



Village of Winnetka

Design Review Board/Sign Board of Appeals Regular Meeting

August 15, 2024 at 7:00 PM
Police Department Classroom
410 Green Bay Road

AGENDA

1. **Call to Order**
2. **Public Comments**
3. **Approval of Minutes**
 - a. July 18, 2024, Regular Meeting Minutes
4. **Continued Applications**
 - a. **Case No. 24-14-SU: Grace Presbyterian Church of the North Shore (440 Ridge Avenue):** A Certificate of Appropriateness to allow construction of additions and site improvements to Grace Presbyterian Church of the North Shore. The Village Council has final jurisdiction on this request. *This item was continued from the June 20, 2024, and July 18, 2024, Design Review Board meetings. The Applicant is requesting this item be continued to the September 19, 2024, Design Review Board meeting.*
5. **New Applications**
 - a. **Case No. 24-13-DR: 103 High Street:** A Certificate of Appropriateness to allow replacement of a portion of an existing wood fence with a new fence, along with landscape alterations.
 - b. **Case No. 24-14-DR: 894 Green Bay Road - Hewn Bakery:** A Sign Permit to allow installation of a projecting blade sign on the Green Bay Road frontage.
6. **Other Business**
 - a. September 19, 2024, Regular Meeting - Quorum Check
7. **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 Meeting Minutes
July 18, 2024**

Members Present:

Katie Moor, Chairperson
Fritz Duda
Maggie Meiners
Heather Niehoff

Members Absent:

Colin Kennedy
Paul Konstant
Michael Ritter

Village Staff:

Davorka Kirincic, Building and Code Enforcement Manager

Call to Order & Roll Call:

Chairperson Moor called the meeting to order at 7:00 p.m.

Public Comments:

No comments were made at this time.

Approval of Minutes:

Chairperson Moor asked for a motion to approve the June 20, 2024 meeting minutes. She first added a comment from a member of the public received after June 20 DRB meeting relating to the Village Green playground to use stamped stamped concrete for the subject approved playground areas. A motion to approve the June 20, 2024 meeting minutes, as amended, was made by Ms. Meiners and seconded by Ms. Niehoff. A vote was taken and the motion unanimously passed, 4 to 0:

AYES: Duda, Moor, Meiners, Niehoff

NAYS: None

Roll call was taken of the Board Members present.

Continued Applications:

a. **Case No. 24-09-DR: 275 Fairview Avenue - Greeley Elementary School: A Sign Permit to allow installation of a new freestanding sign at the main entrance of Greeley Elementary School. This item was continued from the June 20, 2024 Design Review Board meeting.**

Ms. Kirincic provided a brief summary of the continued request to the Board.

Matt Laska, North Shore Sign, provided material samples to the Board for their review which he described in detail. He noted the wood would be painted blue and the lettering would be white. Mr. Laska added the posts would be the same cedar material and asked if there were any questions. He then described the prior sign to the Board. Ms. Kirincic informed the Board the sign would be 20 square feet on each side. Steve Wilt Greeley School CFO, thanked the Board for hearing the request.

Chairperson Moor asked for a motion. Mr. Duda moved to approve the request as presented. Ms. Niehoff seconded the motion. A vote was taken and the motion unanimously passed, 4 to 0:

AYES: Duda, Moor, Meiners, Niehoff

NAYS: None

b. **Case No. 24-14-SU: Grace Presbyterian Church of the North Shore (440 Ridge Avenue): A Certificate of Appropriateness to allow construction of additions and site improvements to Grace Presbyterian Church of the North Shore. The Village Council has final jurisdiction on this request. This item was continued from the June 20, 2024 Design Review Board meeting.**

Chairperson Moor noted the applicant requested a continuance to the next meeting. Kendall Lettinga stated she represented Grace Presbyterian Church and informed the Board that following a meeting with the neighbors, they would like to continue the request to the August 15, 2024 meeting to further collaborate with them.

Chairperson Moor asked for a motion to continue the request to the August 15, 2024, meeting. Mr. Duda moved to continue the Grace Church application to the August 15, 2024 meeting. Ms. Meiners seconded the motion. A vote was taken and the motion unanimously passed, 4 to 0:

AYES: Duda, Moor, Meiners, Niehoff

NAYS: None

New Applications:

a. **Case No. 24-11-DR: 839-841 Elm Street - Smith's Men's Store: A Sign Permit to allow installation of window signs and an Awning Permit to allow recovering of existing awning frame with new fabric and new awning valance sign.**

Ms. Kirincic stated the applicant would provide a PowerPoint presentation to the Board. Kip Halverson and Trey Gonzalez introduced themselves as the business co-owners. Mr. Halverson stated they have an awning sample and they planned to use the existing frame. He identified their branding colors as navy blue and khaki. Ms. Kirincic described the proposed door replacement which is also part of the application. She noted the request complied with the sign code requirements. Mr. Halverson informed the Board they found the building's original door in the basement which would look like the image he identified. Ms. Kirincic identified the existing temporary storefront signage to be removed. Mr. Halverson noted the new signage would only be installed on the door and the windows would be die cut.

Ms. Meiners commented the proposal looked nice. Mr. Halverson stated they hoped to open by early October. The Board Members agreed with Ms. Meiners' comments.

Chairperson Moor asked for a motion to approve the request. A motion was made to approve the request as presented by Ms. Niehoff. Ms. Meiners seconded the motion. A vote was taken, and the motion unanimously passed, 4 to 0:

AYES: Duda, Moor, Meiners, Niehoff

NAYS: None

b. **Case No. 24-12-DR: 894 Green Bay Road Unit #3 - Pelvio: A Sign Permit to allow installation of window sign and recovering of existing projecting sign.**

Ms. Kirincic provided a brief summary of the request to the Board consisting of a new window and door sign and projecting sign. She stated the proposed signage complied with the sign code. Ms. Kirincic identified the proposed sign's square footage and height and asked if there were any questions.

Danica Buric introduced herself as the business owner and described her business model to the Board. Ms. Niehoff asked Ms. Buric if she considered using a canopy which would increase visibility. Ms. Buric stated her business is by word of mouth. Ms. Kirincic informed the Board that many businesses in the courtyard have projecting signage.

Chairperson Moor described the request as appropriate for the location with regard to the stripes. She then asked for a motion to approve the request. Mr. Duda move to approve the request as presented. Ms. Meiners seconded the motion. A vote was taken and the motion unanimously passed, 4 to 0:

AYES: Duda, Moor, Meiners, Niehoff

NAYS: None

Other Business.

a. August 15, Meeting – Quorum Check.

The Board Members discussed their availability for the August 15th meeting to be held at the police station.

Adjournment:

Chairperson Moor asked for a motion to adjourn. A motion to adjourn was made by Ms. Meiners and seconded by Ms. Niehoff. A vote was taken, and the motion unanimously passed, 4 to 0:

AYES: Duda, Moor, Meiners, Niehoff

NAYS: None

The meeting was adjourned at 7:20 p.m.

Respectfully submitted,

Antionette Johnson
Recording Secretary

DRAFT



MEMORANDUM VILLAGE OF WINNETKA

COMMUNITY DEVELOPMENT DEPARTMENT

TO: DESIGN REVIEW BOARD

FROM: DAVORKA KIRINCIC, AICP
BUILDING AND CODE ENFORCEMENT MANAGER

DATE: AUGUST 9, 2024

SUBJECT: 103 HIGH STREET - CERTIFICATE OF APPROPRIATENESS FOR FENCE
(CASE NO. 24-13-DR)

INTRODUCTION

On August 15, 2024, the Design Review Board (DRB) is scheduled to consider an application for a Certificate of Appropriateness submitted by Ruth Mahru (the "Applicant"), the owner of the townhome located at 103 High Street (the "Subject Property"). The Applicant is seeking approval of the Certificate of Appropriateness to allow the installation of a wood fence along the north property line of the Subject Property.

PROPERTY DESCRIPTION

The Subject Property is located on the southeast corner of the intersection of High Street and Winnetka Avenue. It contains a two-story townhome building and is in the B-1 Multi-Family Residential zoning district. **Figures 1 and 2** below and on the following page identify the Subject Property.



Figure 1 – Location map of the Subject Property



Figure 2 – Subject Property/View from the intersection of Winnetka Avenue and High Street

CURRENT REQUEST

The Applicant is seeking approval to install a 6-foot-high traditional wood fence with a lattice on the top, along the north property line to enhance the property's privacy and aesthetics. The applicant would also like to remove the existing rustic fence and a portion of dry bushes along the same property line. The existing rustic fence on the east property line is remaining. **Figure 3** below shows the existing rustic fence and dry bushes to be removed on the Subject Property.

The Applicant has provided a written explanation of the proposed work, details of the proposed traditional wood fence with lattice on top, photos of the side corner yard viewed from Winnetka Avenue, and a plat of survey identifying the location of the existing and proposed fence along the north property line, all of which are available in the application materials included in **Attachment A**.



Figure 3 – Subject Property – North property line/View from Winnetka Road

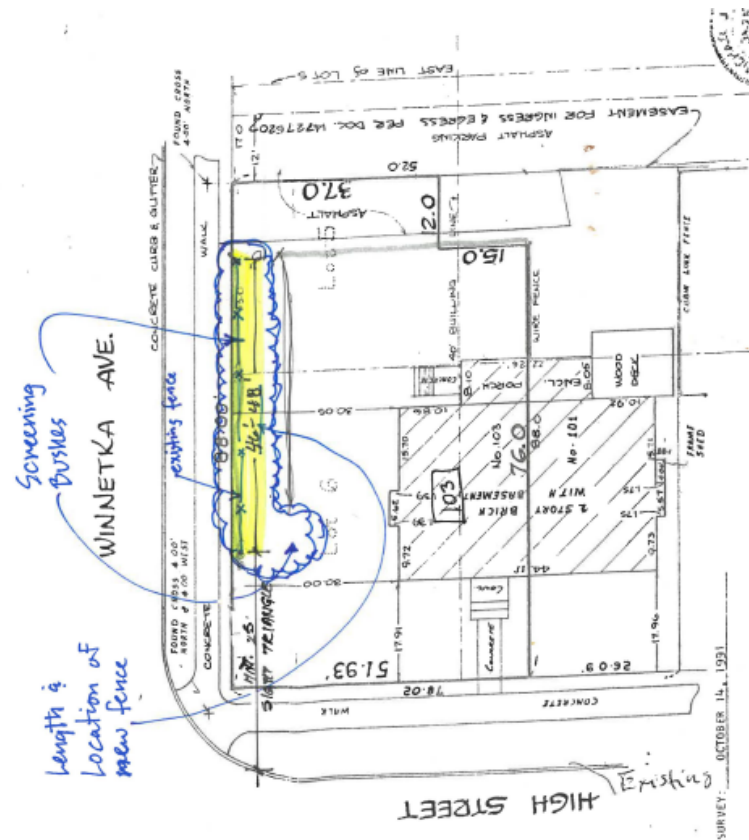


Figure 4 –Plat of Survey showing existing dry bushes and fence to be removed and the proposed new fence

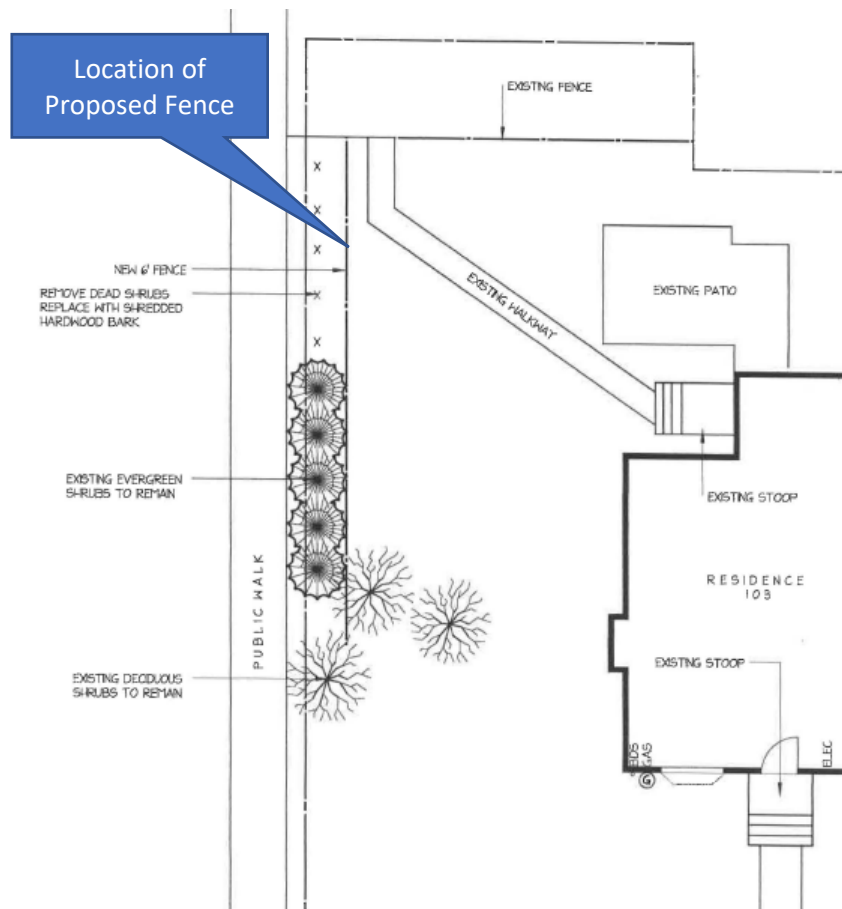


Figure 5 –Location of the proposed fence in the corner side yard/north property line

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 proposed fence would provide screening that is consistent with the built environment of other properties in the surrounding neighborhood. The Village’s Design Guidelines are more focused on providing guidance on fencing enclosures for dumpsters and parking areas in the commercial districts, whereas the Subject Property is bordered by commercial buildings, other low-density townhouses, and single-family residences.

SUMMARY

The Applicant requests that the DRB find the new 6-foot-high wood fence on the north property line in the corner yard appropriate and compatible with the Design Guidelines and approve the application as proposed. Should the DRB find the proposed fence appropriate, the Applicant would first need to receive an approved Building Permit from the Community Development Department prior to constructing the fence.

ATTACHMENTS

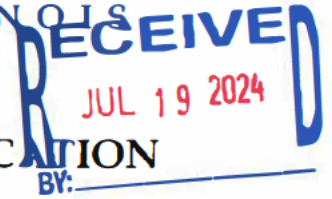
Attachment A: Application Materials

ATTACHMENT A

Village of Winnetka
CERTIFICATE OF APPROPRIATENESS APPLICATION

VILLAGE OF WINNETKA, ILLINOIS
DEPARTMENT OF COMMUNITY DEVELOPMENT

CERTIFICATE OF APPROPRIATENESS APPLICATION



Project Address: 103 High Street

Name of Business(es): _____

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) front yard fence

COA-2024-743

Please provide a detailed description of the proposed work (attach additional information such as material specifications, photographs, etc.): 6 foot high fence, 100' x 100' area

I/We hereby certify that as 103 High St. (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

FOR OFFICE USE ONLY

COA applied for (date): _____

COA Case Number: _____

COA Issued (date): _____

PRIMARY DESIGN FIRM _____

CONTACT NAME _____

ADDRESS _____

PHONE NO. _____

EMAIL _____

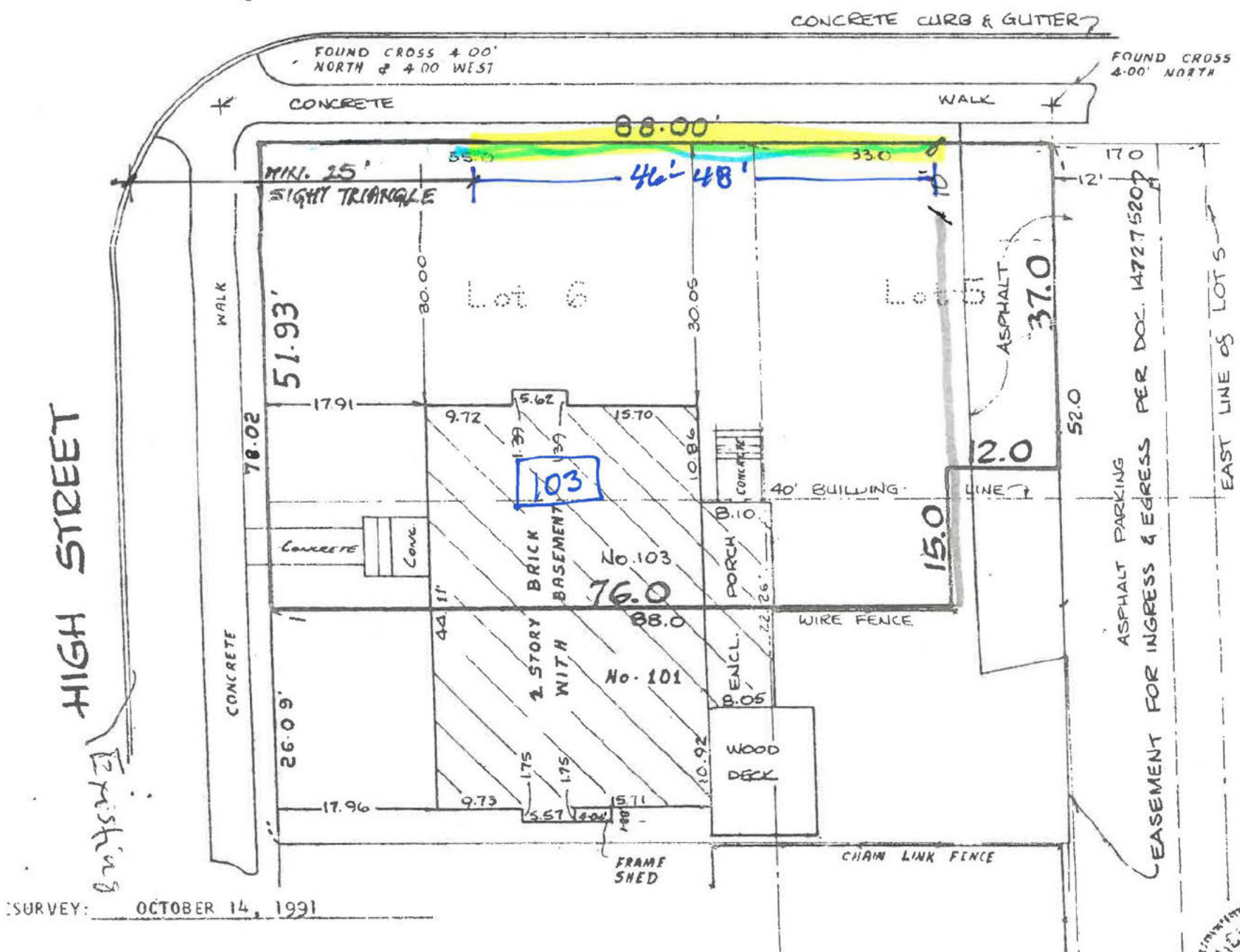


RECEIVED
JUN 4 2024
BY: _____

BY: _____

OF

WINNETKA AVE.



A circular professional seal for a land surveyor in the State of Illinois. The outer ring contains the text "CHARLES J. MATLEW" at the top and "STATE OF ILLINOIS" at the bottom. The inner circle contains the text "PROFESSIONAL LAND SURVEYOR" and "NO. 2104".

Illinois Registered Land Surveyor

PLAT OF SURVEY

BY—

SAMBORSKI, MATTIS, INC.

LAND SURVEYORS

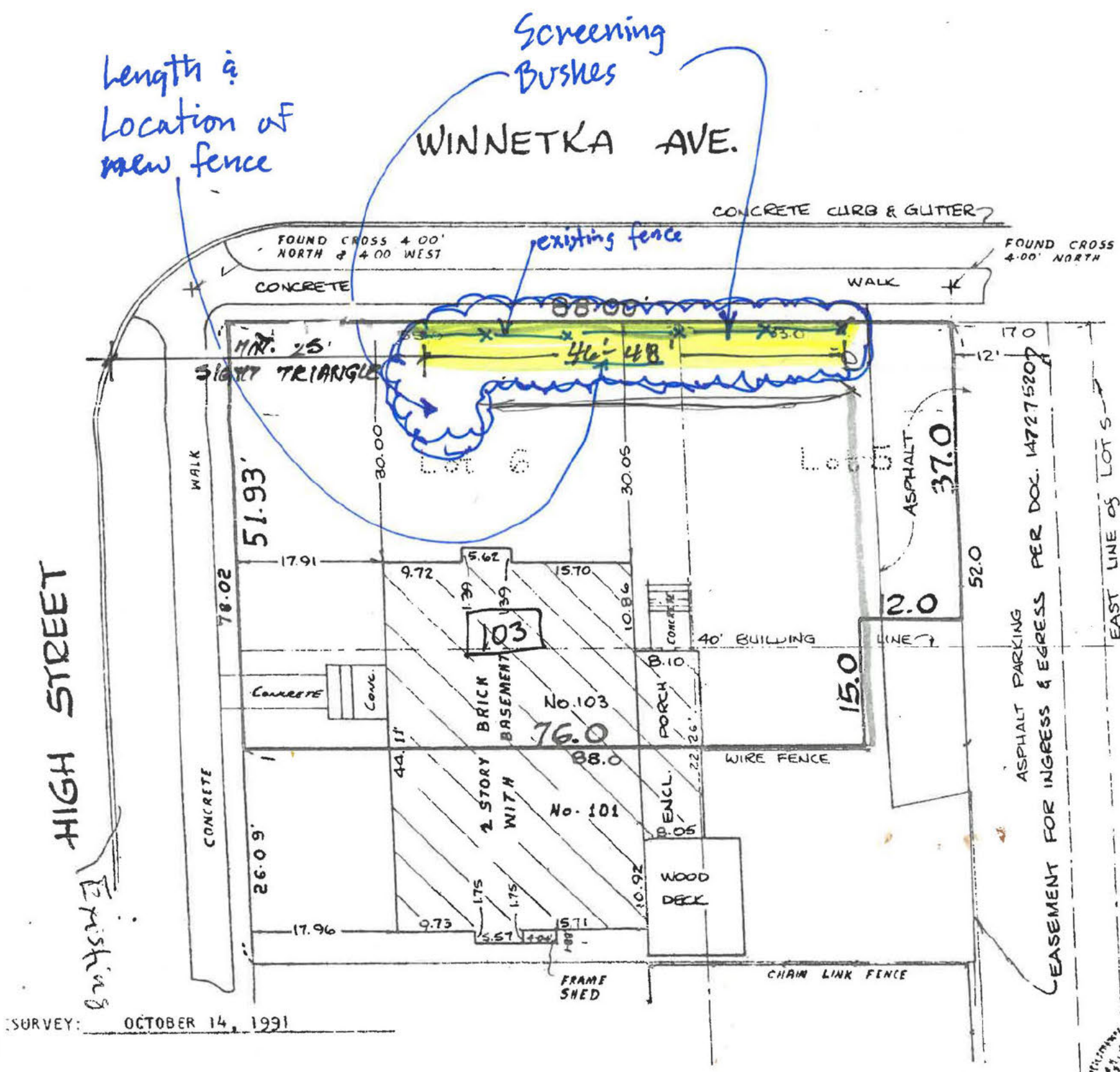
4332 OAKTON STREET SKOKIE, ILL. 60076

(708) 674-7373

OF

RECEIVED
JUN 4 2024
BY: _____

THAT PART OF LOT 6 AND THE WEST 33 FEET OF LOT 5 LYING NORTH OF A LINE DRAWN FROM A POINT IN WEST LINE OF LOT 6, 51.93 FEET SOUTH OF THE NORTHWEST CORNER THEREOF TO A POINT IN THE EAST LINE OF THE WEST 33 FEET OF LOT 5, 52 FEET SOUTH OF THE NORTH LINE OF SAID LOT 5 (EXCEPTING THEREFROM THE SOUTH 15 FEET OF THE EAST 12 FEET OF THE WEST 33 FEET OF SAID LOT 5), ALL IN BLOCK 2 IN MANUS INDIAN HILL SUBDIVISION, BEING A SUBDIVISION OF PART OF THE NORTHWEST QUARTER OF SECTION 28, TOWNSHIP 42 NORTH, RANGE 13 EAST OF THE THIRD PRINCIPAL MERIDIAN, AND PART OF THE NORTHEAST QUARTER OF SAID SECTION 28 AS SHOWN BY PLAT THEREOF RECORDED JUNE 22, 1922 AS DOCUMENT NO. 7550571, IN COOK COUNTY, ILLINOIS.



SURVEY: OCTOBER 14, 1991

ILLINOIS PROFESSIONAL LAND SURVEYOR
NO. 2104

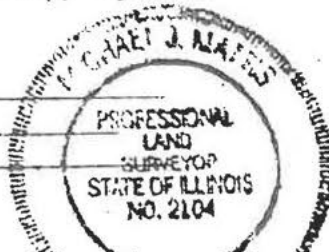
EASEMENT ADDED JULY 7, 1981
SURVEY REVISED APRIL 27, 1981

SCALE: 1 inch = 15 feet

NO. 176-B1A

PAGE: —

ED BY: THOMAS TOBIN



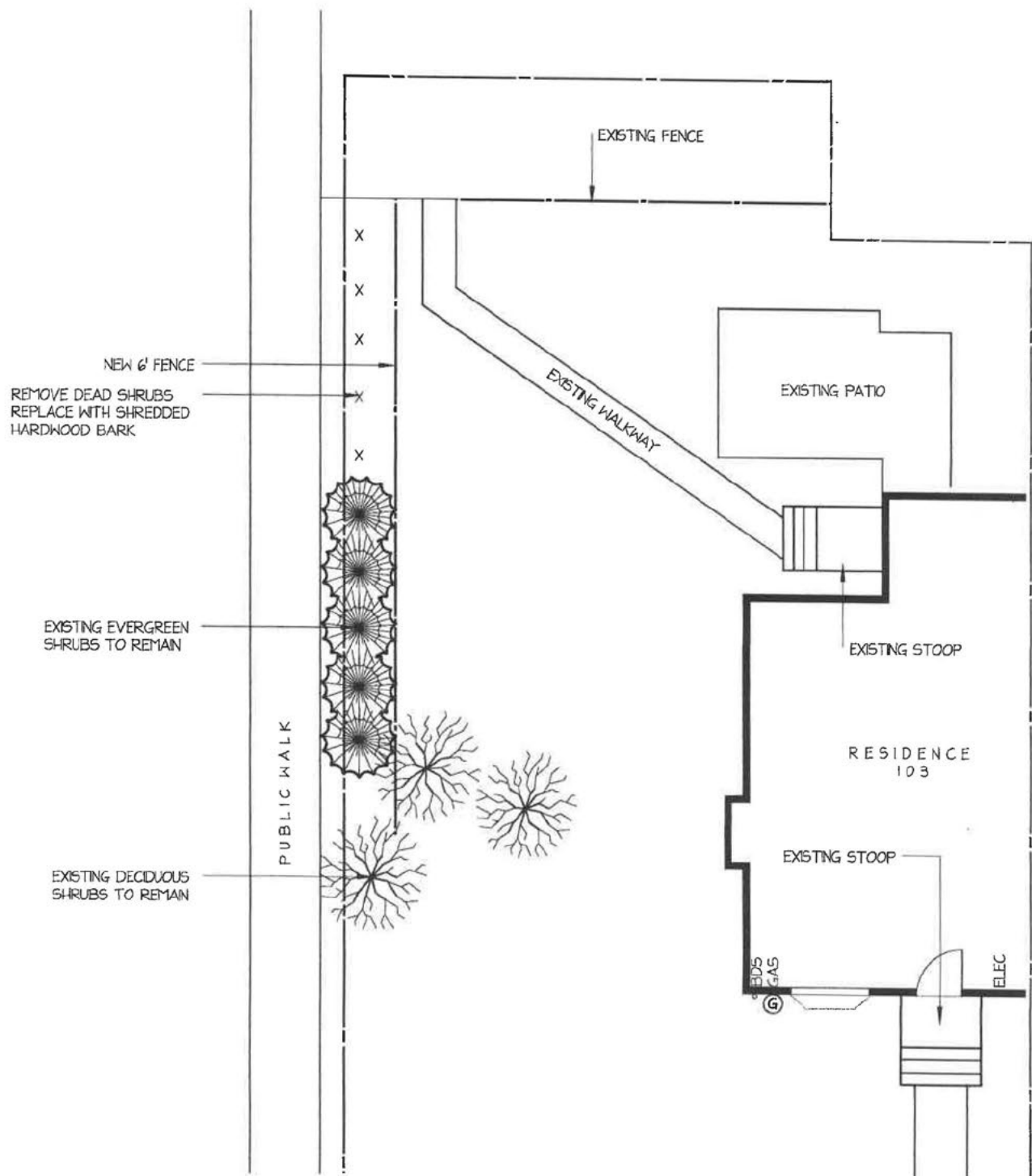
STATE OF ILLINOIS
COUNTY OF COOK

I, MICHAEL J. MATTIS, a registered Illinois Land Surveyor, do hereby certify that I have surveyed the property described above and that the plat shown hereon is a correct representation of said survey.

DATED THIS 13th DAY OF April

Illinois Registered Land Surveyor

From: Ruth Mahru [REDACTED]
Subject: Plat
Date: Jul 15, 2024 at 4:21:13PM
To: Daniel Homer, M.D. [REDACTED]



P.O. Box 513
Highland Park, IL 60035
www.athanasfence.com



RECEIVED
JUN - 4 2024
BY: _____

(847) 681-9114
(847) 433-5361 fax

NAME Rusit Mahru DATE 5 2024
ADDRESS 103 High St CONTACT _____
CITY Winnetka STATE IL ZIP CODE 60093 JOB ADDRESS _____
PHO [REDACTED] BUS. _____ FAX _____ CITY _____

LINEAL FEET GATES INCLUDED	<u>46'48'</u>
HEIGHT, STYLE	<u>5'1 Square Lattice</u>
BOARDS-WIRE	<u>1x6</u>
TERMINAL POST	<u>4x6x9 w/ CAP</u>
LINE POST	
RAILS	<u>2 2x4x8</u>
GATES	
COLOR	<u>(K) West Red Cedar</u>
PLAT OF SURVEY NEEDED	☒ YES ☐ NO
UNDERGROUND UTILITIES (JULIE)	☐ Athanas Fence ☐ Owner
CONST. PERMIT SECURED BY OWNER	☒ YES ☐ NO <u>3275</u>
POST SET IN CONCRETE	☒ YES ☐ NO <u>36" 42" Deep</u>
# OF CONCRETE OR ASPH. BRKS.	
TOP OF FENCE	☒ Follow Ground ☐ Straight ☐ Stepped
TRIM BUSHES	☒ YES ☐ NO
OLD FENCE	☒ Take Down ☐ Haul Away ☐ Other
OTHER COMMENTS:	

INSTALL 46'48' 5 SOLID TRADITIONAL
1 FT Square Lattice TOPBOX,
4x6x9 Fenders w/ POST CAPS
All Materials #1 West Red Cedar
TOTAL HEIGHT OF FENCE MAX 6.5 FEET.

CUSTOMER AGREES TO PAY FOR ALL CHANGES TO
ORIGINAL CONTRACT OR ANY ADDITIONAL WORK.

☒ SIGN HERE	S	COMPLETE PRICE <u>3275</u>	DOWN PAYMENT <u>1600</u>	BALANCE <u>1675</u>	TERMS OF SALE Cash or Check upon completion
---	---	-------------------------------	-----------------------------	------------------------	--

Purchaser has the right to cancel this contract within three working days. Cancellation must be in writing.
Athanas Fence Co., Inc. Production or Credit department reserves the right to cancel this contract. Any deposit made by the Purchaser will be refunded. After three days there is a 25% of contract cancellation charge.

Contract price is based on normal installation only. Purchaser acknowledges that unforeseen conditions may exist which are not known at the time this contract was executed. Athanas Fence Co., Inc. has the right to assess additional charges for the work required. Unforeseen conditions included, but are not limited to, rough digging, rough fill, butt pulls, trimming, take down and haul away. Dirt is spread out on property. Dirt haul away is an additional charge. If any construction permit is required, purchaser agrees to obtain at his cost. Athanas Fence Co., Inc. is obligated only by the written terms of this contract.

Athanas Fence Co., Inc. can only be responsible for the location of property lines when supplied with a current survey. Purchaser is responsible for location of any underground lines not located by JULIE, such as but not limited to sprinkler lines, private electric and gas lines. Athanas Fence Co., Inc. is not responsible for underground sprinkler systems. Athanas Fence Co., Inc. is not responsible for any damages that may occur to unmarked lines. All fences follow the natural contours of the ground unless specified in this contract.

This proposal may be withdrawn by Athanas Fence Co., Inc. if not accepted in _____.

Warranties and Guarantees

All materials are guaranteed for five (5) years against natural defects. Installation is guaranteed for the life of the fence against defects resulting from improper workmanship, except for wood gates. Wood gates are guaranteed for two (2) years.

I hereby accept the terms and conditions on both sides of this contract and I agree to pay the amount mentioned in said proposal. Payment will be made as outlined above. Customer agrees to pay collection cost and reasonable attorney fees plus 2% per month on past due balance.

Respectfully
Submitted
By: _____

5.2024

Purchaser's Signature

Date

DATE



MEMORANDUM VILLAGE OF WINNETKA

COMMUNITY DEVELOPMENT DEPARTMENT

TO: DESIGN REVIEW BOARD
FROM: DAVORKA KIRINCIC, AICP
BUILDING AND CODE ENFORCEMENT MANAGER
DATE: AUGUST 9, 2024
SUBJECT: 894 GREEN BAY ROAD – HEWN BAKERY- SIGN PERMIT
(CASE NO. 24-14-DR)

INTRODUCTION

On August 15, 2024, the Design Review Board (DRB) is scheduled to consider a sign permit application submitted by *Hewn Bakery* (the “Applicant”), the lessee of the commercial space located at 894 Green Bay Road (the “Subject Property”), to allow the installation of a projecting sign.

PROPERTY DESCRIPTION

The Subject Property is located on the west side of Green Bay Road between Gage Street and Tower Road in the Hubbard Woods Business District. It is zoned C-2 General Retail Commercial and is located within the Commercial Overlay District. The Applicant is leasing the space formerly occupied by *Pedego*. Commercial tenants of the building include the Applicant’s business in addition to *Pelvio*, *Susan Jacoby Art*, *Hairlink Ink*, *Chicago Boudoir Photography*, *D/V Studio Salon*, and *H. Marion Art Consultants*. **Figure 1** identifies the entire building and corresponding signage of the other commercial tenants. **Figure 2** on the following page identifies the Applicant’s storefront in the courtyard.



Figure 1 – Subject Property – View of the entire building from Green Bay Road



Figure 2 – Subject Property – Storefront of Hewn Bakery/View from Green Bay Road

PREVIOUS APPROVALS

Recently, on August 8, 2024, staff administratively approved window, door, and transom window signage for the storefront along Green Bay Road, as well as the courtyard. The approved window signs provide identification and promotion for the new business location and are in the same color scheme as the proposed projecting sign. The administratively approved signage materials are provided in **Attachment B**.

CURRENT REQUEST

In addition to the administratively approved window signage, the Applicant is seeking approval to install a new projecting blade sign on the Green Bay Road storefront. The sign will feature the logo, text, and colors of the business as shown in the illustration on the following page. The following are details of the proposed sign:

Projecting sign

- Sign projecting 21.5 inches from the wall;
- Mounting plate 9.8 inches by 2.6 inches;
- Aluminum round sign 16 inches diameter;
- The bottom of the sign will be 8 feet above the sidewalk; and
- Proposed double faced nonilluminated sign with earth orange background and black border color containing “HEWN” logo, and text “HAND FORGED” and “ARTISAN BREAD” in white.



Figure 3 – Proposed double-face round projecting sign

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 standards projecting signs in commercial districts.

Projecting sign standards

- One projecting sign per business;
- Extends no more than 2 feet from the building wall;
- No more than 3 feet high;
- Clearance between the bottom of the sign and the sidewalk is at least 8 feet, and
- Containing the name of the business and a maximum of three words containing a general description of types of products or services and occupant logo or trademark.

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

Signage Street Exposure

The proposed projecting sign and the administratively approved window signs comply with the maximum allowed sign area for street exposure.

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 adversely affect adjacent structures. 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 when considering the proposed sign. An excerpt of the Design Guidelines is provided in **Attachment C**.

SUMMARY

The Applicant requests that the DRB find the proposed sign appropriate and compatible with the Design Guidelines and approve the application as proposed. Should the DRB find the proposed sign appropriate, the Applicant would first need to receive the approved sign permit from the Community Development Department prior to installing the sign.

ATTACHMENTS

Attachment A: Application Materials

Attachment B: Administratively Approved Signage

Attachment C: Design Guidelines Excerpt

ATTACHMENT A

Village of Winnetka
SIGN PERMIT APPLICATIONVILLAGE OF WINNETKA, ILLINOIS
DEPARTMENT OF COMMUNITY DEVELOPMENT

SIGN PERMIT APPLICATION

RECEIVED
JUL 29 2024

BY: _____

SEC-2024-777

Tenant/Lessee

Name of Business HEWN	Primary contact name Julie Matthei	Phone No. 7 [REDACTED]
Project Address 891 GREEN BAY ROAD		
City Winnetka	State IL	Zip Code 60093
Email julie@hewnbread.com		

Sign Company

Name of Sign Company Fire Signs LLC	Primary contact name Ash or Alec	Phone No. 630-391-1322
Street Address		
City Chicago	State IL	Zip Code
Email firesignschicago@gmail.com		

Property Owner

Name of Company Green Bay Building, LLC	Primary contact name Barb Willis	Phone No. 773-862-5200
Street Address: [REDACTED]		
City Chicago	State IL	Zip Code 60647
Email barb@bealproperties.com		

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 please see attached

OFFICE USE ONLY

SIGN FEE: \$80 NON-ILLUMINATED PER SIGN TYPE

\$195 ILLUMINATED SIGN

STAFF REVIEW FEE: \$70



WAIVE FEE

TOTAL PERMIT FEE

\$ 160
\$ -
\$ 70
\$ 230

CONDITIONS OF APPROVAL: _____



BLADE SIGN

LENGTH FROM WALL:
21.5" / 545MM

SIGN FACE DIAMETER:
16" / 400MM

MOUNTING PLATE:
3.80" / 250MM (L) X
2.6" / 65MM (W)

MATERIAL: ALUMINUM

WEIGHT: 4LBS / 2KGS

Proposed window, door, and transom window signage comply with Sign Code requirements and was Administratively Approved on 8/8/2024 by DS/DK.

Village of Winnetka
SIGN PERMIT APPLICATION

VILLAGE OF WINNETKA, ILLINOIS
DEPARTMENT OF COMMUNITY DEVELOPMENT

SIGN PERMIT APPLICATION

RECEIVED
JUL 29 2024

BY: _____

SEC-2024-777

Tenant/Lessee

Name of Business HEWN	Primary contact name Julie Matthei	Phone No. 7 [REDACTED]
Project Address 891 GREEN BAY ROAD		
City Winnetka	State IL	Zip Code 60093
Email julie@hewnbread.com		

Sign Company

Name of Sign Company Fire Signs LLC	Primary contact name Ash or Alec	Phone No. 630-391-1322
Street Address		
City Chicago	State IL	Zip Code
Email firesignschicago@gmail.com		

Property Owner

Name of Company Green Bay Building, LLC	Primary contact name Barb Willis	Phone No. 773-862-5200
Street [REDACTED]		
City Chicago	State IL	Zip Code 60647
Email barb@bealproperties.com		

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 please see attached

OFFICE USE ONLY

SIGN FEE: \$80 NON-ILLUMINATED PER SIGN TYPE

\$195 ILLUMINATED SIGN

STAFF REVIEW FEE: \$70



WAIVE FEE

TOTAL PERMIT FEE

\$ 160
\$ —
\$ 70
\$ 230

CONDITIONS OF APPROVAL: _____

EAST WINDOWS



NORTH WINDOWS



HEWN LOGO
14in wide x 14 in tall

HOURS
3in tall by a
range of 10-15in wide



EAST WINDOWS

THIS PAGE IS TO REFERENCE ONLY
DIMENSIONS OF PROPOSED SIGNAGE AND
STOREFRONT DOORS, TRANSOM & WINDOWS.
DOES NOT REFERENCE COLORS OF
PROPOSED SIGNAGE.

TRANSOM 1

Window: 20" tall by 43.5" wide
6.04 square feet
Sign: 6.7" tall by 19" wide
0.88 square feet
No more than 50%
of transom window

TRANSOM 2

Window: 20" tall by 43.5" wide
6.04 square feet
Sign: 6.7" tall by 27" wide
1.25 square feet
No more than 50%
of transom window

BLADE SIGN

Length From Walk: 21.5"/545mm
Sign Face Diameter: 16"/400mm

TRANSOM 3 & 4

Window: 20" tall by 43.5" wide
6.04 square feet
Sign: 5" tall by 38" wide
1.31 square feet
No more than 50%
of transom window

HEWN

BAKERY

ARTISAN BREAD

PASTRIES



HOURS



MONDAY
CLOSED

TUESDAY - FRIDAY
7AM - 6PM

SAT & SUN
7AM - 3PM

SANDWICHES

ESPRESSO

LETTERING

Window: 76.5" tall by 43.5" wide
23.1 square feet
Sign: 3" tall by 31" wide
0.77 square feet

LETTERING

Window: 76.5" tall by 43.5" wide
23.1 square feet
Sign: 6.7" tall by 29" wide
1.34 square feet

HEWN LOGO

Window: 27" tall by 30.5" wide
16.3 square feet
Sign: 19" tall by 19" wide
2.5 square feet

HOURS

3in tall by a
range of 10-15in wide

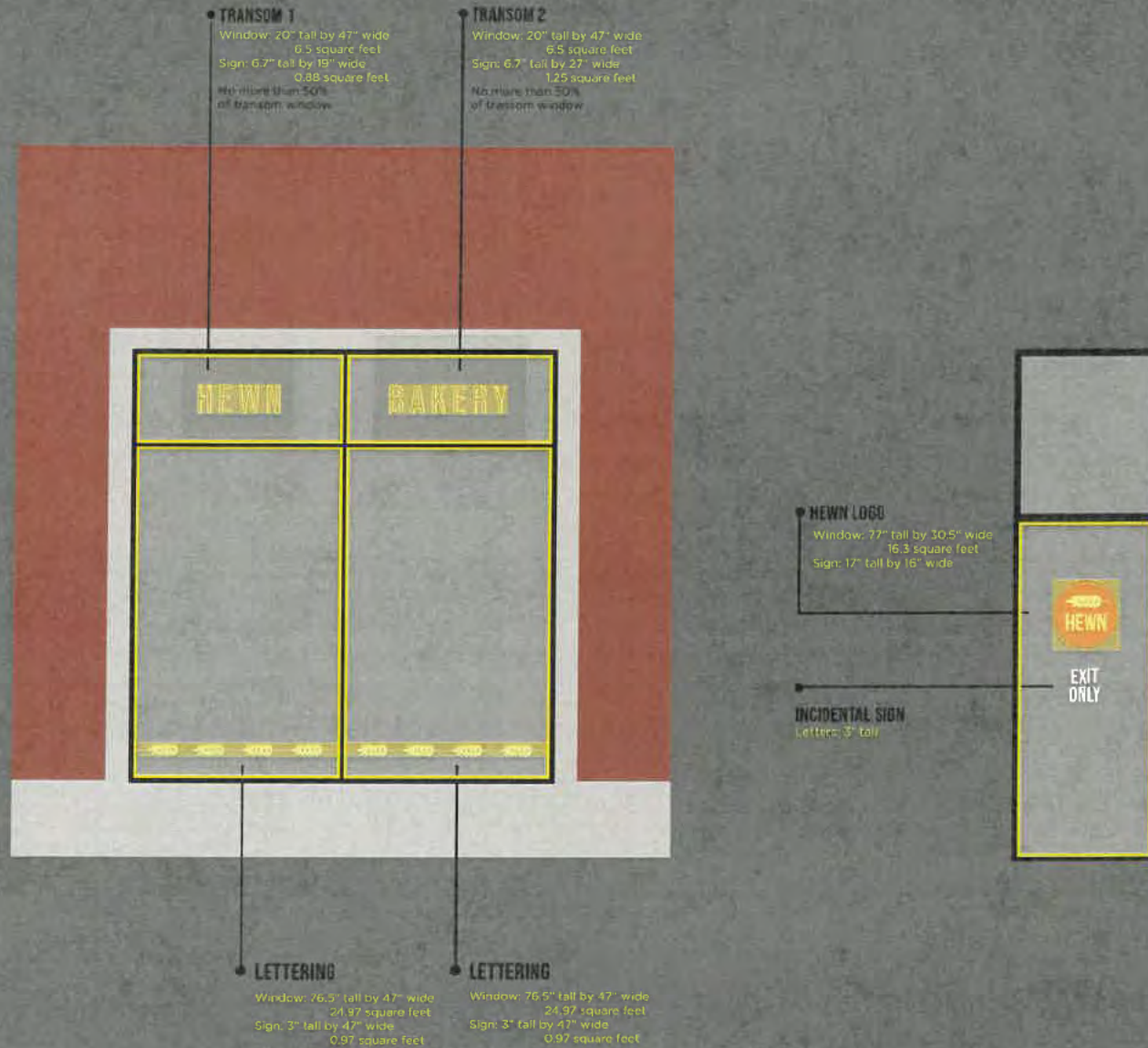
LETTERING

Window: 76.5" tall by 38" wide
20.18 square feet
Sign: 3" tall by 33" wide
0.68 square feet

LETTERING

Window: 76.5" tall by 38" wide
20.18 square feet
Sign: 3" tall by 29" wide
0.6 square feet

THIS PAGE IS TO REFERENCE ONLY
 DIMENSIONS OF PROPOSED SIGNAGE
 AND STOREFRONT DOORS, TRANSOMS &
 WINDOWS. DOES NOT REFERENCE COLORS
 NORTH WINDOWS OF PROPOSED SIGNAGE.



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)