

**Winnetka Design Review Board/Sign Board of Appeals Meeting Minutes
February 20, 2025**

Members Present:

Katie Moor, Chairperson
Fritz Duda
Colin Kennedy
Heather Niehoff
Michael Ritter

Members Absent:

Paul Konstant
Maggie Meiners

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.

Approval of Minutes:

Chairperson Moor asked if there were any comments or for a motion to approve the January 16, 2025 meeting minutes. A motion to approve the January 16, 2025 meeting minutes was made by Mr. Ritter and seconded by Mr. Duda. A vote was taken and the motion unanimously passed, 4 to 0:

AYES: Duda, Moor, Niehoff, Ritter

NAYS: None

New Applications:

a. Case No. 25-03-DR: 904 Green Bay Road - Got?Art Studio: A Sign Permit to allow the installation of new window, door, and wall signs on the Green Bay Road frontage of the Subject Property.

Ms. Kirincic described the sign permit application to allow the installation of a new window, door, and wall signs on the 904 Green Bay Road property frontage and identified the property's location. Mr. Kennedy arrived at the meeting at this time. Ms. Kirincic identified the property's zoning classification in the commercial overlay district. She referred to store front illustrations of temporary signage that would become permanent and complied with the sign code. Ms. Kirincic noted one window sign element (question mark symbol) exceeded the permitted size by 1 inch, which could not be approved administratively and needed DRB approval. She then described the proposed wall sign, which met the standards of the Sign Code and was aligned with the door. Ms. Kirincic explained the applicant's street sign exposure compliance. She then asked if there were any questions.

Ms. Niehoff commented that the wall sign appeared larger than that allowed by sign code requirements. Ms. Kirincic confirmed that the sign's area is less than the maximum allowed 70 square feet and stated that the Sign Code does not have height limitations for the wall sign. Ms. Niehoff suggested that the door hours and QR code be relocated. Ms. Kirincic explained that either the Sign Code or the Design Guideline have no limitations on placement of the sign on the door window. Chairperson Moor confirmed she was okay with the door window sign. Mr. Duda also stated he is fine with the request. Mr. Piotr Antonow, applicant at 904 Green Bay Road, further explained the request to the Board, noting that several nearby businesses have similar signage. Chairperson Moor and Mr. Ritter agreed with Ms. Niehoff's comments and stated they would approve the request if it complies with the Sign Code. No additional comments were made at this time.

Chairperson Moor asked for a motion to approve the request with a recommendation for the sign to be made smaller. Mr. Duda moved to approve the request as presented. Mr. Kennedy seconded the motion. A vote was taken and the motion, 4 to 1:

AYES: Duda, Kennedy, Moor, Ritter

NAYS: Niehoff

1 **b. Case No. 25-04-DR: 553 Lincoln Avenue - Framebridge: An Awning Permit to replace the fabric on the**
2 **two existing awning frames and install a valance sign with business name on each awning.**

3 Ms. Kirincic identified the property's location and zoning classification in the commercial overlay district, as well as
4 the building's tenants. She referred to storefront illustrations, noting that the applicant would like to replace the
5 fabric on two existing awning frames and install valance signs on both. Ms. Kirincic noted that the existing awning
6 frames were approved for the whole building back in 2017 and asked if there were any questions.

7
8 Mr. Duda asked why the request could not receive administrative approval, which Ms. Kirincic explained to the
9 Board that staff can administratively approve only the compliance window signs, not awnings or any other signs.

10
11 Chairperson Moor asked for a motion to approve the request as presented. Ms. Niehoff moved to approve the
12 request. Mr. Duda seconded the motion. A vote was taken and the motion unanimously passed, 5 to 0:

13 AYES: Duda, Kennedy, Moor, Niehoff, Ritter

14 NAYS: None

15
16 **Other Business.**

17 a. March 20, 2025 Meeting – Quorum Check.

18 The Board Members discussed their availability.

19
20 **Adjournment:**

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

23 AYES: Duda, Kennedy, Moor, Niehoff, Ritter

24 NAYS: None

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

26
27 Respectfully submitted,

28
29 Antionette Johnson

30 Recording Secretary