

**Winnetka Design Review Board/Sign Board of Appeals Meeting Minutes
May 16, 2024**

Members Present:

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

Members Absent:

None

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 if there were any comments or corrections or for a motion to approve the April 18, 2024, meeting minutes. A motion to approve the April 18, 2024, meeting 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, Konstant, Meiners, Moor, Niehoff, Ritter

NAYS: None

Continued Applications:

a. **Case No. 24-08-DR: 902 Green Bay Road - Lunk + Hancy: Sign Permit to allow the installation of a wall sign on the Green Bay Road frontage. This item was continued from the April 18, 2024, Design Review Board meeting.**

Ms. Kirincic stated the proposal is the same as was presented at the April 2024 meeting. She also stated photos were taken from Green Bay Road to show how the sign would fit in and the applicant would provide a sample to the Board for their review.

The applicant, Victoria Battles, referred to the Board's concern that the proposed sign would not fit in. She confirmed the neighboring commercial space next door has been vacant for 8 years and indicated they may be able to have the landlord remove the existing awning which would result in a uniform brick building to help the aesthetic. Ms. Battles informed the Board the proposed sign would be relatively small although the color is unorthodox and located behind foliage. She stated while she initially considered installing an awning, she wanted to maximize the natural light into the art gallery and asked for the Board's comments. She then provided a material sample to the Board for their review.

Mr. Duda questioned whether a request can be made for the landlord to remove the awning. Ms. Kirincic stated in terms of code enforcement, the Village can request the awning be repaired or removed. Chairperson Moor commented that she liked the awning. Mr. Konstant referred to Ms. Battles' comments relating to light coming into the gallery. Ms. Meiners referred to the area as being the design district and described the proposal as tasteful.

Chairperson Moor asked for a motion. A motion to approve the request as presented was made by Mr. Konstant and seconded by Mr. Ritter. A vote was taken, and the motion unanimously passed, 6 to 0:

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

NAYS: None

At this time, member Kennedy arrived at the meeting.

New Applications:

a. **Case No. 24-13-SU: 1155 Oak Street - Winnetka Public School Nursery: Certificate of Appropriateness to allow improvements to the existing playground located on the west side of The Skokie School and utilized by Winnetka Public School Nursery. The Village Council has final jurisdiction on this request.**

Ms. Klaassen identified the property's location, playground and zoning classification, noting the request is to replace existing equipment. She also referred to the play surface replacement with the same materials – mulch and sand. Ms. Klaassen then referred to the applicant's renderings and stated the request also includes two shed replacements in an area she identified along with a pergola to be repaired and reduced in size. She also identified the mulch play area and sand in an illustration as well as the existing fence to remain. Ms. Klaassen identified the proposed landscape plan and explained the existing nonconforming zoning conditions. She stated the Plan Commission and ZBA would consider the request at their upcoming meetings and referred to the Certificate of Appropriateness considerations the Board is to consider. Ms. Klaassen stated draft recommendations are included on page nos. 22 and 23 of the agenda packet and noted no public comment was received. She then asked if there were any questions.

Ms. Niehoff asked if the proposal was presented to the owner, District 36. Ms. Klaassen confirmed that was and written consent was received from District 36. No additional questions were raised at this time. The Board Members commented that the proposal is great.

Chairperson Moor then asked for a motion to recommend approval. A motion to recommend approval of the Certificate of Appropriateness as indicated on page 22 of the agenda packet was made by Ms. Niehoff and seconded by Mr. Ritter. A vote was taken, and the motion unanimously passed, 7 to 0:

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

NAYS: None

Mr. Duda asked if there is a way to simplify the application process to make it easier to delegate certain requests to the Village staff for approval. The Board Members discussed revisiting the issue after re-reading the Design Guidelines. Ms. Klaassen provided a summary of instances where administrative approval is allowed and of those matters requiring Board approval. Ms. Meiners suggested the Board hold another workshop to go over the Design Guidelines.

Other Business.

a. June 20, 2024, Meeting – Quorum Check.

1 The Board Members discussed their availability.
2

3 **Adjournment:**

4 Chairperson Moor asked for a motion to adjourn. A motion to adjourn was made by Mr. Ritter and
5 seconded by Mr. Duda. A vote was taken, and the motion unanimously passed, 7 to 0:

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

7 NAYS: None
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9 The meeting was adjourned at 7:26 p.m.
10

11 Respectfully submitted,
12

13 Antionette Johnson

14 Recording Secretary
15