less. The sign band of a building consists of the area located above the ground floor storefront opening and below the second floor windowsill, and is located a minimum of 8'-0" and a maximum of 15'-0" above grade. Refer to figures 28, 29, and 30 for location. Surface mounted or pin-mounted signs are not permitted on secondary elevations without a defined sign band.
2. Pin-mounted commercial signs consist of reverse channel, cast metal and flat cut metal letters mounted above the storefront in the masonry sign band or suspended in front of the storefront at the transom or recessed entry. The size of the lettering is restricted so that the height of the letters does not exceed 75% of the height of the sign band or 14 inches - whichever is less. The length of the lettering is to be contained within 75% of the length of the sign band. (See figure 38)



Figure 38

3. Projecting blade commercial signs can be round, square or vertical, mounted from the face of the building at the second floor level between the windows or at the head of the storefront and are oriented to pedestrian scale. The signs are to be mounted on fixed hardware; no swinging or chain-mounted signs are allowed. The dimensions of the sign are not to exceed 6 square feet (36" high and 24" deep) (See figure 41). If illuminated, the signs should be lit with an unobtrusive light source.

*Figure 39 & 40
MC-01-2023, Removed, 01/17/2023*



Figure 41

4. Incidental wall signs such as building management identification and directory signs should be integrated into a single sign and be constructed of brushed bronze, antique bronze or painted cast iron. Such signs should not be placed on the prominent street front facade and should be directed to public residential entries (MC-01-2023, amended, 01/17/2023)