Winnetka Design Review Board/Sign Board of Appeals Meeting Minutes
January 16, 2025

Members Present:	Katie Moor, Chairperson
	Fritz Duda
	Paul Konstant
	Heather Niehoff
Members Absent:	Colin Kennedy
	Michael Ritter
Village Staff:	Davorka Kirincic, Building and Code Enforcement Manager

Call to Order & Roll Call:
Chairperson Moor called the meeting to order at 7:01 p.m. Roll call was taken 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 November 21, 2024 meeting minutes. A motion to approve the November 21, 2024 meeting minutes was made by Mr. Konstant and seconded by Mr. Duda. A vote was taken and the motion unanimously passed, 4 to 0:
AYES: Duda, Konstant, Moor, Niehoff
NAYS: None

New Applications:
a. Case No. 25-01-DR: 768 Oak Street - Winnetka Public Library: A Certificate of Appropriateness to allow the exterior alterations for two new building exits at the Subject Property
Ms. Kirincic referred to a PowerPoint presentation and described the request for the Certificate of Appropriateness proposal for new building exits and alterations to the Board. She identified the property's location, zoning classification and improvements. Ms. Kirincic also identified several prior approvals in 2021 and 2023 and stated a Certificate of Appropriateness was approved in 2024 to replace the existing concrete pad. She identified the proposed building exits to the public right-of-way, exterior stairs to grade, new walkways and new lighting to conform with ADA requirements. Ms. Kirincic noted the code required any exterior changes to be presented to the Board for commercial and institutional buildings and noted the request is in compliance with design review guidelines. She also identified the proposed materials in the application.

Ms. Kirincic outlined the information the Board is to consider with regard to the application and asked if there were any questions.

Chairperson Moor also asked if there were any questions. No questions were raised at this time. She then called the matter in for discussion.

Chairperson Moor asked for a motion to approve the request as presented. Mr. Konstant moved to issue a Certificate of Appropriateness to approve the request as presented. A vote was taken and the motion unanimously passed, 4 to 0:
AYES: Duda, Konstant, Moor, Niehoff
NAYS: None

b. Case No. 25-02-DR: 562 Lincoln Avenue - KJUS: A Sign Permit to allow installation of a double-faced projecting sign on the existing frame on the street frontage of the Subject Property.

Ms. Kirincic identified the property's location and zoning classification. She stated the applicant is leasing formerly vacant space at the Winnetka Galleria and identified the prior tenant. Ms. Kirincic stated the sign code required all projecting signs to be presented to the Board and described the proposed double-faced projecting sign on the existing frame. She stated the Board previously approved similar signage for Compass and the proposed signage would be similar in terms of size and shape. Ms. Kirincic noted the sign would extend more than 2 feet from the building wall and given the fact that the sign's face would be the only change, there is no need for a sign variation request.

Ms. Kirincic then stated applicable sections from the design review guidelines were provided to the Board to assist in their review and asked if there were any questions.

Chairperson Moor also asked if there were any questions. Ms. Niehoff asked if the window signage would be changed. Ms. Kirincic confirmed there is no window signage. The sign installer described the proposed sign in detail. No additional questions were raised at this time.

Chairperson Moor asked for a motion to approve the request. Ms. Niehoff moved to approve the request as presented. Mr. Konstant seconded the motion. A vote was taken, and the motion unanimously passed, 4 to 0:
AYES: Duda, Konstant, Moor, Niehoff
NAYS: None

<u>Other Business</u>.

a. <u>February 20, 2025, Meeting – Quorum Check</u>.

The Board Members discussed their availability.

<u>Adjournment:</u>

Chairperson Moor asked for a motion to adjourn. A motion to adjourn was made by Mr. Konstant and seconded by Mr. Duda. A vote was taken, and the motion unanimously passed, 4 to 0:
AYES: Duda, Konstant, Moor, Niehoff
NAYS: None
The meeting was adjourned at 7:15 p.m.

Respectfully submitted,

Antionette Johnson
Recording Secretary