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

<u>Members Present</u>:	Katie Moor, Chairperson Fritz Duda Colin Kennedy Maggie Meiners Michael Ritter
<u>Members Absent</u>:	Paul Konstant Heather Niehoff
<u>Village Staff</u>:	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 a 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 no written comments were received. Chairperson Moor described the new landscaping plan as more substantial over the existing condition.

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

Chairperson Moor asked for a motion to recommend approval. A motion to recommend approval was made by Mr. Kennedy as stated on page no. 48. The motion was seconded by Mr. Ritter. A vote was taken and the motion unanimously passed, 5 to 0:
AYES: Duda, Kennedy, Meiners, Moor, Ritter
NAYS: None

Other Business.

a. April 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. Duda and seconded by Mr. Kennedy. A vote was taken, and the motion unanimously passed, 5 to 0:
AYES: Duda, Kennedy, Meiners, Moor, Ritter
NAYS: None
The meeting was adjourned at 7:26 p.m.

Respectfully submitted,

Antionette Johnson
Recording Secretary