Minutes Adopted July 17, 2025

Winnetka Design Review Board/Sign Board of Appeals Meeting Minutes
June 19, 2025

Members Present:	Katie Moor, Chairperson Chris Baggett Wesley Barker Fritz Duda Colin Kennedy Michael Ritter
Members Absent:	Heather Niehoff
Village Staff:	Scott Mangum, Director of Community Development 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 7:02 p.m. Roll call was taken of the Board Members present.

Bob Dearborn, Village President, thanked the Board for the important and valuable service they provide to the community. He explained that Mr. Ritter would be leaving the DRB to become a member of the ZBA, and Peter Evanich would be joining the DRB as a new member in July.

Approval of Minutes:
Chairperson Moor asked if there were any comments or corrections or for a motion to approve the May 15, 2025, meeting minutes. A motion to approve the May 15, 2025, meeting minutes was made by Mr. Ritter and seconded by Mr. Kennedy. A vote was taken and the motion unanimously passed, 6 to 0:
AYES: Baggett, Barker, Duda, Kennedy, Moor, Ritter
NAYS: None

Continued Applications:

a. **Case No. 25-03-SU: Hubbard Woods Train Station (1065 Gage Street): Certificate of Appropriateness to allow renovation of the existing train depot and train platform, and construction of a new pedestrian bridge, new accessible ramps, new stairs and elevators to the train platform and new warming shelters. The Village Council has final jurisdiction on this request. This item was continued from the April 17 and May 15, 2025, Design Review Board meetings.**

Ms. Klaassen summarized the application's consideration with the Board over various meetings in detail. She noted that In response to the comments at the May meeting, the Applicant submitted renderings representing three options for an amended design of the proposed elevator towers and requested staff distribute the options to the DRB in advance the meeting this evening in hopes of receiving individual comments from Board members so the Applicant could be better prepared for the meeting. For those members who provided feedback, including former Member Konstant, Option 3 was the preferred option. Ms. Klaassen stated that the Applicant also requested to meet with members in compliance with the Open Meetings Act to explain the details of the options, since the materials consisted of renderings, not plans, so many of the details are not clear. She then explained that on June 5, Chair Moor and Member Niehoff met with the Applicant and staff to provide their individual comments on the amended designs and to hear the Applicant's explanation of the design details. Ms. Klaaasen then provided a detailed summary of the Plan Commission's and the ZBA's consideration of the special use permit application for the proposed improvements. She then read Ms. Niehoff's comments into the record in support of design Option 3 for the proposed elevator towers. She stated following the applicant's presentation, public comment, and Board deliberation, a Board Member may wish to make a motion to recommend approval or denial of the request with draft language included on page nos. 9 and 10 of the packet. She then asked if there were any questions. A question was raised relating to detail and setback in the brick work which Ms. Klaassen indicated the applicant is better suited to respond to.

Chairperson Moor swore in those speaking to this matter. Patricia Davidson, TYLin International, project engineer, Glen Peters, Metra Senior Director of Capital Projects, Roya Basirirad, Metra Project Manager, Christopher Meyers, Metra Senior Historic Preservations Specialist, David Steel, architect with GFT Architects, introduced themselves to the Board.

Chairperson Moor described the June 5, 2025, pre-meeting as helpful and asked the applicant to identify the differences between Option 3 and the alterative Option 3. Mr. Myers informed the Board that the difference between both options is a banding element which he identified for the Board, one of which is flush with the brick and the other with banding which stepped out. No additional questions were raised at this time.

Chairperson Moor asked for public comment. No comments were made at this time. She then called the matter in for discussion.

Mr. Ritter agreed Option 3 is the best and described both Option 3 and the alternative Option 3 as good looking. Mr. Duda thanked the applicant for their effort and stated he would be in support of both Option 3 and alternative Option 3. Chairperson Moor agreed with the comments made and referred to the shadow line which provided more interest. She concluded she would be in favor of the alternate Option 3.

Chairperson Moor then referred to page nos. 9 and 10 and asked for a motion. A motion was made by Mr. Ritter to recommend approval of a Certificate of Appropriateness for the design of the proposed renovation and site improvements to the existing Metra Hubbard Woods train station subject to the condition that Option 3 alternate be used for the towers. Mr. Duda seconded the motion. A vote was taken and the motion unanimously passed, 6 to 0:
AYES: Baggett, Barker, Duda, Kennedy, Moor, Ritter
NAYS: None

New Applications:

a. **Case No. 25-09-DR: Green Bay Trail Near Ash Street Entrance - Village of Winnetka: Certificate of Appropriateness to allow the installation of an educational sign for the new Native Garden on the Green Bay Trail near the Ash Street entrance.**

Chairperson Moor noted Mr. Duda recused himself from the remainder of the meeting. Ms. Kirincic identified the property's location and zoning classification and summarized the application requested by the applicant. She then referred to an illustration which identified the proposed sign's location. Ms. Kirincic also referred to illustrations of the proposed sign and its measurements as well as the Board's role in considering the Certificate of Appropriateness. She then asked if there were any questions.

Chairperson Moor asked if it is the same as other educational signs on the trail. Ms. Kirincic responded the applicant confirmed that is correct. No additional questions were raised at this time.

Chairperson Moor then asked for a motion. A motion was made by Mr. Ritter to issue a Certificate of Appropriateness for the application as presented. Mr. Barker and Mr. Baggett seconded the motion. A vote was taken and the motion unanimously passed, 5-0.
AYES: Baggett, Barker, Kennedy, Moor, Ritter
NAYS: None

b. **<u>Case No. 25-10-DR: 540 Hibbard Road - Winnetka Park District</u>: Certificate of Appropriateness to allow the installation of an electronic ballfield scoreboard with custom text for Youth Sports Skokie Playfield, Field #1 (East Field).**

Ms. Kirincic identified the property's location and zoning classification and identified the proposed location of the electronic scoreboard as well as an aerial map and setbacks to the proposed scoreboard. She then described the proposed sign's colors, text, size and mounting method. Ms. Kirincic noted no additional lighting is being proposed. She identified the Board's role in considering the Certificate of Appropriateness and asked if there were any questions.

Chairperson Moor asked if the total sign height is 20 feet and if it included the Skokie playfield letterhead. Ms. Kirincic confirmed that is correct. Mr. Kennedy asked if the proposed location is not contained within the playfield and for the dimensions of scoreboards at other playfields. From the audience, the applicant indicated that the proposed sign would be the same size as the existing scoreboards on the other playfields. Mr. Baggett asked if the roofline would be the same as the new scoreboard.

Chairperson Moor asked for the applicant to respond to the Board's questions.

Costa Kutulus, Winnetka Park District Director of Parks and Maintenance and Lauren Laidley, a Winnetka resident who planned to donate the scoreboard, introduced themselves to the Board. Mr. Kutulus referred to a PowerPoint presentation and described the request for the sign's installation to the Board.

Lauren Laidley stated she and her husband moved to the Village in 2019 and described her husband, Luke's, coaching background and his untimely death and the support the family received from the Village. She stated donating the scoreboard would allow them to give back to the Village and described her work with the Park District to bring the project to life.

Mr. Kutulus described the proposed sign's dimensions, color and location and referred to a proposed rendering. He also described how it would be installed as well as the surrounding views of the property. Mr. Kutulus stated the proposed sign would be done by the same manufacturer as that as Duke Child's Fields and would have the same design. He then referred to the standards and stated the project met the standards. Mr. Kutulus then asked for the Board's approval and if there were any questions.

Chairperson Moor questioned whether the scoreboard would be the same height as nearby scoreboards. Mr. Kutulus confirmed that is correct.

Chairperson Moor then asked for a motion to approve the request. A motion to issue a Certificate of Appropriateness for the request as presented was made by Mr. Baggett and seconded by Mr. Kennedy. A vote was taken and the motion unanimously passed, 5 to 0:
AYES: Baggett, Barker, Kennedy, Moor, Ritter

NAYS: None

c. **Case No. 25-11-DR: 594 Green Bay Road - Baird & Warner: Sign Permit to allow replacement of the wall sign, fabric on an existing awning frame and awning sign which would reflect Baird & Warner's new brand identity.**

Ms. Kirincic identified the location of the existing awnings to be replaced and summarized the request for the Board. She then identified the differences from the signs approved in 2023 and referred to illustrations of the proposed awnings. Ms. Kirincic also identified the existing wall sign including the logo which was approved in 2023 as well as an illustration of the proposed wall sign and identified the differences between them. She described the differences in the sign's size which complied with code requirements. Ms. Kirincic then identified the Design Guidelines recommendations and wall sign standards and limitations. She asked if there were any questions. No questions were raised at this time.

Chairperson Moor asked for the applicant's presentation. Brian Shipkin of H.M. Witt & Co. Signs introduced himself to the Board. Chairperson Moor described the sign color and awning not being the same as a negative and questioned the reasoning. Mr. Shipkin responded the deep teal blue and white and yellow colors as being related to the applicant's brand and would be done at their other locations. He stated the applicant considered moving from black awnings to blue but could not find a suitable and available Sunbrella blue color. Mr. Kennedy asked for a material sample of the color. Mr. Shipkin responded he did not have it. Mr. Ritter stated the color is unusual enough that the awnings should remain black and that he did not prefer the sign's color but in the past the Board has approved colors that are representative of the business's brand. Mr. Shipkin referred to the applicant's passion with regard to the blue color. Mr. Kennedy stated he is concerned with the opposing colors and lack of samples for the sign being available. Mr. Shipkin responded he could provide a sample to the Board.

Chairperson Moor asked for a motion to continue the matter to the next meeting. A motion was made by Mr. Kennedy to continue the matter to the July 17, 2025 meeting for the Board to review a color sample. Mr. Ritter seconded the motion. A vote was taken and the motion unanimously passed, 5 to 0:
AYES: Baggett, Barker, Kennedy, Moor, Ritter
NAYS: None

d. **Case No. 25-12-DR: 515 Lincoln Avenue - Winnetka Music Festival: Variation to allow a 100-square-foot temporary event banner to be installed on the One Winnetka Development Project construction fence and to allow the banner to remain up to 60 days after the event. The applicant has withdrawn this application. The Design Review Board will not be taking action on this.**

Chairperson Moor noted the application was withdrawn by the applicant.

Other Business.

a. July 17, 2025, 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. Barker and seconded by Mr. Baggett. A vote was taken and the motion unanimously passed, 5 to 0:
AYES: Baggett, Barker, Kennedy, Moor, Ritter
NAYS: None
The meeting was adjourned at 7:51 p.m.

Respectfully submitted,

Antionette Johnson
Recording Secretary