



Village of Winnetka

Design Review Board/Sign Board of Appeals Regular Meeting

September 18, 2025 at 7:00 PM
Winnetka Village Hall Council Chambers
510 Green Bay Road

AGENDA

1. **Call to Order**
2. **Public Comments**
3. **Approval of Minutes**
 - a. July 17, 2025, Regular Meeting Minutes
4. **New Applications**
 - a. **Case No. 25-13-DR: 933 Green Bay Road - Visual Comfort & Co.**: Sign Permit to allow a new wall and double-faced projecting signs, all of which will be on the new building's Green Bay Road elevation of the Subject Property.
 - b. **Case No. 25-14-DR: 191 Linden Street - Saints Faith Hope & Charity Parish**: Certificate of Appropriateness to allow the replacement of the existing roof on the south wing of the school at the Subject Property.
 - c. **Case No. 25-15-DR: 520 Green Bay Road - BMO Bank**: Certificate of Appropriateness to allow exterior building and landscaping alterations on the Subject Property.
 - d. **Case No. 25-16-DR: 847 Elm Street - Little Elm**: Sign Permit to install window and projecting signs, and Certificate of Appropriateness to allow storefront improvements and removal of the existing awning and awning valance sign from the previous business on the Subject Property.
 - e. **Case No. 25-17-DR: 555-557-559 Chestnut Street**: Certificate of Appropriateness to enable the sandblasting, tuckpointing, re-painting, and replacement of two existing windows on the alley elevation of the Subject Property.
 - f. **Case No. 25-18-DR: 914 Green Bay Road - Sante Integrated Health and Wellness**: Sign Permit to install door window and projecting signs at the first-floor entrance of the Subject Property.
 - g. **Case No. 25-19-DR: 560 Chestnut Street - Neapolitan**: Certificate of Appropriateness requesting approval to paint portions of the exterior storefront on the Subject Property.
5. **Other Business**
 - a. October 16, 2025, Regular Meeting - Quorum Check
6. **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).

1 **Winnetka Design Review Board/Sign Board of Appeals Meeting Minutes**
2 **July 17, 2025**
3

4 **Members Present:**

Katie Moor, Chairperson
Wesley Barker
Peter Evanich
Heather Niehoff

9 **Members Absent:**

Chris Baggett
Fritz Duda
Colin Kennedy

13 **Village Staff:**

Davorka Kirincic, Building and Code Enforcement Manager

15 **Call to Order & Roll Call:**

16 Chairperson Moor called the meeting to order at 7:03 p.m. Roll call was taken of the Board Members present.

18 **Public Comments:**

19 Chairperson Moor noted there are no audience members present to comment.

21 **Approval of Minutes:**

22 Chairperson Moor asked if there were any comments or corrections or for a motion to approve the June 19, 2025
23 meeting minutes. A motion to approve the June 19, 2025, meeting minutes was made by Ms. Niehoff and
24 seconded by Mr. Evanich. A vote was taken and the motion was unanimously passed, 4 to 0:

25 AYES: Barker, Evanich, Moor, Niehoff

26 NAYS: None

28 **Continued Applications:**

29 a. **Case No. 25-11-DR: Baird & Warner (594 Green Bay Road): An amended Sign Permit to allow**
30 **replacement of the existing wall sign, recovery of existing awning frames, and awning signs for Baird & Warner's**
31 **new brand identity. This item was continued from the June 19, 2025, Design Review Board Meeting.**

32 Chairperson Moor summarized the request which was continued from the last meeting. Ms. Kirincic referred to a
33 PowerPoint presentation, summarizing the request for the proposed awning to be recovered in Sunbrella fabric
34 and describing the awning signs, colors, and text for the Board. She then referred to a comparison of the prior and
35 current wall sign proposal and asked if there were any questions. No questions were raised at this time.

37 Ms. Niehoff commented that it looked great and blended better with the canopy. The Board Members agreed with
38 Ms. Niehoff's comments.

40 Chairperson Moor asked for a motion to approve the request as presented. A motion to approve the request was
41 made by Ms. Niehoff and seconded by Mr. Barker. A vote was taken and the motion was unanimously passed, 4 to
42 0:

43 AYES: Barker, Evanich, Moor, Niehoff

44 NAYS: None

46 **Other Business.**

47 a. August 21, 2025, Meeting – Quorum Check.

48 The Board Members discussed their availability.

50 **Adjournment:**

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

53 AYES: Barker, Evanich, Moor, Niehoff

1 NAYS: None
2 The meeting was adjourned at 7:08 p.m.
3
4 Respectfully submitted,
5
6 Antionette Johnson
7 Recording Secretary
8

DRAFT



MEMORANDUM VILLAGE OF WINNETKA

COMMUNITY DEVELOPMENT DEPARTMENT

TO: DESIGN REVIEW BOARD
FROM: DAVORKA KIRINCIC, AICP
BUILDING AND CODE ENFORCEMENT MANAGER
DATE: SEPTEMBER 11, 2025
SUBJECT: 933 GREEN BAY ROAD - VISUAL COMFORT & CO. - SIGN PERMIT
(CASE NO. 25-13-DR)

INTRODUCTION

On September 18, 2025, the Design Review Board (DRB) is scheduled to consider a sign permit application submitted by *Visual Comfort & Co* (the “Applicant”), as the future lessee of the portion of 1st floor commercial space in the planned commercial building at 933 Green Bay Road, (the “Subject Property”), to allow new wall and a double-faced projecting signs all of which will be on the new building’s Green Bay Road elevation of the Subject Property.

PROPERTY DESCRIPTION

The Subject Property is located on the east 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. In a portion of the first floor of a new planned commercial building, the Applicant will operate its retail lighting fixtures store. The other portion of the first-floor commercial space will be occupied by another tenant. **Figure 1** identifies the location of the Subject Property and the future commercial building. **Figure 2** shows the existing building with a storefront and the courtyard, which is slated for demolition.



Figure 1 – Subject Property – Location Map of 933 Green Bay Road Property



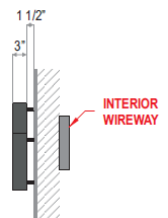
Figure 2 – Subject Property – Green Bay Road view of the Subject Property with the existing building

CURRENT REQUEST

The Applicant is seeking approval to install a new back-lit, illuminated wall sign and double-face projecting sign, all of which would provide identification and promotion for their new business location. Signs will feature logo, text, and colors of their businesses as shown in the illustrations below:

Proposed wall sign is:

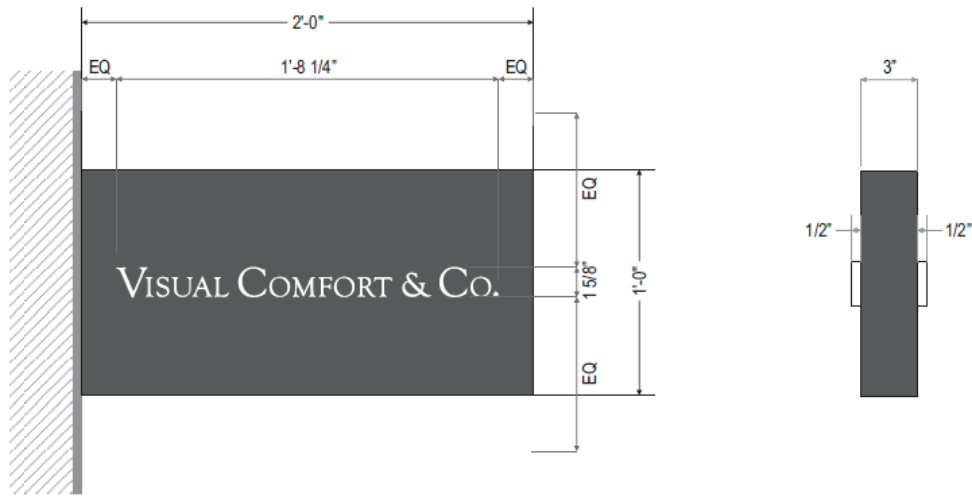
- Mounted within the storefront’s band;
- Fabricated aluminum backlit channel letters;
- Backlit channel individual letters;
- LED illumination with 6500K white, containing the business name *Visual Comfort & Co*;
- The first letters of each word measuring 18 inches high, 3 inches thick,;
- Gray faces (Pantone 425C), white returns;
- Mounted approximately 15 feet and 6 inches above the sidewalk, and
- 28.26 square feet of sign area.



Subject Property – Proposed wall sign

Proposed projecting sign

- A new double-faced sign identifies a new business:
 - projecting 24 inches from the building wall over the sidewalk
 - bottom of the sign will be 96 inches from the finished grade;
- Proposed double-face nonilluminated sign 24 inches wide by 12 inches tall;
- Text max. 1 5/8 inches tall stating Visual Comfort & Co.;
- 1/8 inches aluminum sign with gray satin finish and clear acrylic push-thru graphics, and
- 2 square feet of sign area on each side.



Subject Property – Proposed new double-face 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 for wall signs and projecting signs in commercial districts.

Wall sign standards

- Sign may only contain the business name, a three-word generic description of the types of products or services offered, and the occupant’s logo or trademark;
- Sign may not exceed 70 square feet in area;
- Shall be placed substantially parallel to the surface of the wall;
- For a building that contains more than one type of sign (e.g., wall, window, awning, etc.), a sign shall not exceed 15% of the street exposure.

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

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 the occupant logo or trademark.

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

Signage Street Exposure

Area	Square Foot	Percentage
Street Exposure	916.50	-
Max Allowed per Sign Code (15% of the Street Exposure)	137.48	15%
All Proposed Signs counted toward Street Exposure	30.26	3.30%

The proposed signs comply with the maximum allowed sign area for street exposure, not exceeding 15% of the street exposure at Green Bay Road elevation.

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 to approve proposed signage. **See Attachment B.**

SUMMARY

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

ATTACHMENTS

Attachment A: Application Materials

Attachment B: Design Guidelines Excerpt

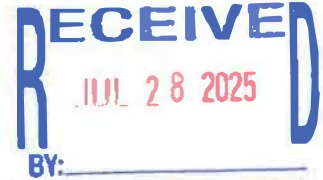
ATTACHMENT A

Village of Winnetka
SIGN PERMIT APPLICATION

VILLAGE OF WINNETKA, ILLINOIS

DEPARTMENT OF COMMUNITY DEVELOPMENT

SIGN PERMIT APPLICATION



Tenant/Lessee

Name of Business Visual Comfort & Co.		Primary contact name Lisa Gomez		Phone No. [REDACTED]
Project Address 933 Green Bay Rd				
City Winnetka	State IL	Zip Code 60093	Email tax@visualcomfort.com	

Sign Company

Name of Sign Company Volkan Signs & Lighting		Primary contact name Volkan Ozdemir		Phone No. [REDACTED]
Street Address 602 Lunt Ave, Schaumburg, IL 60193				
City Schaumburg,	State IL	Zip Code 60193	Email vozdemir@volkansigns.com	

Property Owner

Name of Company GW Properties		Primary contact name Mitch Goltz		Phone No. (773) 382-0445
Street Address: 2211 N Elston Ave, Ste 304				
City Chicago	State IL	Zip Code 60614	Email mitch@gwproperties.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 _____

Sign A – Wall Sign Back-lit aluminum channel letters, 18.17" x 223.9" (28.26 sq ft), mounted at -15-6" A.F.F. Illuminated with 6500K white LEDs. Gray faces (Pantone 425 C), white returns.

Sign B – Blade Sign Double-sided, non-illuminated blade sign, 12" x 24" (2 sq ft), mounted at -8'-0" A.F.F. Aluminum with gray satin finish and clear acrylic push-thru graphics.

OFFICE USE ONLY

SBC-2025-516

SIGN FEE: \$80 NON-ILLUMINATED PER SIGN TYPE	\$ <u>80.00</u>
\$195 ILLUMINATED SIGN	\$ <u>195.00</u>
STAFF REVIEW FEE: \$70 <input type="checkbox"/> WAIVE FEE	\$ <u>70.00</u>
TOTAL PERMIT FEE	\$ <u>345.00</u>
CONDITIONS OF APPROVAL: _____	

Authorization to Permit/Install Signage

ID PROJECT NAME: Visual Comfort & Co.
STREET ADDRESS: 933 Greenbay Road
CITY, STATE, ZIP: Winnetka, IL 60093
DRAWING: 225796 R2


LANDLORD NAME:
CONTACT NAME:
CONTACT TITLE:
STREET ADDRESS:
CITY, STATE, ZIP:

To Whom It May Concern,

I, Mitch Goltz, certify that I'm the duly authorized representative of the building at the above referenced address. I also hereby certify that I am authorized to make decisions regarding tenant changes to the referenced address.

I hereby certify that I have reviewed the referenced artwork and that I have granted approval for the signage depicted on the attached artwork to be fabricated and installed at the referenced location.

Lastly, I do hereby authorize Persona Triangle and its subcontractor, Volkan Signs & Lighting, Inc., to represent us in this matter and in the capacity file for and obtain a sign permit for this project. All permits needed for the signage and installation of the signage are hereby authorized by the landlord.

Authorized By (Print Name): Mitch Goltz
Title: Manager
Signature: 
Date: 5/15/2025

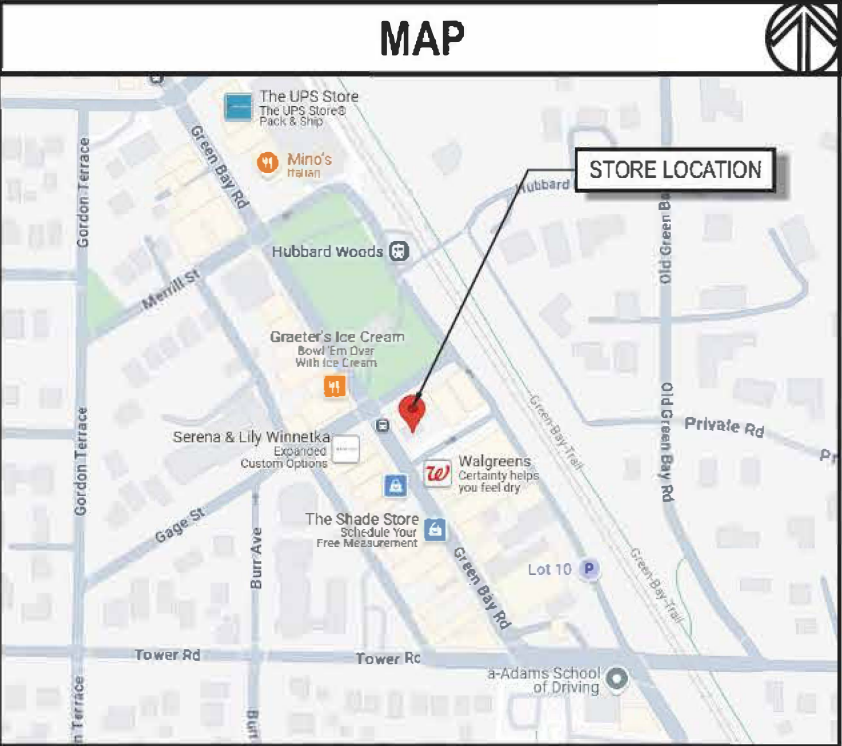
PROJECT SCHEDULE		
SIGN TYPE/ DESCRIPTION:	QTY.:	PG.
A. FABRICATED ALUM. BACK LIT CHANNEL LETTERS	ONE (1)	3
B. D/S NON-ILLUMINATED BLADE SIGN	ONE (1)	5

PROJECT:

VISUAL COMFORT & Co.

933 GREENBAY ROAD
WINNETKA, IL 60093

REVISIONS			
#	DATE	DB	NOTES
R1	4.5.2025	JACK	REMOVED DAY/NIGHT VINYL ON SIGN 'A' PROVIDED BLADE A.F.F. OPTION. CHANGED SIGN A TO BACK LIT AND SIGN B TO NON-ILLUM. DECREASED BLADE LENGTH TO 2'
R2	4.7.2025	SU	
R3	6.5.2025	JACK	
R4	7.28.2025	JACK	



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CLIENT & LOCATION
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WINNETKA, IL 60093

VISUAL COMFORT & Co.

LEAD NO. 225796 R4	DATE 3.18.2025	REVIEW	SHEET NO. 1 of 6
SM/PM ZF - FS	ARTIST JACK	SEG. NO.	

STOREFRONT ELEVATION

SCALE: 1/4"=1'-0"



CL
DOORS

A

18'-7 7/8"

EQ
1'-6"
EQ

VISUAL COMFORT & Co.

±15'-6" A.F.F.
B.O. SIGN 'A'

B

EQ 3" EQ

8'-0" A.F.F.
B.O. SIGN 'B'

0'-0"
FIN. FLOOR (VARIES)



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WINNETKA, IL 60093

VISUAL COMFORT & Co.

LEAD NO. 225796 R4	DATE 3.18.2025	REVIEW	SHEET NO. 2 of 6
SM/PM ZF - FS	ARTIST JACK	SEG. NO.	

FABRICATED ALUM. BACK LIT CHANNEL LETTERS

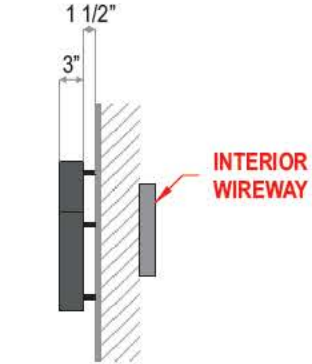
SCALE: 1/2" = 1'

QTY.: ONE (1)

AREA: 18.17' x 223.9' = 28.26' \sphericalangle



FRONT



SIDE

FINISH SCHEDULE

WHITE SATIN	PANTONE 425 C
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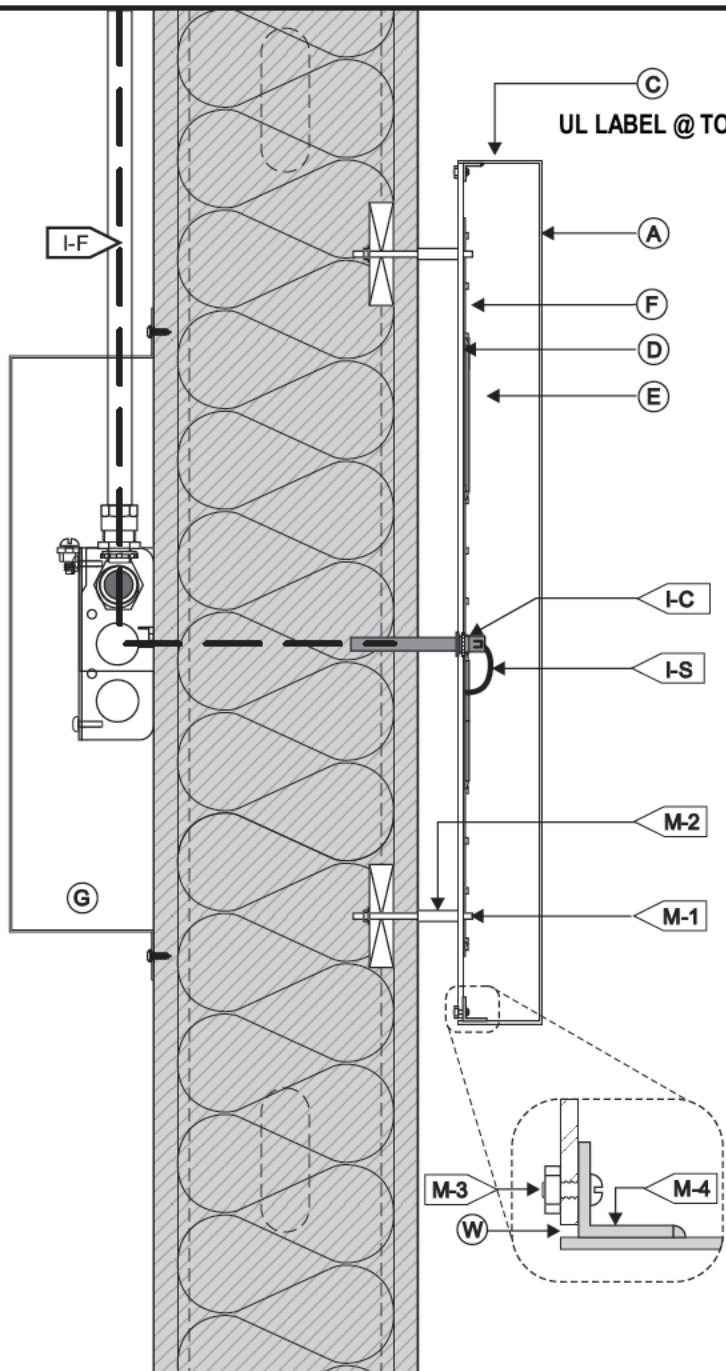
VISUAL COMFORT & Co.

LEAD NO. 225796 R4	DATE 3.18.2025	REVIEW	SHEET NO. 3 of 6
SM/PM ZF - FS	ARTIST JACK	SEG. NO.	

FABRICATED ALUM. BACK LIT CHANNEL LETTERS - SECTION DETAIL

SCALE: N.T.S.

A-1



EXTERIOR INSTALL

(A) FACE	
MATERIAL:	ALUM. 1/8"
COLOR:	WHITE
FINISH:	SATIN
BORDER:	N/A
VINYL:	N/A
COLOR INFO:	N/A
(C) RETURNS	
DEPTH:	3"
MATERIAL:	ALUM. .060
COLOR:	TO MATCH PANTONE 425 C (GREY)
FINISH:	SATIN.
(D) BACKS	
MATERIAL:	3/16" CLEAR LEXAN, EXTERIOR FACE SANDED
(E) INSIDE OF CAN	
FINISH:	PAINTED WHITE
(F) ILLUMINATION: 6500K WHITE LEDS @ LEXAN, SHINES INTO LETTER. (104.28 LUMENS PER WATT)	
ALL WIRES TO BE TERMINATED W/ A MECHANICAL UL LISTED FASTENER	
(G) WIREWAY	
MATERIAL:	3" DEEP x 0.040" BRAKE-FORM PRE-COAT WHITE ALUM.
COLOR/ FINISH:	FINISH TO MATCH WALL

(I) WIRING	
I-C:	7/8" DIA. HOLE @ LEXAN W/ PAIGE WALL BUSTER CONNECTOR & CONDUIT, WRAP EXPOSED CONDUIT W/ VINYL FINISHED TO MATCH FASCIA V.I.F. COLOR
I-D	DISCONNECT SWITCH
I-F	TO ELECTRICAL FEED
I-S:	U.L. APPROVED LOW VOLTAGE CLASS II WIRING ALL CONNECTIONS TO BE IN WATERPROOF BOXES
(J) POWER SUPPLY	
TYPE:	REMOTE LED POWER SUPPLY HOUSED IN WEATHER-PROOF, FRONT ACCESS METAL BOX.
VOLTAGE;	120V
(M) MOUNTING SEE MOUNTING NOTE.	
M-1:	DRILL & TAP LEXAN FOR 10/24 ALLTHREAD.
M-2:	1 1/2" SPACER
SPACER FINISH	TO MATCH FASCIA V.I.F. COLOR
M-3:	10/24 BOLT & NUT.
M-4:	1/2" x 1/2" ALUM. ANGLE WELDS TO RETURNS
(W) WEEP HOLES	1/8" GAP @ B.O. LEXAN.

NOTE: TIME CLOCK IS REQUIRED - DONE BY OTHERS

120V INSTALL	1. CUSTOMER G.C. TO PROVIDE ADEQUATE WOOD OR MTL. BLOCKING IN CORRELATION W/ FACADE FRAMING AS REQUIRED.	ELECTRICAL	1. ALL ELECTRICAL COMPONENTS TO BE U.L. APPROVED.	FABRICATOR	1. PLACEMENT OF LIGHTING ELEMENTS FOR OPTIMUM ILLUMINATION OF SIGN TO BE DETERMINED IN PRODUCTION.	
	2. INSTALLER IS TO V.I.F. & PROVIDE THE PROPER NON-CORROSIVE MOUNTING HARDWARE TO ENSURE SAFE INSTALLATION.		2. CUSTOMER IS RESPONSIBLE FOR ONE (1) 120v/ 20a DEDICATED CIRCUIT w/ GROUND PER SIGN TO WITHIN 6' OF SIGN.		2. MANUFACTURER & U.L. LABELS TO BE APPLIED & VISIBLE FROM THE GROUND, LOCATED ON THE LAST CHANNEL LETTER OR END OF THE SIGN BOX/FREESTANDING SIGN	
	3. ALL EXTERIOR FACADE PENETRATIONS TO BE WATERTIGHT.		3. THIS SIGN IS INTENDED TO BE INSTALLED IN ACCORDING W/ THE REQUIREMENTS OF ARTICLE 600 OF THE NATIONAL ELECTRICAL CODE AND/OR OTHER APPLICABLE LOCAL CODES. THIS INCLUDES PROPER GROUNDING & BONDING OF THE SIGN.			
	4. INSTALLATION TO MEET CURRENT N.E.C., U.L. & LOCAL CODES. LOCATION OF THE DISCONNECT SWITCH AFTER INSTALLATION SHALL COMPLY WITH ARTICLE 600.5(A) (1) OF THE NATION ELECTRICAL CODE					



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WINNETKA, IL 60093

VISUAL COMFORT & Co.

LEAD NO. 225796 R4	DATE 3.18.2025	REVIEW	SHEET NO. 4 of 6
SM/PM ZF - FS	ARTIST JACK	SEG. NO.	

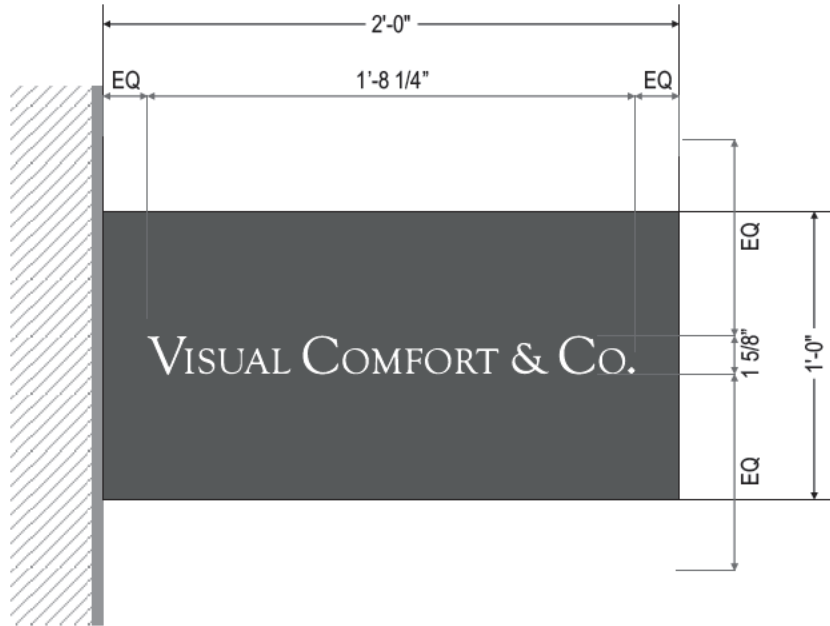
D/S NON-ILLUMINATED BLADE SIGN

SCALE: 1 1/2" = 1'

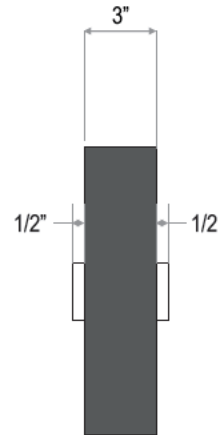
QTY.: ONE (1)

AREA: 12" x 24" = 2' ∅

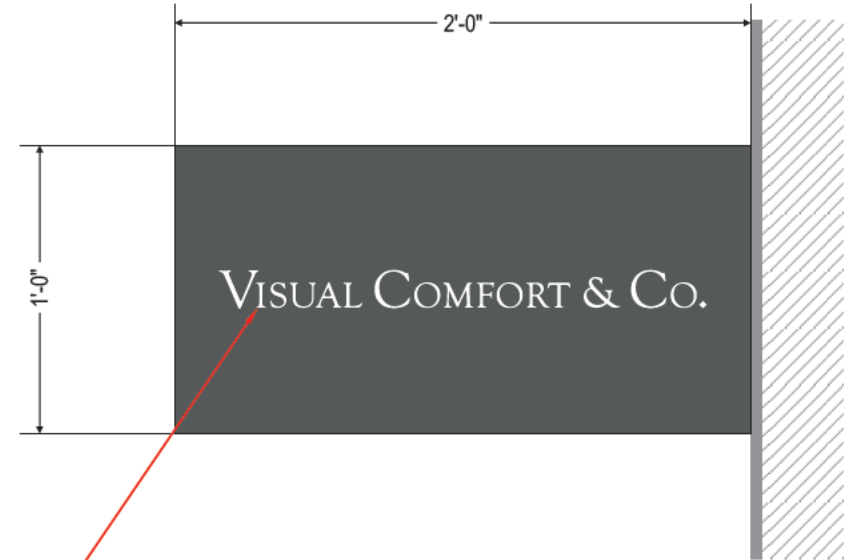
B



SIDE A ○



END ○



SIDE B ○

COPY STROKE MAY NEED TO BE INCREASED PER PRODUCTION REQUIREMENTS.

FINISH SCHEDULE

ACRYLIC	PANTONE 425 C
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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)



MEMORANDUM VILLAGE OF WINNETKA

COMMUNITY DEVELOPMENT DEPARTMENT

TO: DESIGN REVIEW BOARD
FROM: DAVORKA KIRINCIC, AICP
BUILDING AND CODE ENFORCEMENT MANAGER
DATE: SEPTEMBER 11, 2025
SUBJECT: 191 LINDEN STREET (SAINTS, FAITH, HOPE AND CHARITY CHURCH)
CERTIFICATE OF APPROPRIATENESS (CASE NO. 25-14-DR)

INTRODUCTION

On September 18, 2025, the Design Review Board is scheduled to consider an application submitted by Saints, Faith, Hope and Charity Church (the "Applicant"), the owner of the property located at 191 Linden Street (the "Subject Property"), for consideration of a Certificate of Appropriateness to allow the replacement of the existing roof on the south wing of the school at the Subject Property.

PROPERTY DESCRIPTION

The Subject Property is located on the north side of Hill Road, between Linden Street and Ridge Road, contains Saints Faith, Hope, and Charity Church and School, and is in the R-3 Single-Family Residential District. **Figure 1** below identifies the Subject Property, and **Figure 2** on the following page identifies the location of the roof replacement.

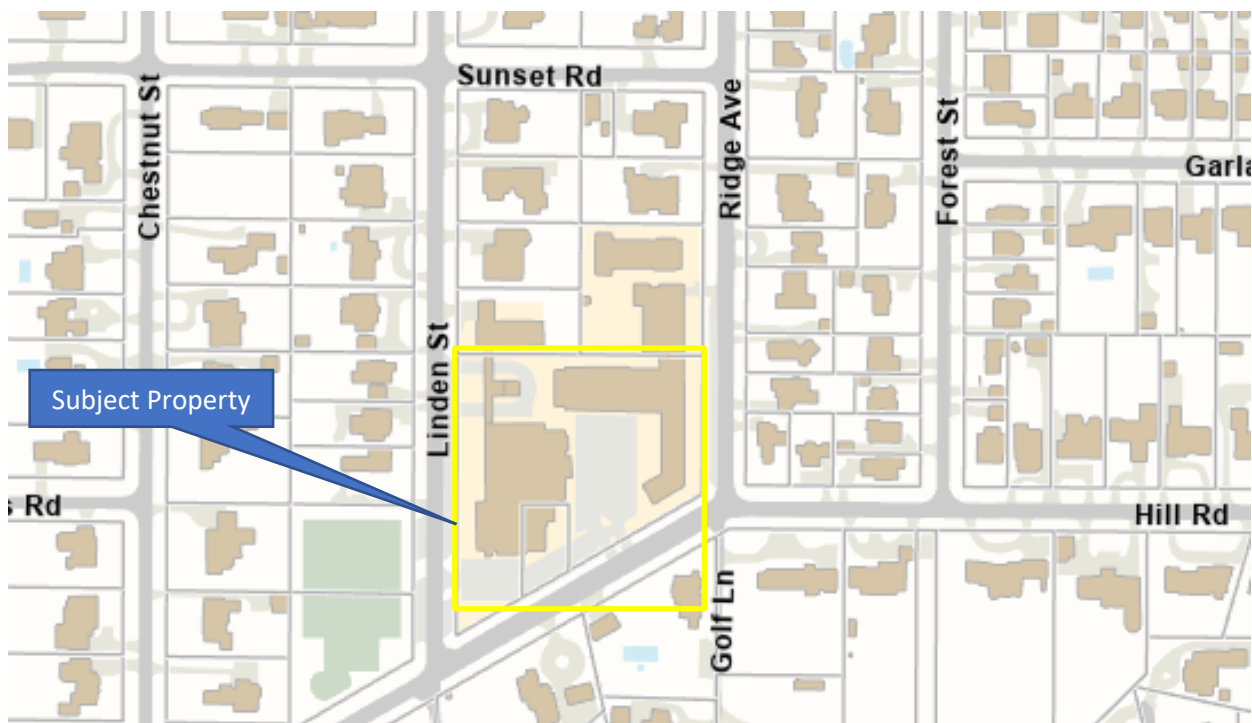


Figure 1 – Subject Property – Location Map



Figure 2 – Subject Property – Location of the portion of the roof replacement

CURRENT REQUEST

The Applicant is seeking approval to replace the existing ceramic tile roof on the south wing of the school with proposed metal tiles to match the three closest surrounding roofs at this end of the campus on Subject Property, as shown in **Figures 3, 4, and 5**. The staff did not find DRB approval on file for the mentioned three closest surrounding roofs, but GIS is showing the subject buildings with metal roofs back in 2005.



Figure 3 – Subject Property –Existing metal roof on the Church



Figure 4 – Subject Property –Existing metal roof on the Parish Center



Figure 5 – Subject Property –Existing metal roof on the Gym

Proposed roof replacement

SNAP-ON STANDING SEAM PANEL

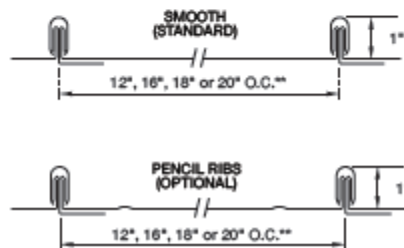
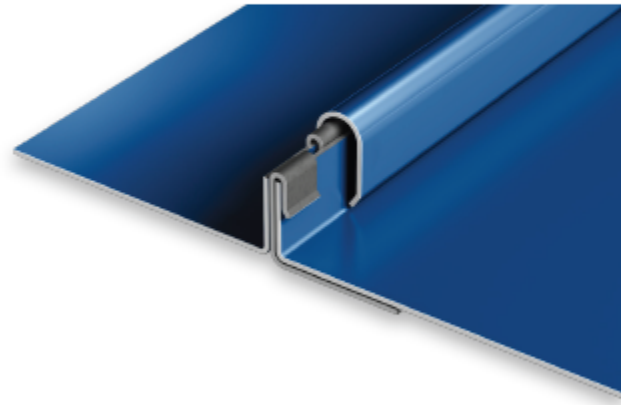
MATERIALS

.032 aluminum 24 gauge steel*

SPECS

12", 16", 18" or 20" O.C. 1" High

UL-90



The Applicant has provided a site plan showing the location, design, and proposal to replace a portion of the roof, all of which are included in the application materials included in **Attachment A**.

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 Board will need to determine if the proposed partial roof replacement complies with the above standards.

DESIGN GUIDELINES ANALYSIS

The Village’s Design Guidelines provide general guidance on roof materials for commercial, mixed-use, multiple-family, and institutional buildings. In terms of materials, the Guidelines recommend clay tiles,

cement tiles, shingles, and ceramic tiles that simulate natural materials. The architectural series of asphalt shingles (3ply), wood shingles (fire-treated), slate, and real copper (no other metal roofs are allowed). The Design Excerpt is included in **Attachment B**.

SUMMARY

The Applicant requests that the DRB find the proposed roof replacement appropriate and compatible with the Design Guidelines and approve it as proposed. Should the DRB approve the Certificate of Appropriateness, the Applicant would first need to obtain an approved Building Permit from the Community Development Department before replacing the roof.

ATTACHMENTS

Attachment A: Application Materials

Attachment B: Design Excerpt

ATTACHMENT A

Village of Winnetka
CERTIFICATE OF APPROPRIATENESS APPLICATION

VILLAGE OF WINNETKA, ILLINOIS
DEPARTMENT OF COMMUNITY DEVELOPMENT

CERTIFICATE OF APPROPRIATENESS APPLICATION

Project Address: 191 Linden Street, Winnetka IL 60093

Name of Business(es): Saints Faith Hope & Charity

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) school south wing roof replacement

Please provide a detailed description of the proposed work (attach additional information such as material specifications, photographs, etc.): replacement of 1940s roof on the south wing of the school which is suffering water damage with every rainfall. the metal roof will match the 3 closest surrounding roofs at this end of the campus

I/We hereby certify that as Owner rep (Lessee/Owner) of the property located at 180 Ridge (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.

FOR LESSEE/OWNER USE ONLY

SIGNED _____

PRINTED NAME(S) Donna Borman

ADDRESS 191 Linden Street Winnetka IL 60093

PHONE NO. _____

EMAIL dborman@faithhope.org

FOR OFFICE USE ONLY

COA applied for (date): _____

COA Case Number: _____

COA Issued (date): _____

COA Fee

\$135

\$575

PRIMARY DESIGN FIRM _____

CONTACT NAME _____

ADDRESS _____

PHONE NO. _____

EMAIL _____

COA 2015-720

RECEIVED
JUL 08 2015
BY: _____



Anita Lichterman

From: eduard <eduard@landmarkdgi.com>
Sent: Tuesday, July 8, 2025 2:18 PM
To: Anita Lichterman
Subject: Good Faith Hope Roof Project
Attachments: GFH Arial.jpg; roof pg1.pdf; roof pg4.pdf

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Anita, I was asked to supply you with the area of work and some street level camera angles of the project that we are contracted out to do, please see attached. Let me know if you need anything else. Also attached is the signed portion of our contract with GFH.









Sincerely,

Eduard Garcia



LANDMARK

REGION AND DEVELOPMENT SERVICES

(630) 323-5300 x1 | 1000 Hart Rd, Suite 300 | Barrington, IL 60010

eduard@landmarkdgi.com | www.landmarkdgi.com

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 *Please consider the environment before printing this e-mail.*







SNAP-ON STANDING SEAM PANEL

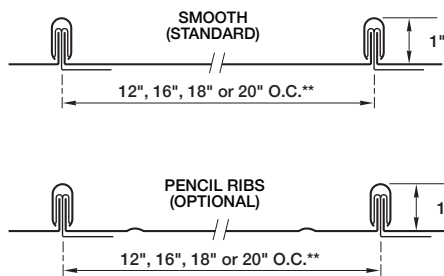
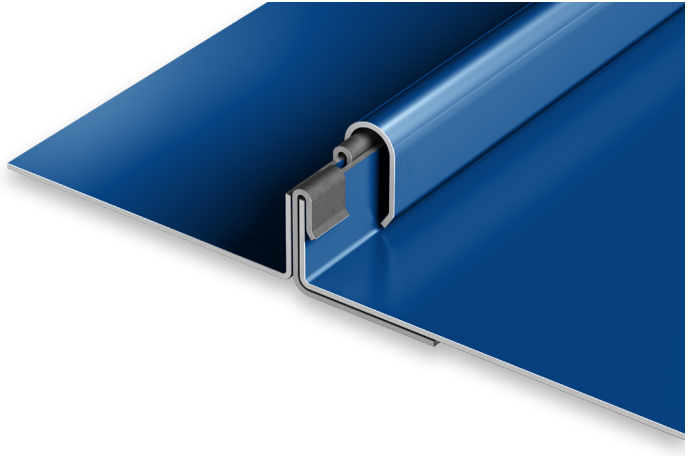
MATERIALS

.032 aluminum 24 gauge steel*

SPECS

12", 16", 18" or 20" O.C. 1" High

UL-90



PRODUCT FEATURES

- ▶ Ideal for transition roofs
- ▶ Pencil ribs available
- ▶ 35-year non-prorated finish warranty
- ▶ Panel lengths up to 35'

MATERIAL

- ▶ 48 stocked colors (24 gauge steel)

- ▶ 34 stocked colors (.032 aluminum)
- ▶ Galvalume Plus available

UL CLASSIFICATION

- ▶ UL-580 Class 90 rated over solid substrate. (steel only - up to 18" O.C.)
- ▶ UL-1897 wind uplift
- ▶ UL-790 Class A fire rated
- ▶ UL-263 fire resistance rated

ASTM TESTS

- ▶ ASTM E283/1680 tested
- ▶ ASTM E331/1646 tested

FLORIDA BUILDING PRODUCT APPROVALS

Please refer to pac-clad.com or your local factory for specific product approval numbers for Snap-On Panels.

*12" and 18" 24 gauge steel Snap-On Standing Seam panels and 11" and 18" 24 gauge steel High Snap-On Standing Seam panels are UL-90 Classified over solid substrate. See roof deck construction in Underwriter Laboratories roofing materials and systems directory.

A complete specification is available online at pac-clad.com.

Village of Winnetka, Illinois

the EIFS must resemble exterior grade stucco of the historic English Tudor buildings in the Village.

Acceptable Materials:

a. Primary Facade

Commercial, Mixed Use, Multiple-Family and Institutional

- Modular face brick (See figure 43)
- Limestone (Limited to partial first floor only. Limestone is to be integrated with brick for multiple-family residential) (See figure 44)
- Cast stone, which clearly simulates stone, is limited to accent pieces such as belt courses, sills and shoes. (Split face or rusticated are not permitted.)
- Exterior grade stucco with wood trim (See figure 45)
- Wood siding (Multi family Residential only)



Figure 43

b. Secondary Facade

Commercial, Mixed Use, Multiple-Family and Institutional

- Modular face brick (See figure 43)
- Modular common brick
- Dressed limestone (Limited to first floor only) (See figure 44)
- Cast stone, which clearly simulates stone, is limited to accent pieces such as belt courses, sills and shoes. (Split face or rusticated are not permitted.)
- Exterior grade Stucco with wood trim (See figure 45)
- EIFS (upper floors only, troweled texture to resemble stucco) (See figure 46)



Figure 44

c. Roof materials

Commercial, Mixed Use, Multiple-Family and Institutional.

- Clay Tiles (See figure 47)
- Cement Tiles and Shingles
- Ceramic Tiles that simulate natural materials.



Figure 45

Architectural Series of Asphalt Shingles
(3 ply) (See figure 49)
Wood Shingles (Fire treated)
Slate (See figure 48)
Real Copper (No other metal roofs are
allowed)



Figure 46

Institutional only

Flat roofs must be hidden by parapet
on primary / secondary facades.

Commercial and Multiple- Family

Flat roof must not be visible from
street, pedestrian, or open spaces.

d. Door and Window Materials:

Commercial, Mixed Use, Institutional,
Multiple- Family Residential: Entry
doors should be wood or aluminum
stile and rail with varying degrees of
glass. Public entry doors should be
fully glazed whereas private and semi-
private entries should be primarily
solid panel doors. Storefront window
units should be either paneled
aluminum or brass. Many original
storefronts, some with transom
windows, remain in the districts.
Efforts should be taken to
repair and renovate these systems
where feasible. Window frames should
be wood, steel or aluminum. Vinyl
windows are not acceptable. Muntin
divisions should be real divided glass
or simulated with spacer bars. Snap-in
muntins are not acceptable. Color
selection should be sympathetic with
the overall building color palette and
take into account the adjacent building
materials within the structure,
immediately adjacent structures,
structures within the same block and
structures across the street.

Entry door hardware is to be exterior grade with weather-resistant finish. Hardware design and finish is to be appropriate with facade articulation, color palette and district character. Glazing should be clear glass without tint or film.



Figure 47



Figure 48



Figure 49



MEMORANDUM VILLAGE OF WINNETKA

COMMUNITY DEVELOPMENT DEPARTMENT

DESIGN REVIEW BOARD

FROM: DAVORKA KIRINCIC, AICP
BUILDING AND CODE ENFORCEMENT MANAGER

DATE: SEPTEMBER 11, 2025

SUBJECT: 520 GREEN BAY ROAD - BMO BANK - COA FOR BUILDING AND
LANDSCAPING ALTERATIONS (CASE NO. 2025-15-DR)

INTRODUCTION

On September 18, 2025, the Design Review Board (DRB) is scheduled to hold a public hearing on a Certificate of Appropriateness Application submitted by *BMO Bank* (the "Applicant") as the lessee of the commercial space located at 520 Green Bay Road (the "Subject Property"). The Applicant is seeking approval to replace windows on the 2nd and 3rd floors with those that are the same as existing, repairing the landscaping retaining brick wall by the drive-thru, and replacing landscaping with new plantings on the Subject Property.

The Subject Property is located on the southwest corner of the intersection of Green Bay Road and Elm Street in the Elm Street Business District. It is zoned C-2 General Retail Commercial and is located in the Commercial Overlay District. The Subject Property is a traditional three-story building that houses *BMO Bank*. **Figure 1** below and **Figure 2** on the following page identify the Subject Property.

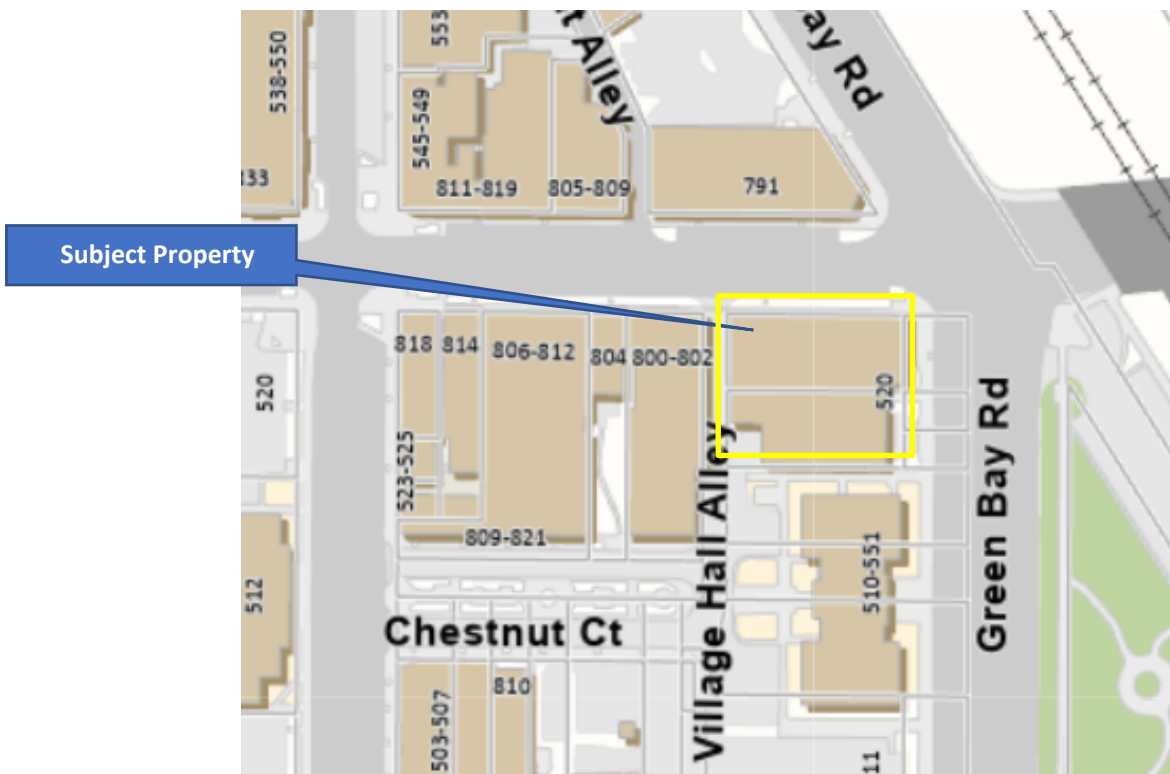


Figure 1 – Subject Property – Location Map



Figure 2 – Subject Property – Building View/Green Bay Road and Elm Street Intersection

PREVIOUS APPROVALS

In 2018, DRB approved existing building signage. In 2019, DRB approved a Certificate of Appropriateness for exterior building lighting. In 2023, staff administratively approved a Certificate of Appropriateness for tuckpointing and repairing the landscaping retaining brick wall by the drive-thru at the Subject Property.

CURRENT REQUEST

As previously stated, the Applicant is seeking the replacement of existing windows on the 2nd and 3rd floors, as they exist, the repair of the landscaping retaining brick wall by the drive-thru, and the replacement of landscaping in the beds with new plantings at the Subject Property

Building Façade Window Replacement

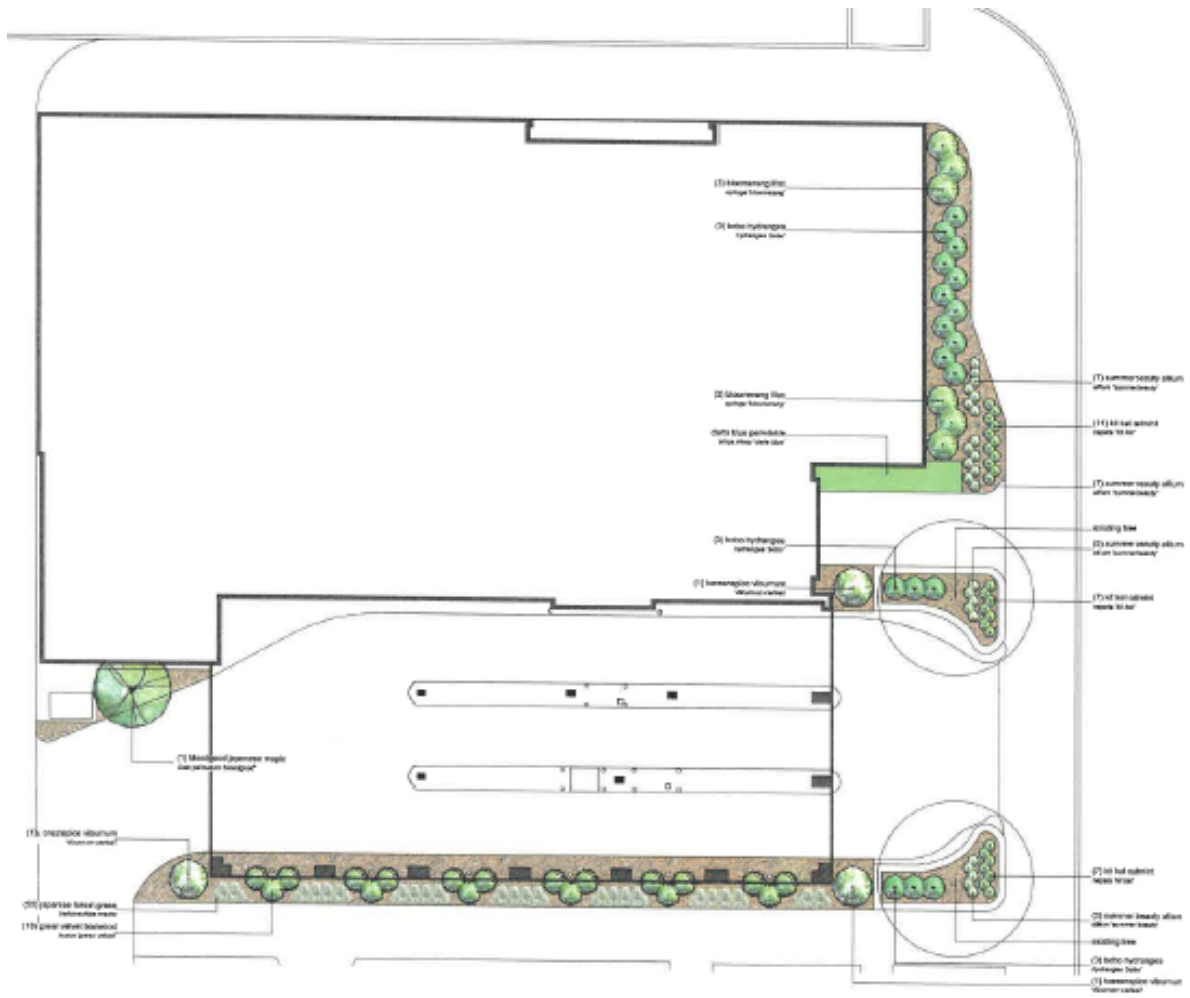
- The Applicant is seeking approval to replace 98 existing windows on the 2nd and 3rd floors, which will match exactly what is currently in place. Proposed windows are white Alside “Mezzo” premium vinyl windows.

Repair the landscaping retaining brick wall by the drive-thru

- The Applicant is proposing to repair the existing landscaping retaining brick wall as it is, maintaining the brick size and brick and mortar colors currently used.

Replace landscaping at the Subject Property with new plantings

- The Applicant is planning to replace landscaping in the beds both along the sidewalk on Green Bay Road and along the drive-thru area, as proposed on the landscaping plan below.



Proposed Landscaping Plan



Summer Beauty Allium



Kit Kat Catmint



Dart Blue Vinca



Japanese Forest Grass

Proposed Plantings



Proposed plantings

A copy of the application materials is included in **Attachment A**.

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 Board will need to determine if the proposed exterior building and landscaping alterations comply with the above standards.

DESIGN GUIDELINES ANALYSIS

The window replacement and landscaping, retaining brick wall repair abide by the Village Design Guidelines, as the applicant maintains the materials and colors currently on the building. The form of the building will not be altered, as it is planned to use the existing window openings.

Even though the Village’s Design Guidelines do not directly guide landscaping plantings on private commercial properties, staff reviewed proposed planting replacement and compared them with the

recommendations of the Design Guidelines for pedestrian zone landscaping and noted that nine proposed varieties specified in the plans and photos match the recommendations of the design guidelines (Village Plant Palette, Appendix B). Of the nine varieties specified, two match the Village of Winnetka plant palette; five are not on the Village of Winnetka plant palette, but a different variety than that specified; two are not on the Village of Winnetka plant palette list. Details are provided below:

Palette Match

Koreanspice Viburnum
Bloodgood Japanese Maple

On Palette, but a Different Variety

Bobo Hydrangea
Bloomerang Lilac
Green Velvet Boxwood
Kit Kat Catmint
Darts Blue Vinca

Not on Palette

Summer Beauty Allium
Japanese Forest Grass

SUMMARY

The Applicant requests that the DRB find the proposed exterior building and landscaping alterations appropriate and compatible with the Design Guidelines and approve them as proposed. Should the DRB approve the Certificate of Appropriateness, the Applicant would first need to obtain an approved Building Permit from the Community Development Department prior to proposed exterior building and landscaping alterations.

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: 520 Green Bay Road

COA-2025-923

Name of Business(es): BMO Bank/Hoffmann Commercial Real Estate

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) Fix broken retaining planter by drive thru replace windows on 2/3 floors, revamp landscape

Please provide a detailed description of the proposed work (attach additional information such as material specifications, photographs, etc.): We need to repair the damaged brick planter adjacent to drive thru that was hit by car to with brick/mortar to match existing
We need to replace failing windows on the 2nd and 3rd floors (all windows proposed) with like kind; Replace tired landscaping with new plantings

I/We hereby certify that as Owner (Lessee/Owner) of the property located at 520 Green Bay Road (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.

FOR LESSEE/OWNER USE ONLY

SIGNED _____
PRINTED NAME(S) Jenn Epstein
ADDRESS 568 Lincoln Avenue
PHONE NO. (847) 512-3191
EMAIL jepstein@hoffmanncre.com

FOR OFFICE USE ONLY

COA applied for (date): _____
COA Case Number: _____
COA Issued (date): _____
COA Fee
 \$135
 \$575

PRIMARY DESIGN FIRM
CONTACT NAME _____
ADDRESS _____
PHONE NO. _____
EMAIL _____

RECEIVED
AUG 22 2025
BY: _____

Davorka Kirincic

From: Jenn Epstein <jepstein@hoffmanncre.com>
Sent: Thursday, August 14, 2025 11:21 AM
To: Davorka Kirincic
Subject: 520 Green Bay Road
Attachments: 520 Green Bay (BMO) Site Plan R1.pdf; 520 Green Bay (BMO) Styling Images.pdf

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Davorka,

We have a few projects in the works, and I wanted to heed your advice on what may need to go thru DRB, and what can obtain administrative approval.

1. We need to fix the area where the planter bed next to BMO driveway got fixed. We would like to repair to prior existing condition, I have a bid attached – let me know if we would need anything outside of a building permit. We may explore putting in bollards to help protect it, as it has been hit at least 3 times in the past 2 years (and we’ve tuckpointed twice already).
2. We need to replace all windows on the 2nd/3rd floors at BMO. We have accepted a vendor to complete this work, who I believe will be pulling the necessary permits. The proposed windows (I have a sample and spec packet that I can provide), will match exactly what is currently in place.
3. We are planning to update the landscaping at BMO in the beds both along the sidewalk and along the drivethru area – I do have a proposed landscape plan attached here. This I’m guessing will need to go through the DRB.

Thank you! Happy to pop over to Village Hall if easier to discuss live.

Jenn Epstein

Senior Property Manager - North Shore

Hoffmann Commercial Real Estate
552 Lincoln Avenue Suite 202 | Winnetka, IL | 60093
T: [847-512-3191](tel:847-512-3191) | F: [847-512-3199](tel:847-512-3199)
E: jepstein@hoffmanncre.com

HOFFMANN

COMMERCIAL REAL ESTATE



**HOFFMANN FAMILY
OF COMPANIES**

ELEVATE YOUR EXPERIENCE

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WINDOW PROPOSAL - 520 GREEN BAY ROAD

MAY 09, 2025

The All Star treatment
James Hardie Specialists
35+years Serving Chicagoland

dave@allstarwindowsiding.com
847-564-0780

HOFFMAN CRE

520 Green Bay Rd
Winnetka, IL
60093



Hi Jenn,

Thank you for the opportunity to quote your window project. Please find your estimate below along with upgrade options for potential improvements to your project, if applicable.

The following estimate is for:

1. Removal and disposal of your old windows
2. Supply and installation of the new Alside "Mezzo" premium vinyl windows following manufacturer requirements
3. Clean up and haul away all job-related debris
4. All Star Products will complete an inspection and walk around with you when your project is completed to ensure your complete satisfaction
5. Lifetime Material Warranties from manufacturers (see all manufacturers warranties for details)
6. 1 Year Labor - 5 Year Workmanship Warranty is included on this project.

Included at the end of your quote are personal informational brochures that pertain to your project. Any other brochures are available upon request.

Throughout your improvement project our team will be inspecting your improvement project to make sure everything is installed to our "preferred partners" installation standards. We are fully insured with over 1 million dollars of liability insurance & WCB coverage for all employees & crews

If you have any questions, please give us a call. We always want to provide the best value to our clients. If we are outside of your budget, please let us know and we will do our best to work within your budget.

Thank You,

David Donofrio
dave@allstarwindowsiding.com



Scope of Work

- Supply & Install of 98 windows (various sizes) to replace current windows (same sizes)
- Tear out & dispose of existing windows and exterior window wrap
- Properly seal and flash window openings as per manufacturer specifications (utilizing OSI foam, window tape (varies by manufacturer) & OSI caulking)
- Supply & install Alside "Mezzo" Premium vinyl windows (White interior & exterior colors to match current) matching current grid configuration (GBG's - Grids between the glass)
- Final walk and inspection to complete customer satisfaction



*Includes repair of basic sill wood rot, if we discover more than typical wood repair we will work with our customer on a time and material bases to repair excess rot



*All Star will acquire required permitting, permitting costs will be billed back to customer (quoting is based on access to the building during regular working hours, Monday thru Saturday 8am thru 6pm daily)

Davorka Kirincic

From: Jenn Epstein <jepstein@hoffmanncre.com>
Sent: Thursday, August 21, 2025 10:16 AM
To: Davorka Kirincic
Subject: Permit Application, 520 Green Bay Road
Attachments: Certificate-of-Appropriateness-Application-Packet-PDF.pdf; Scan_20250813 (3).pdf; Masonry Building-Permit-Application-PDF.pdf; 520 Windows Building-Permit-Application-PDF.pdf; All Star Products of Northern Illinois, LLC Quote - Window Proposal - 520 Green Bay Road_Jenn Epstein_520 Green Bay Rd.pdf

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Morning, Davorka,

Thanks for your time over the last few days. As we discussed, I've included here a certificate of appropriateness and applicable building permits for the work we're looking to do at 520 Green Bay Road. The first is getting the planter repaired to it's most recent state. The vendor of course will match the brick and mortar to existing. I will reach out and confirm if he is already bonded with the Village to do work.

Additionally, we are looking to replace all of our 2nd and 3rd floor windows as we're having issues with some beginning to fail, and we are having issues with energy/heat efficiency leading to costly utilities and complaints. These would be replaced with a like for like style, and would look exactly the same from the exterior before and after. Each window will be custom sized to fit the exiting window openings. I have a sample window, and brochure from the vendor that I'm happy to drop off to you over at the Village. Dave Donofrio with All Star Windows is the contact for the building permit on this one, as I believe they plan to utilize lifts for less obstruction to the sidewalk and ability to do smaller sections at a time, as a lot of the work can be completed from the inside. Any specific questions here should be directed to him, and if he needs to get anything on file with the Village. Please advise any further questions that I can have answered for you regarding this. The windows take 6-8 weeks to make, and plans to install over 1-2 weeks. We know it's ambitious but we'd like to beat the weather this year, if possible, and an administrative design approval would definitely make it reachable.

Lastly, we're looking to re-vamp the landscaping that is place at BMO. It's looking tired and lacks any kind of variety/color. We provided a proposed layout for what we would like to put in. Unfortunately, we do not have plans of what technically was approved the last time around, so I know you were going to look into that on our end to see what was available.

Just let me know what else I can do at this time.

Thanks,

Jenn Epstein

Senior Property Manager - North Shore

Hoffmann Commercial Real Estate
552 Lincoln Avenue Suite 202 | Winnetka, IL | 60093
T: [847-512-3191](tel:847-512-3191) | F: [847-512-3199](tel:847-512-3199)
E: jepstein@hoffmanncre.com

Description	Qty
Alside "Mezzo" Vinyl Windows	
Mezzo, Double Hungs, 46x54 (3rd Floor) White Exterior / White Interior Advanced Low-E Insulating Glass with Argon Gas Full Screen / Cam Action Locks	10
Mezzo, Double Hungs, 36x54 (3rd Floor) White Exterior / White Interior Advanced Low-E Insulating Glass with Argon Gas Full Screen / Cam Action Locks	28
Mezzo, Double Hungs, 32x54 (3rd Floor) White Exterior / White Interior Advanced Low-E Insulating Glass with Argon Gas Full Screen / Cam Action Locks	8
Mezzo, Awning, 32x35 (3rd Floor) White Exterior / White Interior Advanced Low-E Insulating Glass with Argon Gas Full Screen / Cam Action Locks	1
Mezzo, Double Hungs, 32x64 (2nd Floor) White Exterior / White Interior Advanced Low-E Insulating Glass with Argon Gas Full Screen / Cam Action Locks	9
Mezzo, Double Hungs, 46x64 (2nd Floor) White Exterior / White Interior Advanced Low-E Insulating Glass with Argon Gas Full Screen / Cam Action Locks	41
Mezzo, Double Hungs, 30x46 (2nd Floor) White Exterior / White Interior Advanced Low-E Insulating Glass with Argon Gas Full Screen / Cam Action Locks	1
Supply & Install 98 various size "vinyl" replacements	1
Quote subtotal	\$113,000.00
Total	\$113,000.00

Sales Person:



Customer Acknowledgement

Quote Date
5/12/2025

Date Ordered
Quote Not Ordered

Dealer Name:

035620 703 GROUP OF IL DBA ALL STAR
P-131-035620-0

Bill To:

703 GROUP OF IL DBA ALL STAR P
7S626 CARRIAGE WAY COURT
NAPERVILLE IL 60540

Ship To:

SAME

Job Info

Phone: (847) 564-0780 Fax: 847-564-9902

Order Notes:

Delivery Notes:

Quote Name:

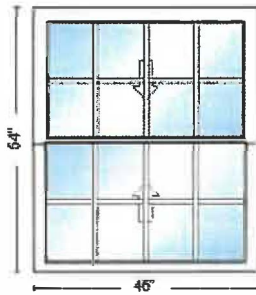
Hoffmann Real Estate

Project Name:

Unassigned Project

QUOTE #	RUSH	STATUS	PO#
5057842	No	None	

Line Item #	Qty	Width x Height	UI	Description
1	10	46" X 54"	100	



3001-Mezzo Double Hung 46 x 54
 Sash Split = Even
 Operation / Venting = Double Hung, Model Number = 3001
 Steel Reinforcement, Frame Option = Standard Block Frame, Enhanced Cavity Foam Inserts
 Frame Color = White
 CLIMATECH PLUS, Glass Breakage Warranty
 Full Screen
 U-Factor = 0.28, CR = 60, SHGC = 0.27, VT = 0.48, CPD = ASO-A-89-126064-00002
 Total Frame UI = , Series = Mezzo, Product Type = Double Hung, Shape = Rectangle, Base Product Type = Double Hung, Product Configuration = Standard, Title Display Name = 3001 - Double Hung
 Contour, Colonial, White, 3V1H
 Brickmould and Casing = No Brickmould, Frame Size

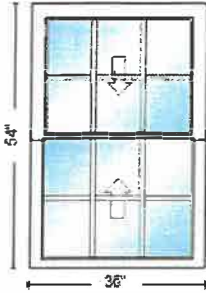
Line Item Notes:

Comment / Room:

3rd Floor Large

QUOTE #	RUSH	STATUS	PO#
5057842	No	None	

Line Item #	Qty	Width x Height	UI	Description
2	28	36" X 54"	90	



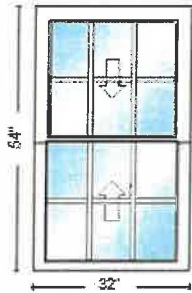
3001-Mezzo Double Hung 36 x 54
 Sash Split = Even
 Operation / Venting = Double Hung, Model Number = 3001
 Steel Reinforcement, Frame Option = Standard Block Frame, Enhanced Cavity Foam Inserts
 Frame Color = White
 CLIMATECH PLUS, Glass Breakage Warranty
 Full Screen
 U-Factor = 0.28, CR = 60, SHGC = 0.27, VT = 0.48, CPD = ASO-A-89-126064-00002
 Total Frame UI = , Series = Mezzo, Product Type = Double Hung, Shape = Rectangle, Base Product Type = Double Hung, Product Configuration = Standard, Tile Display Name = 3001 - Double Hung
 Contour, Colonial, White, 2V1H
 Brickmould and Casing = No Brickmould, Frame Size

Line Item Notes:

Comment / Room:

3rd Floor Medium

Line Item #	Qty	Width x Height	UI	Description
3	8	32" X 54"	86	



3001-Mezzo Double Hung 32 x 54
 Sash Split = Even
 Operation / Venting = Double Hung, Model Number = 3001
 Steel Reinforcement, Frame Option = Standard Block Frame, Enhanced Cavity Foam Inserts
 Frame Color = White
 CLIMATECH PLUS, Glass Breakage Warranty
 Full Screen
 U-Factor = 0.28, CR = 60, SHGC = 0.27, VT = 0.48, CPD = ASO-A-89-126064-00002
 Total Frame UI = , Series = Mezzo, Product Type = Double Hung, Shape = Rectangle, Base Product Type = Double Hung, Product Configuration = Standard, Tile Display Name = 3001 - Double Hung
 Contour, Colonial, White, 2V1H
 Brickmould and Casing = No Brickmould, Frame Size

Line Item Notes:

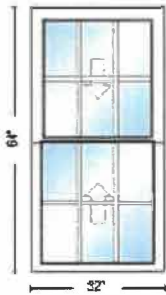
Comment / Room:

3rd Floor Small

QUOTE #	RUSH	STATUS	PO#
5057842	No	None	

Line Item #	Qty	Width x Height	UI	Description
-------------	-----	----------------	----	-------------

4	9	32" X 64"	96	
---	---	-----------	----	--



3001-Mezzo Double Hung 32 x 64
 Sash Split = Even
 Operation / Venting = Double Hung, Model Number = 3001
 Steel Reinforcement, Frame Option = Standard Block Frame, Enhanced Cavity Foam Inserts
 Frame Color = White
 CLIMATECH PLUS, Glass Breakage Warranty
 Full Screen
 Total Frame UI = , Series = Mezzo, Product Type = Double Hung, Shape = Rectangle, Base Product Type = Double Hung, Product Configuration = Standard, Tile Display Name = 3001 - Double Hung
 Contour, Colonial, White, 2V1H
 Brickmould and Casing = No Brickmould, Frame Size

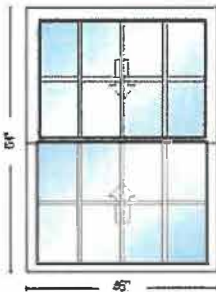
Line Item Notes:

Comment / Room:

2nd Floor Small

Line Item #	Qty	Width x Height	UI	Description
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5	41	46" X 64"	110	
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3001-Mezzo Double Hung 46 x 64
 Sash Split = Even
 Operation / Venting = Double Hung, Model Number = 3001
 Steel Reinforcement, Frame Option = Standard Block Frame, Enhanced Cavity Foam Inserts
 Frame Color = White
 CLIMATECH PLUS, Glass Breakage Warranty
 Full Screen
 Total Frame UI = , Series = Mezzo, Product Type = Double Hung, Shape = Rectangle, Base Product Type = Double Hung, Product Configuration = Standard, Tile Display Name = 3001 - Double Hung
 Contour, Colonial, White, 3V1H
 Brickmould and Casing = No Brickmould, Frame Size

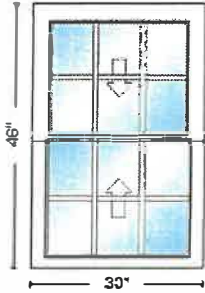
Line Item Notes:

Comment / Room:

2nd Floor Large

QUOTE #	RUSH	STATUS	PO#
5057842	No	None	

Line Item #	Qty	Width x Height	UI	Description
6	1	30" X 46"	76	



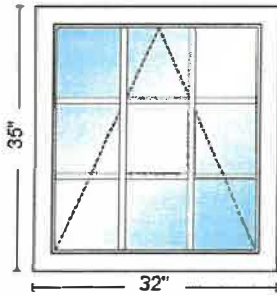
3001-Mezzo Double Hung 30 x 46
 Sash Split = Even
 Operation / Venting = Double Hung, Model Number = 3001
 Steel Reinforcement, Frame Option = Standard Block Frame, Enhanced Cavity Foam Inserts
 Frame Color = White
 CLIMATECH PLUS, Glass Breakage Warranty
 Full Screen
 U-Factor = 0.28, CR = 60, SHGC = 0.27, VT = 0.48, CPD = ASO-A-89-126064-00002
 Total Frame UI = , Series = Mezzo, Product Type = Double Hung, Shape = Rectangle, Base Product Type = Double Hung, Product Configuration = Standard, Tile Display Name = 3001 - Double Hung
 Contour, Colonial, White, 2V1H
 Brickmould and Casing = No Brickmould, Frame Size

Line Item Notes:

Comment / Room:

None Assigned

Line Item #	Qty	Width x Height	UI	Description
7	1	32" X 35"	67	



0951-09 Series Vent 32 x 35
 Operation / Venting = Vent, Model Number = 0951
 Frame Color = White
 CLIMATECH PLUS, Glass Breakage Warranty
 Lock / Keeper = Standard Lock / Keeper
 U-Factor = 0.27, CR = 61, SHGC = 0.26, VT = 0.45, CPD = ASO-A-32-22628-00002
 Total Frame UI = , Series = 09 Series, Product Type = Awning, Shape = Rectangle, Base Product Type = Awning, Product Configuration = Standard, Tile Display Name = 0951 - Awning
 Contour, Colonial, White, 2V2H
 Foam Enhanced, Groove Filler = No Groove Filler, Frame Size

Line Item Notes:

Comment / Room:

None Assigned

QUOTE #	RUSH	STATUS	PO#
5057842	No	None	

Customer Notes:

Total Unit Count	98
------------------	----

ATTENTION

Please note that all weights provided are estimates and subject to change based on actual order shipment.
 For Informational Purposes: All windows are viewed from the outside looking in.

NOTICE: The rating information provided on this quote is based upon the NFRC ratings at the time of quote. Such ratings are subject to changes in the standard by the applicable regulatory agencies and will be finalized at the time of manufacturing. All ratings printed on the NFRC label will supersede the NFRC rating set forth in the quote. Any changes made to an order after submission may also result in changes to the NFRC rating. Customer shall be solely responsible for determining whether the product ordered meets their jurisdiction's requirements.

In accordance with the state of California:



WARNING: Cancer and Reproductive Harm - www.p65Warnings.ca.gov

All sales of Associated Materials, LLC, its affiliates and subsidiaries, are subject to their respective Terms and Conditions of Sale, which can be found here: <https://www.associatedmaterials.com/terms/>

By placing this order, I accept Associated Materials, LLC's Terms and Conditions of Sale

Want to see real-time status for window orders? Register here for the Associated Materials Customer Portal – Portal.associatedmaterials.com/account/register

I have reviewed this order and certify that it is correct. I understand that this order is noncancellable, nonreturnable, and nonrefundable.

By _____ Authorized Representative

Vinyl Window Options

\$113,000.00

Name: Jenn Epstein

Address: 520 Green Bay Rd, Winnetka, IL

Estimates valid for 45 days from date of estimate / A 30% deposit is required before any project begins

Customer Comments / Notes

My Product Selections

Exterior Trim Color

White

Interior Trim Color

White

Hardware Color

White

Jenn Epstein:

Date:

By signing this form I agree to and confirm the following: I certify that I am the registered owner of the above project property, or have the legal permission to authorize the work as stated. I agree to pay the total project price and understand that this work will be completed in accordance with industry best practices.

You may cancel this contract from the day you enter into the contract until 3 days after you receive a copy of the contract. You do not need a reason to cancel.

If you cancel this contract, the seller has 15 days to refund your money. You must then return any goods supplied. To cancel, you must give notice of cancellation at the address in this contract. You must give notice of cancellation by a method that will allow you to prove that you gave notice, including registered mail, fax, email or by personal delivery.

I understand that I must remove items from the interior walls of my home that may be damaged or fall due to vibrations from the removal/installation of materials (if applicable), or installation of siding, windows & doors. All Star Products of Northern IL, LLC. is not liable for such damages.

I understand that minor stucco damage may result when the windows are removed, especially where improperly applied. All Star Products of Northern IL, LLC. is not liable for repairing said damage.

I understand that any warranty for material used during the project is provided by the material manufacturer. Unless agreed upon otherwise, All Star Products of Northern IL, LLC. provides a 5-year Workmanship Warranty on portions of the project in which All Star Products of Northern IL, LLC. fully replaced any existing products. Full warranty details available by request.

I understand that, unless agreed upon. This does not apply to products, some of which may deteriorate more rapidly (ie. sealants) and should be inspected on a regular basis, and am not responsible for material shortage and have no claim to material surpluses.

I certify that I am the registered owner of the above project property, or have the legal permission to authorize All Star Products of Northern IL, LLC. to perform the work as stated and agree to pay the total project price.

I understand that payment in full is due upon completion of work as stated in contract. All invoices not paid in full after 15 days will be subject to a 2% per month interest charge.

I acknowledge that I have read and understand this page. Initials: _____



This document warrants that should a defect in workmanship, related to the work completed by All Star Products of Northern IL, LLC, occur within 5 years of the project, All Star Products of Northern IL, LLC will complete repairs within the original project's scope of work at no charge to the customer. This warranty does not cover normal wear and tear, hail damage, wind damage, sun damage, water damage, intentional or accidental damage by any person, or acts of God that may or may not merit an insurance claim. This warranty only applies to portions of the project in which All Star Products of Northern IL, LLC fully replaced any existing products, and does not cover repairs or service done to another contractor's work. Defects in the building materials used to complete work do not fall under the scope of this workmanship warranty; any building products installed will instead be covered by the product's original manufacturer warranty.

Customer

Jenn Epstein

Project address

520 Green Bay Rd, Winnetka, IL

Date Project Completed

-

Thank you again for choosing All Star Products of Northern IL, LLC, to complete work on your property. We trust you had a great customer experience!

Payment Schedule is as follows;

30% deposit due with completed contract

35% due at start of job

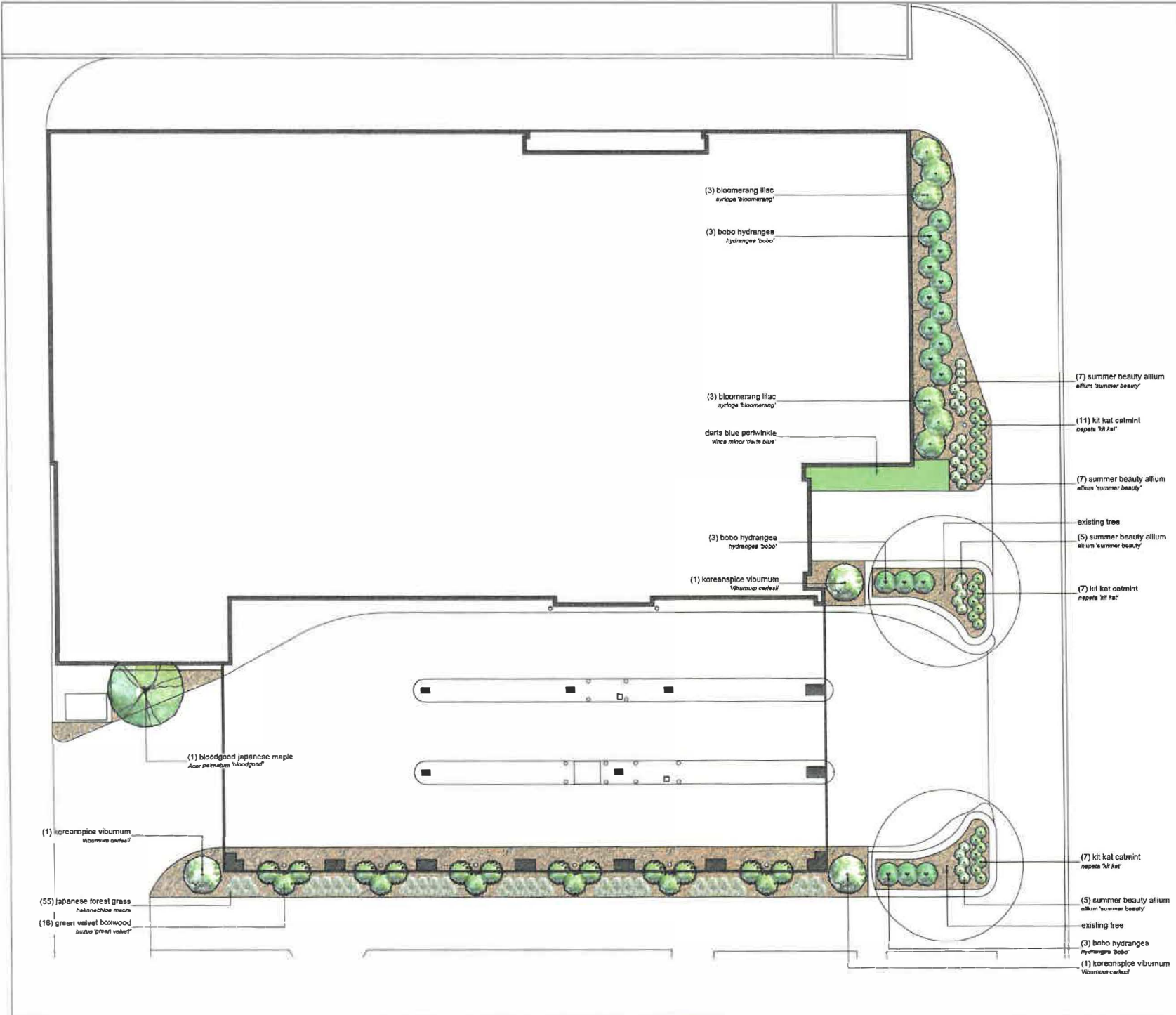
35% at completion of window installation

5% holdback on projects that require after project service due to manufacture supplied defects (re-ordering of damaged materials / warranty items etc.)



525 Enterprise Pkwy, Lake Zurich, IL 60047
Ph. 847.465.1360

PROJECT:
**Hoffmann
Commercial
Real Estate**
520 Green Bay Rd.
Winnetka, Illinois



SHEET TITLE:
Site Plan

ISSUE DATE:
August, 2025

REVISIONS:

SCALE:
1/8"=1'-0"





Summer Beauty Allium



Kit Kat Catmint



Darts Blue Vinca



Japanese Forest Grass

Hoffman Commercial Real Estate | 520 Green Bay Road Groundcover & Perennial Images





Bobo Hydrangea



Bloomerang Lilac



Koreanspice Viburnum



Green Velvet Boxwood



Bloodgood Japanese Maple

Hoffman Commercial Real Estate | 520 Green Bay Road Shrub & Tree Images





MEMORANDUM VILLAGE OF WINNETKA

COMMUNITY DEVELOPMENT DEPARTMENT

TO: DESIGN REVIEW BOARD
FROM: DAVORKA KIRINCIC, AICP
BUILDING AND CODE ENFORCEMENT MANAGER
DATE: SEPTEMBER 11, 2025
SUBJECT: 847 ELM STREET-LITTLE ELM - CERTIFICATE OF APPROPRIATENESS
FOR STOREFRONT AND DOOR REPLACEMENT AND WINDOW SIGN
PERMIT (CASE NO. 25-16-DR)

INTRODUCTION

On September 18, 2025, the Design Review Board (DRB) is scheduled to consider a sign permit and Certificate of Appropriateness application submitted by *Little Elm* (the “Applicant”) as the current lessee of the commercial space located at 847 Elm Street (the “Subject Property”), to allow installation of window and projecting signs as well as approval storefront improvements, and removal of existing awning and awning valance sign from previous business.

PROPERTY DESCRIPTION

The Subject Property is located on the west side of Elm Street between Birch Street and Chestnut Street in the Elm Street Business District. It is zoned C-2 General Retail Commercial in the Commercial Overlay District. Tenants of the building include the Applicant’s business (previously the *Ellen’s on Elm* space), in addition to the *Crystal Cleaners store and Botanic Nails & Spa*. **Figure 1** below identifies the location of the Subject property. **Figure 2** on the next page shows the entire building and the corresponding signage of the other business tenants. **Figure 3** shows that the Applicant’s storefront currently shows an awning and awning valance sign with the previous business name, which will be all removed upon approval of proposed signage and storefront improvements.

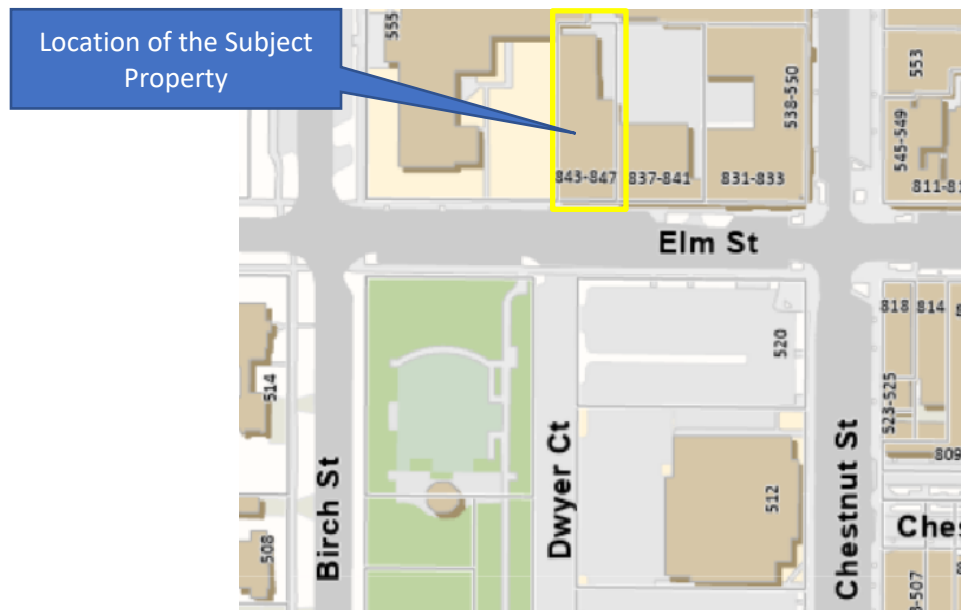


Figure 1 – Subject Property- Location Map

Location of the Little Elm's Storefront



Figure 2 – Subject Property - View of the Entire Building from Elm Street



Figure 3 – Subject Property - Little Elm existing storefront

CURRENT REQUEST

The Applicant is seeking approval of a Sign Permit to allow the installation of window and projecting signs, and a Certificate of Appropriateness to replace the storefront and door, paint the door and trim in new colors, and remove the existing awning and awning valance sign with the name of the previous business.

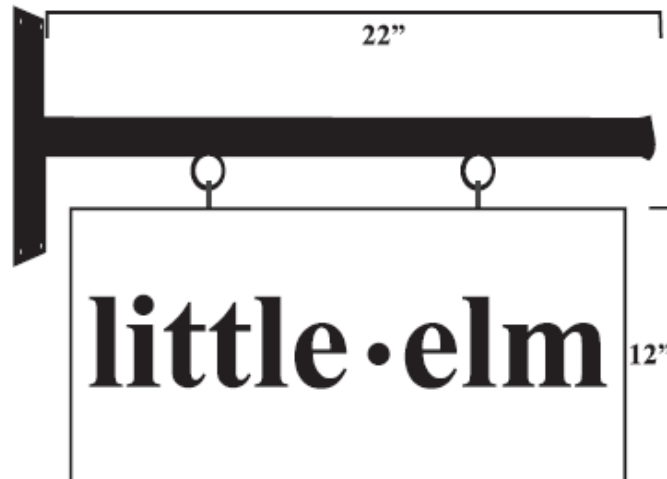
Proposed Window Sign:

- Die-cut decal logo in white, 27 inches in height;
- Applied on the surface of the glass;
- Individual letters stating “*little elm*” in white, 8 inches in height;
- Located in the lower two-thirds of the window, and
- Sign area 7.54 square feet (9.7 square feet of the window area).



Projecting Sign

- Non-illuminated double-sided sign;
- Aluminum Face. No return;
- Black Digital Imprint on face;
- Iron bracket wall mount (black);
- Letters in white reading “*little elm*” and white logo on a black background;
- Projecting 22 inches from the building wall;
- 22 inches wide, 12 inches high;
- 1.83 square feet, and
- Located 8 feet above the finished grade.



Proposed Exterior Storefront Changes

- New storefront glazing with non-combustible frame material;
- Storefront bottom panels built from “True Exterior” product, painted in white, and attached to the existing brick, and
- Install a new door in green color and a white frame at the exact location (recessed).



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 for window and awning signs in commercial districts.

Door/window signs that meet the following standards can be administratively approved by staff:

- Limited to 50% or less of the single-door/window pane;
- Limited letters and logos no taller than 8”, except one logo, and the first letter of each word may be up to no taller than 24”; except store hours and contact information shall be limited to 2” in height;
- Decal door window signs shall be die-cut and limited to individual letters and logos;
- Limited to two colors;
- Without reflective materials;
- No window/door sign should be illuminated;
- Shall not extend over or through architectural features/window muntin;
- Can be applied to the interior or exterior of the window; and
- Comply with the following: for each street exposure, the total area of all wall signs, window signs, door signs and awning signs other than exempt signs and permitted directional and incidental signs shall not exceed 15% of the street exposure.

The proposed signs meet all of the above standards for window signs.

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 the occupant logo or trademark.

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

Signage Street Exposure

The proposed signs comply with the maximum allowed sign area street exposure requirement.

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 adversely to 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 for the proposed signage. **See Attachment B.**

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 Board must determine if the recent storefront paint color complies with the above standards and the following design guidelines. See **Attachment B**.

SUMMARY

The Applicant requests that the DRB approve the proposed installation of window and projecting signs, as well as the storefront improvements, and removal of the existing awning and awning valance sign as appropriate and compatible with the Design Guidelines, and approve the application as proposed. Should the DRB find the proposed improvements to be appropriate, the Applicant would first need to obtain the approved permit from the Community Development Department prior to installing the signs and making storefront improvements.

ATTACHMENTS

Attachment A: Application Materials

Attachment B: Design Guidelines Excerpt

ATTACHMENT A

Village of Winnetka
SIGN PERMIT APPLICATION

VILLAGE OF WINNETKA, ILLINOIS DEPARTMENT OF COMMUNITY DEVELOPMENT SIGN PERMIT APPLICATION



Tenant/Lessee

SBC 2025-305

Name of Business Little Elm		Primary contact name Kitty Brandtner		Phone No. [REDACTED]
Project Address 847 Elm St				
City Winnetka	State IL	Zip Code 60093	Email kitty@littleelmshoppe.com	

Sign Company

Name of Sign Company Abbey Specialties		Primary contact name Danny Khouri		Phone No. [REDACTED]
Street Address 7129 Austin ave				
City Niles	State IL	Zip Code 60714	Email Abbeyspecialties@gmail.com	

Property Owner

Name of Company Helen James Famil LTD PTSHP		Primary contact name Jim Nash		Phone No. [REDACTED]
Street Address: 708 Church St #211				
City Evanston	State IL	Zip Code 60201	Email [REDACTED]	

- 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: Die Cut Window Decal and Double Sided Blade Sign. Blade sign to include "Little Elm" Logo. Window decal/sign to include "Little Elm" Logo applied to interior of window.

OFFICE USE ONLY

SIGN FEE: \$80 NON-ILLUMINATED PER SIGN TYPE	\$ <u>160.00</u>
\$195 ILLUMINATED SIGN	\$ _____
STAFF REVIEW FEE: \$70 <input type="checkbox"/> WAIVE FEE	\$ <u>70.00</u>
TOTAL PERMIT FEE	\$ <u>230.00</u>
CONDITIONS OF APPROVAL: _____	



ELLEN'S *on elm*

847

845

Mon - Fri
8:00 - 8:00
Saturday
9:00 - 4:00



WINDOW GRAPHIC 38" X 28.5" = 1083 IN²

WINDOW SIZE 98.5 X 113" = 11,130.5 IN²

9.7% OF WINDOW SIZE

BLADE SIGN 12" X 2" = 24 IN²

TOTAL SIGN AREA = 1107 IN²

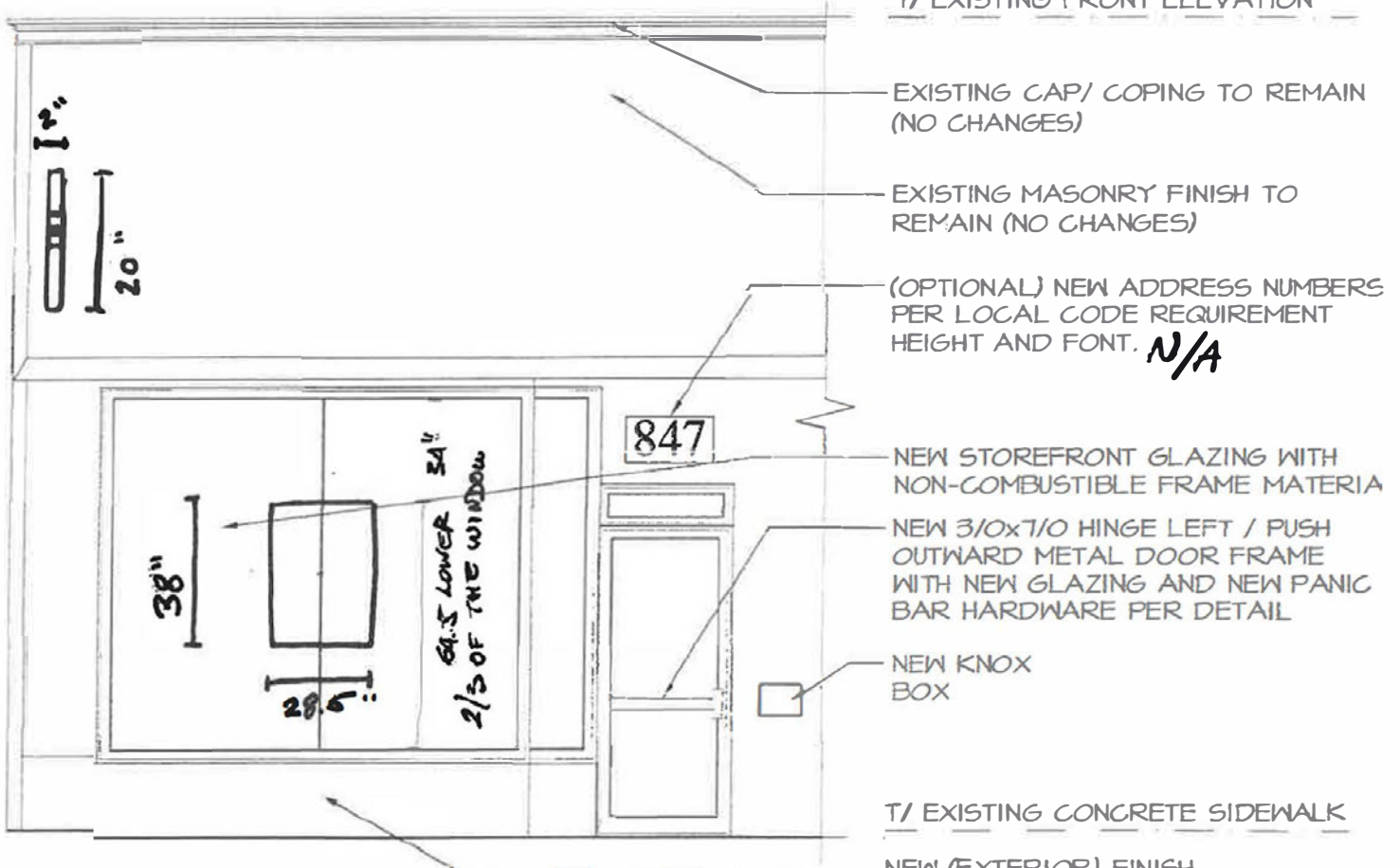
STREET FRONTAGE - 237" X 204" = 48,348 IN²

2.3% OF STREET FRONTAGE

NOTE:

PROVIDE NEW KNOX BOX ON EXISTING FRONT EXTERIOR WALL AND BETWEEN UNITS 847 AND 845 FRONT ENTRY DOORS.

T/ EXISTING FRONT ELEVATION



EXISTING CAP/ COPING TO REMAIN (NO CHANGES)

EXISTING MASONRY FINISH TO REMAIN (NO CHANGES)

(OPTIONAL) NEW ADDRESS NUMBERS PER LOCAL CODE REQUIREMENT HEIGHT AND FONT. **N/A**

NEW STOREFRONT GLAZING WITH NON-COMBUSTIBLE FRAME MATERIA

NEW 3/0x7/0 HINGE LEFT / PUSH OUTWARD METAL DOOR FRAME WITH NEW GLAZING AND NEW PANIC BAR HARDWARE PER DETAIL

NEW KNOX BOX

T/ EXISTING CONCRETE SIDEWALK

NEW (EXTERIOR) FINISH BELOW STORE FRONT WINDOWS PER OWNER'S APPROVED SPECIFICATION(S).

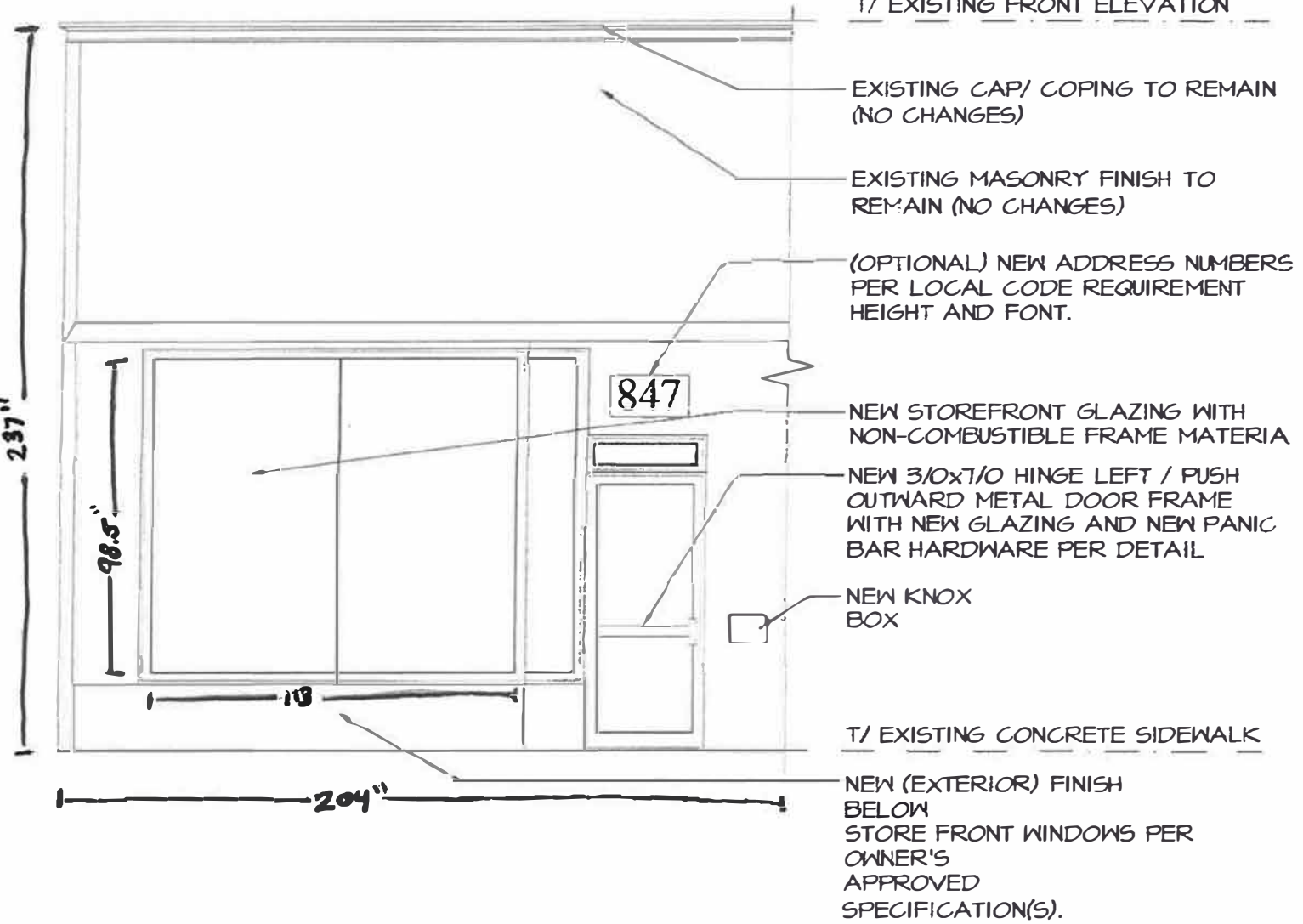
1 FRONT ELEVATION

847 ELM STREET
WINNETKA, IL 60093
AD25207
DATE: 08/21/2025

SCALE: 1/4" = 1'-0"

NOTE:
 PROVIDE NEW KNOX BOX ON
 EXISTING FRONT EXTERIOR
 WALL AND BETWEEN UNITS
 847 AND 845 FRONT ENTRY
 DOORS.

T/ EXISTING FRONT ELEVATION



EXISTING CAP/ COPING TO REMAIN
 (NO CHANGES)

EXISTING MASONRY FINISH TO
 REMAIN (NO CHANGES)

(OPTIONAL) NEW ADDRESS NUMBERS
 PER LOCAL CODE REQUIREMENT
 HEIGHT AND FONT.

NEW STOREFRONT GLAZING WITH
 NON-COMBUSTIBLE FRAME MATERIA

NEW 3/0x7/0 HINGE LEFT / PUSH
 OUTWARD METAL DOOR FRAME
 WITH NEW GLAZING AND NEW PANIC
 BAR HARDWARE PER DETAIL

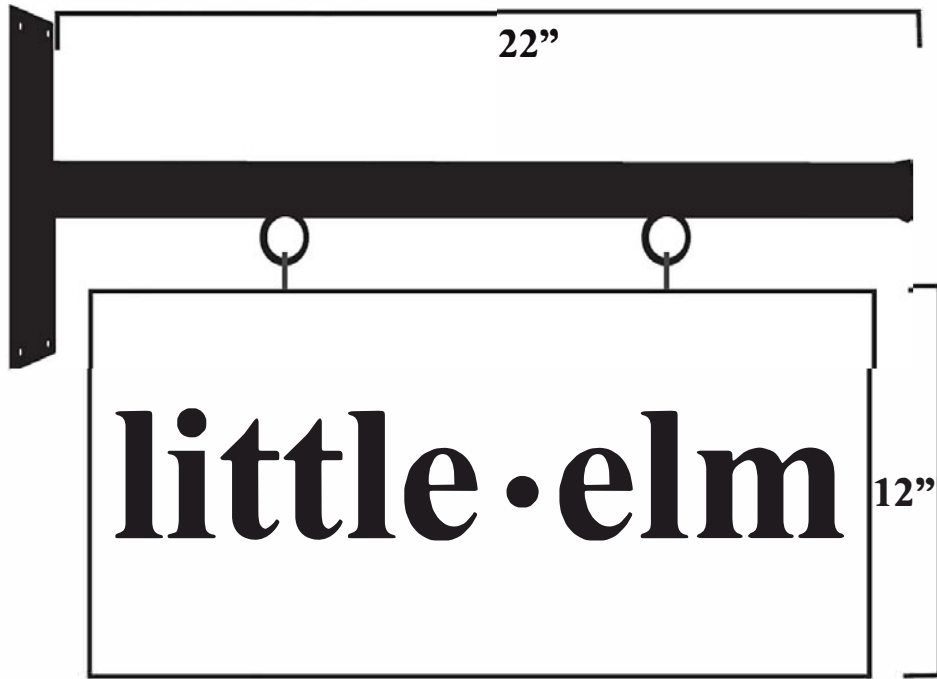
NEW KNOX
 BOX

T/ EXISTING CONCRETE SIDEWALK

NEW (EXTERIOR) FINISH
 BELOW
 STORE FRONT WINDOWS PER
 OWNER'S
 APPROVED
 SPECIFICATION(S).

1 FRONT ELEVATION
 847 ELM STREET
 WINNETKA, IL 60093
 AD25207
 DATE: 08/21/2025

SCALE: 1/4" = 1'-0"



little·elm Project address: 847 Elm St, Winnetka, IL 60093

SIGN SIZE: 22x12"

MATERIALS: White Aluminum Face. No return. Black Digital Imprint on face. double sided.
Iron bracket wall mount(black).

ILLUMINATION: None

08.20.2025

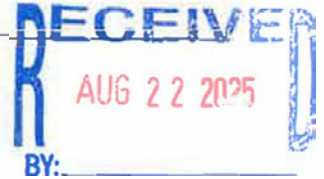
VILLAGE OF WINNETKA, ILLINOIS
DEPARTMENT OF COMMUNITY DEVELOPMENT

CERTIFICATE OF APPROPRIATENESS APPLICATION

Project Address: 847 Elm St

COA 2025 921

Name of Business(es): Little Elm



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) ADDITIONAL TRIM AND POOL REPLACEMENT

Please provide a detailed description of the proposed work (attach additional information such as material specifications, photographs, etc.): Demolition and replacement of existing windows and door, removal of awning permanently. Addition of a blade sign.

I/We hereby certify that as Little Elm (Lessee/Owner) of the property located at 847 Elm 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.

FOR LESSEE ONLY

SIGNED _____
 PRINTED NAME(S) Kitty Brandtner
 ADDRESS _____
 PHONE NO. _____
 EMAIL kitty@littleelmshope.com

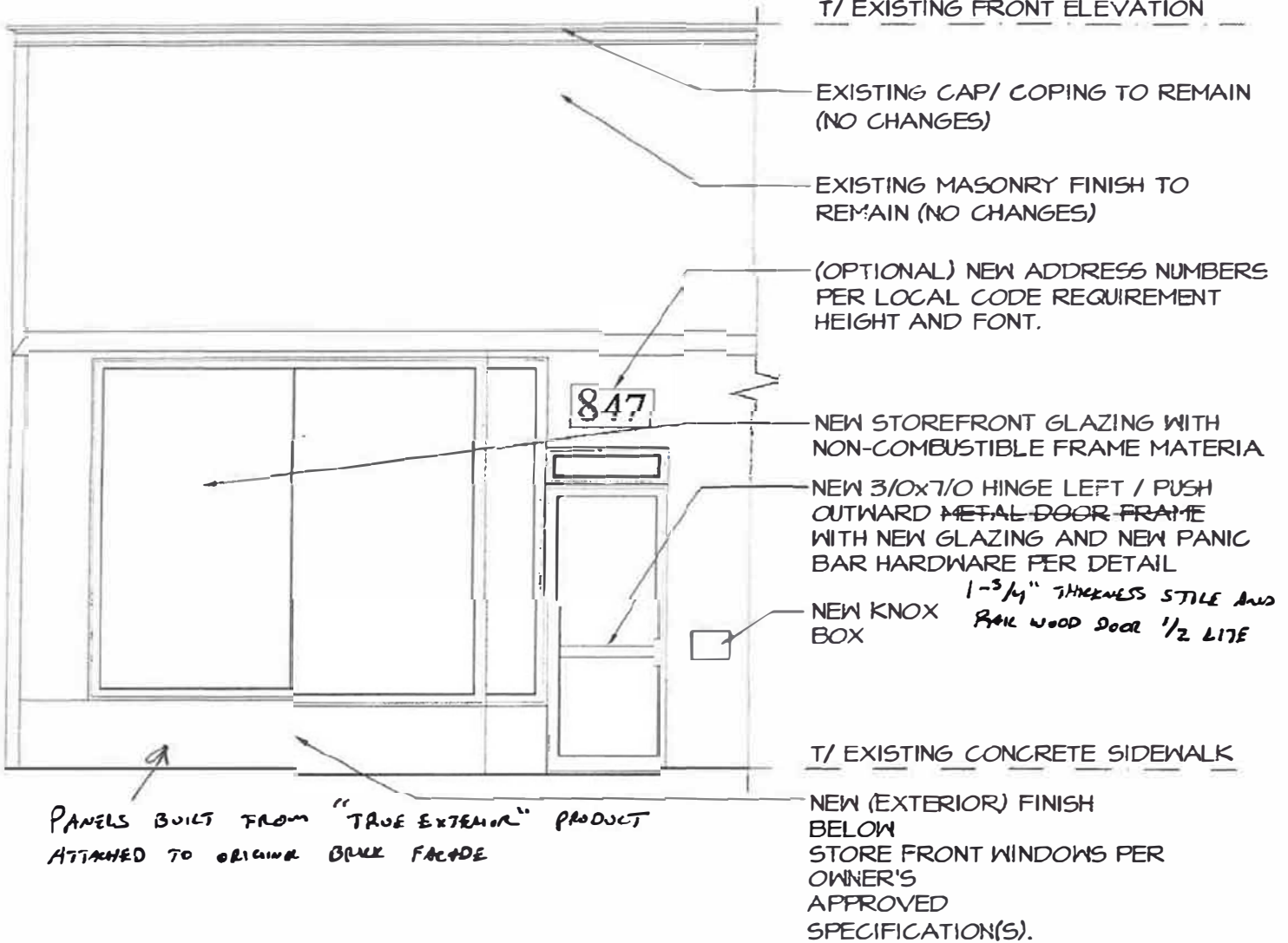
FOR OFFICE USE ONLY

COA applied for (date): _____
 COA Case Number: _____
 COA Issued (date): _____
 COA Fee
 \$135
 \$575

PRIMARY DESIGN FIRM	<u>Aspect Design Inc</u>
CONTACT NAME	<u>Jeff Letzter</u>
ADDRESS	<u>26575 Commerce Drive Suite 607</u> <u>Volo Il 60073</u>
PHONE NO.	<u>(847) 457-2500</u>
EMAIL	<u>jletzter@aspectdesigninc.com</u>

NOTE:
 PROVIDE NEW KNOX BOX ON
 EXISTING FRONT EXTERIOR
 WALL AND BETWEEN UNITS
 847 AND 845 FRONT ENTRY
 DOORS.

T/ EXISTING FRONT ELEVATION

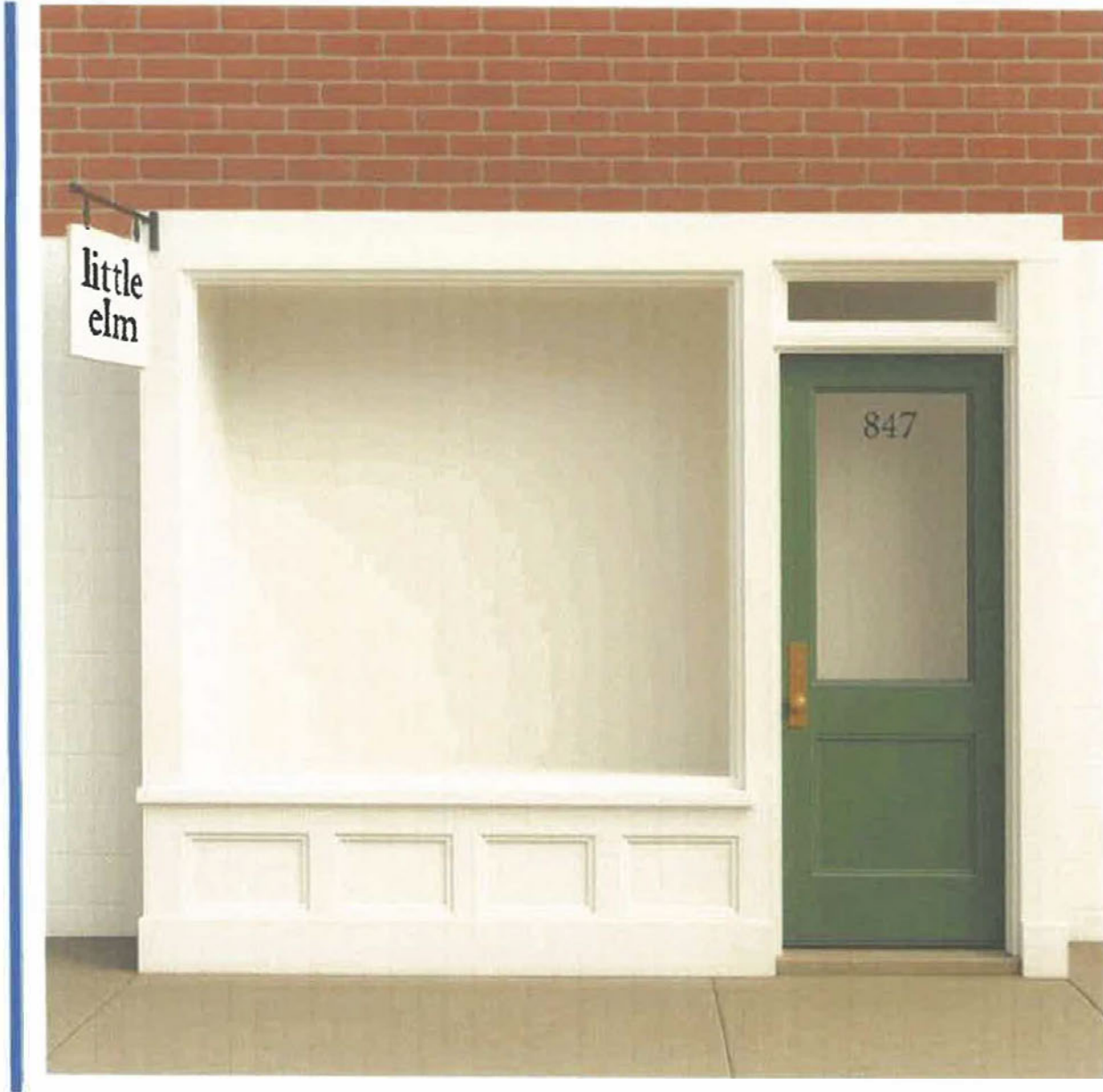


PANELS BUILT FROM "TRUE EXTERIOR" PRODUCT
 ATTACHED TO ORIGINAL BRICK FACADE

1 FRONT ELEVATION

847 ELM STREET
 WINNETKA, IL 60093
 AD25207
 DATE: 08/21/2025

SCALE: 1/4" = 1'-0"



- WINDOW TRIM TO BE MECHANICALLY FASTENED TO ALUMINUM WINDOW FRAMES.
- MATERIAL TO BE USED, "TRUEXTERIOR" AND PAINTED.

TRIM PRODUCT DATA SHEET

1. Certificates and Listings

- a. **Cal Fire (WUI):** CA SFM 12-7A-1 Listing No. 8140-2134:0101
- b. **Pre-consumer Recycled Content:** SCS Global Certification—Minimum 70%

2. Properties

- a. **Density:** ASTM C 1185, 40-50 lb_f/ft³
- b. **Flexural Strength:** ASTM C 1185, > 1600 psi
- c. **Coefficient of Linear Expansion:** ASTM D 6341, < 0.000014 in / (in*oF)
- d. **Impact Resistance:** ASTM D 6110, > 50 in.

3. Performance

- a. **Fungi Rot:** AWWA E10, Brown Rot–Negligible Loss, White Rot–Negligible Loss
- b. **Termite Resistance:** AWWA E1, > 9.0
- c. **Water Absorption:** ASTM D 570, < 1.5%
- d. **Flame Spread:** ASTM E 84, < 200

4. Manufacturing Tolerances

- a. **Width:** ± 1/16 in.
- b. **Thickness:** ± 1/16 in.
- c. **Length:** +2.0 / -0.0 in.



**CALIFORNIA DEPARTMENT OF FORESTRY & FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL
FIRE ENGINEERING & INVESTIGATIONS DIVISION
BUILDING MATERIALS LISTING PROGRAM**

LISTING SERVICE

LISTING No.: 8140-2134:0105

CATEGORY: 8140 - EXTERIOR WALL SIDING AND SHEATHING FOR WILDLAND URBAN INTERFACE (W.U.I)

LISTEE: Boral Composites Inc. 200 Mansell Court East, Suite 305, Roswell, GA, 30076
Contact: Hathorn, Stan (313) 784-7284 (770) 645-2888
Email: shathorn@westlake.com

DESIGN: Boral TruExterior® Siding in profiles Channel Bevel, V-Rustic, Cove/Dutch, Shiplap and Channel Shiplap. Widths range from 5.5"-11.5" with an actual thickness of 11/16". *Bevel profile in width range of 5.5"-9.25" and thicknesses of 3/4" and 1/2" that taper to 7/16" and 3/16". Refer to the manufacturer's installation instructions and product data sheet.

RATING: 12-7A-1

INSTALLATION: In accordance with listee's printed installation instructions, applicable codes and ordinances and a manner acceptable to the authority having jurisdiction.

MARKING: Listee name, Model number, rating and SFM label.

APPROVAL: Listed as siding material for use in Wildland Urban Interface areas.

NOTES:

*Rev 12-15-15 gt



This listing is based upon technical data submitted by the applicant. OSFM Fire Engineering staff has reviewed the test results and/or other data but does not make an independent verification of any claims. This listing is not an endorsement or recommendation of the item listed. This listing should not be used to verify correct operational requirements or installation criteria. Refer to listee's data sheet, installation instructions and/or other suitable information sources.

Date Issued: 08/13/2024

Listing Expires: 06/30/2025

Authorized By: **David Castillo**, Program Coordinator
Fire Engineering & Investigations Division



**CALIFORNIA DEPARTMENT OF FORESTRY & FIRE PROTECTION
OFFICE OF THE STATE FIRE MARSHAL
FIRE ENGINEERING & INVESTIGATIONS DIVISION
BUILDING MATERIALS LISTING PROGRAM**

LISTING SERVICE

LISTING No.: 8160-2134:0101

CATEGORY: 8160 - UNDER EAVE FOR WILDLAND URBAN INTERFACE (W.U.I)

LISTEE: Boral Composites Inc. 200 Mansell Court East, Suite 305, Roswell, GA, 30076
Contact: Hathorn, Stan (313) 784-7284 (770) 645-2888
Email: shathorn@westlake.com

DESIGN: Boral TruExterior® Trim 5/8" to 1-1/2" thick and widths ranging from 1-1/2" to *15 1/2" actual dimensions. Refer to the manufacturer's installation instructions and product data sheets.

RATING: SFM 12-7A-3

INSTALLATION: In accordance with listee's printed installation instructions, applicable codes and ordinances and in a manner acceptable to the authority having jurisdiction.

MARKING: Listee name, Model number, rating and SFM label.

APPROVAL: Listed as under eave materials for use in the Wildland Urban Interface areas. Refer to manufacturer's Installation Manual for details.

NOTES:

*Rev 12-15-15 gt



This listing is based upon technical data submitted by the applicant. OSFM Fire Engineering staff has reviewed the test results and/or other data but does not make an independent verification of any claims. This listing is not an endorsement or recommendation of the item listed. This listing should not be used to verify correct operational requirements or installation criteria. Refer to listee's data sheet, installation instructions and/or other suitable information sources.

Date Issued: 08/13/2024

Listing Expires: 06/30/2025

Authorized By: **David Castillo**, Program Coordinator
Fire Engineering & Investigations Division

CRAFTSMAN COLLECTION™ SIDING PRODUCT DATA SHEET

1. Certificates and Listings

- a. **IBC/IRC Codes:** ICC-ES ACE89, CCRR 0300
- b. **Texas Department of Insurance (TDI):** EC-92
- c. **Florida Building Codes (FBC):** 2020, FL17285
- d. **California Building Code (CBC):** 2019
- e. **Wildlife Urban Interface (WUI):** CA SFM 12-7A-1, 8140-2134:0105
- f. **Pre-consumer Recycled Content:** SCS Global Certification, Minimum 70%

2. Properties

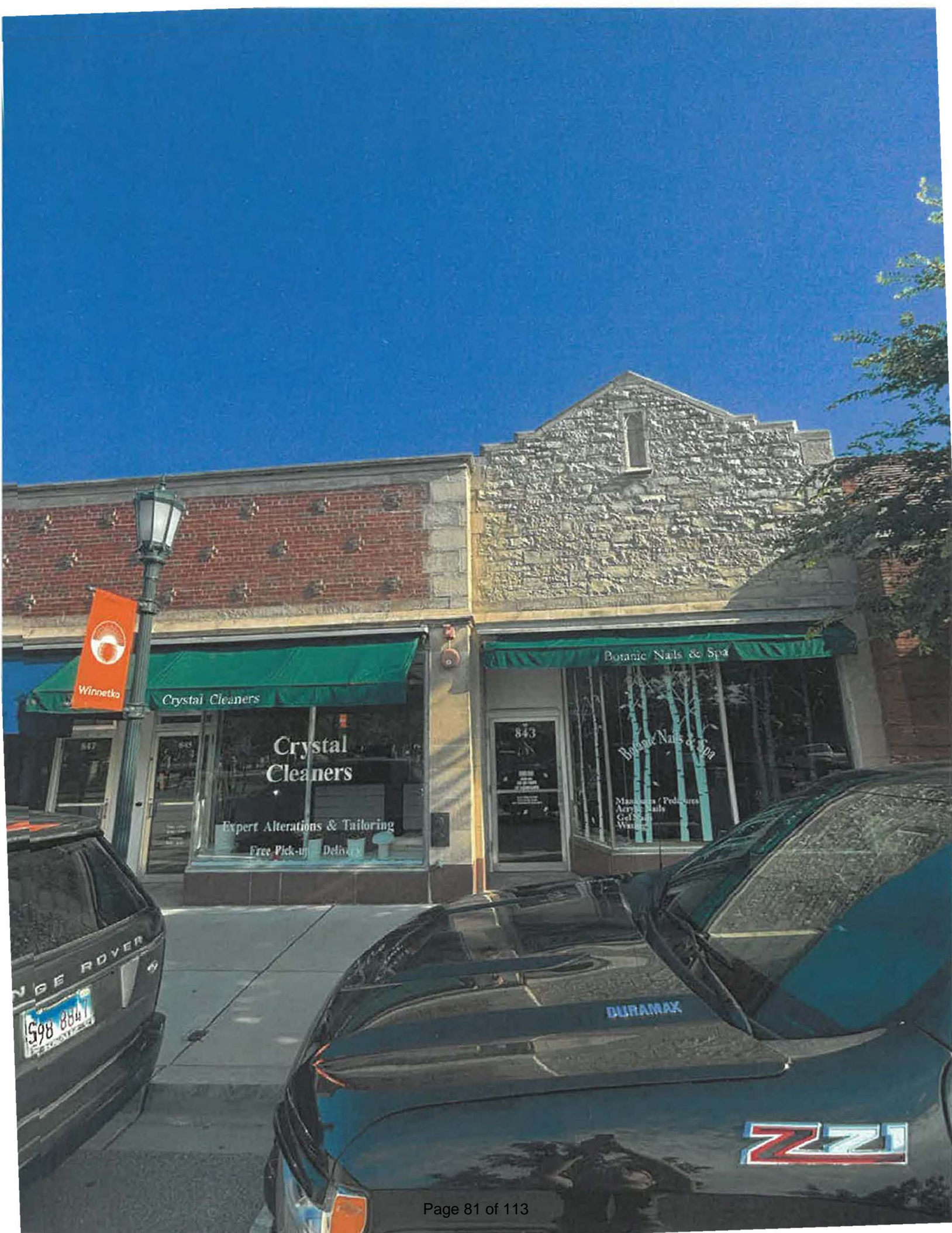
- a. **Density:** ASTM C 1185, 40-50 lb_p/ft³
- b. **Flexural Strength:** ASTM C 1185, > 1600 psi
- c. **Coefficient of Linear Expansion:** ASTM D 6341, < 0.000014 in. / (in.*°F)
- d. **Impact Resistance:** ASTM D 6110, > 50 in.

3. Performance

- a. **Fungi Rot:** AWPA E10, Brown Rot–Negligible Loss, White Rot–Negligible Loss
- b. **Termite Resistance:** AWPA E1, > 9.0
- c. **Water Absorption:** ASTM D 570, < 1.5%
- d. **Flame Spread Index:** ASTM E 84, < 200

4. Manufacturing Tolerances

- a. **Width:** ± 1/16 in.
- b. **Thickness:** ± 1/16 in.
- c. **Length:** +2.0 / -0.0 in.



Winnetka

Crystal Cleaners

Crystal Cleaners

Expert Alterations & Tailoring
Free Pick-up & Delivery

Botanic Nails & Spa

Botanic Nails & Spa
Manicures / Pedicures
Acrylic Nails
Gel Nails
Waxing

RANGE ROVER
598 8861

843
DURAMAX
Z71



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)

Architectural Series of Asphalt Shingles
(3 ply) (See figure 49)
Wood Shingles (Fire treated)
Slate (See figure 48)
Real Copper (No other metal roofs are
allowed)



Figure 46

Institutional only

Flat roofs must be hidden by parapet
on primary / secondary facades.

Commercial and Multiple- Family

Flat roof must not be visible from
street, pedestrian, or open spaces.



Figure 47

d. Door and Window Materials:

Commercial, Mixed Use, Institutional, Multiple- Family Residential: Entry doors should be wood or aluminum stile and rail with varying degrees of glass. Public entry doors should be fully glazed whereas private and semi-private entries should be primarily solid panel doors. Storefront window units should be either paneled aluminum or brass. Many original storefronts, some with transom windows, remain in the districts. Efforts should be taken to repair and renovate these systems where feasible. Window frames should be wood, steel or aluminum. Vinyl windows are not acceptable. Muntin divisions should be real divided glass or simulated with spacer bars. Snap-in muntins are not acceptable. Color selection should be sympathetic with the overall building color palette and take into account the adjacent building materials within the structure, immediately adjacent structures, structures within the same block and structures across the street.



Figure 48



Figure 49

Entry door hardware is to be exterior grade with weather-resistant finish. Hardware design and finish is to be appropriate with facade articulation, color palette and district character. Glazing should be clear glass without tint or film.



MEMORANDUM VILLAGE OF WINNETKA

COMMUNITY DEVELOPMENT DEPARTMENT

TO: DESIGN REVIEW BOARD
FROM: DAVORKA KIRINCIC, AICP
BUILDING AND CODE ENFORCEMENT MANAGER
DATE: SEPTEMBER 11, 2025
SUBJECT: 555-557-559 CHESTNUT STREET - CERTIFICATE OF APPROPRIATENESS
(CASE NO. 25-17-DR)

INTRODUCTION

On September 18, 2025, the Design Review Board is scheduled to consider an application submitted by Theron Wright (the “Applicant”), as the owner of the property located at 555-557-559 Chestnut Street, a one-story commercial building (the “Subject Property”), to allow exterior repair and alterations of the existing building. The Applicant is seeking approval of a Certificate of Appropriateness to enable the sandblasting, tuckpointing, re-painting, and replacement of two existing windows on the alley elevation.

PROPERTY DESCRIPTION

The Subject Property is located on the east side of Chestnut Street between Spruce Street and Elm Street in the Elm Street Business District. It is zoned C-2 General Retail Commercial and is located in the Commercial Retail Overlay District. The Subject Property is within the one-story commercial building occupied by *Bunny & Babe* and *Arch* as the current tenants. **Figure 1** below identifies the location of the Subject Property. **Figure 2** on the next page shows the front elevation of the Subject Property. **Figure 3** and **Figure 4** on the next page show the existing north alley and northeast elevations at the Subject Property.



Figure 1 – Subject Property – Location Map



Figure 2 – The front elevation of the Subject Property.



Figure 3 – The north alley elevation of the Subject Property.



Figure 3 – The northeast alley elevation of the Subject Property.

PREVIOUS APPROVALS

The building features an older brick façade with some minor architectural accents, along with windows and awnings on the other storefronts. In 2024, a COA was administratively approved for tuckpointing and replacing damaged bricks at the front elevation of the building.

CURRENT REQUEST

The Applicant is seeking approval to allow exterior building alterations on the north and northeast alley elevations, including sandblasting, tuckpointing, repainting the brick facade in white, and replacing two existing windows with glass block similar to the existing glass block windows on the same alley elevation. The Applicant has provided a photo of the alley elevations showing the location of windows to be replaced and a written explanation for sandblasting, tuckpointing, and replacement of two windows, all of which are included in the application materials, **Attachment A**.

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 Board will need to determine if the proposed exterior alterations comply with the above standards.

DESIGN GUIDELINES ANALYSIS

The Project abides by the Village Design Guidelines, as the applicant maintains the materials and colors currently on the building. The form of the building will not be altered, as it is planned to use the existing window openings.

SUMMARY

The Applicant requests that the DRB find the proposed exterior alterations appropriate and compatible with the Design Guidelines and approve them as proposed. Should the DRB approve the Certificate of Appropriateness, the Applicant would first need to obtain an approved Building Permit from the Community Development Department prior to proposed exterior alterations of the alley elevations.

ATTACHMENTS

Attachment A: Application Materials

ATTACHMENT A

Village of Winnetka
CERTIFICATE OF APPROPRIATENESS APPLICATION

VILLAGE OF WINNETKA, ILLINOIS
DEPARTMENT OF COMMUNITY DEVELOPMENT

COA 2025-0934

CERTIFICATE OF APPROPRIATENESS APPLICATION

Project Address: 555-557-559 Chestnut St Winnetka Il.

Name of Business(es): Thevon Wright

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) Duck painting, blasting, sand color & material on elevation in the alley & changing existing

Please provide a detailed description of the proposed work (attach additional information such as material specifications, photographs, etc.): Windows to glass blocks

I/We hereby certify that as _____ (Lessee/Owner) of the property located at _____ (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.

FOR LESSEE/OWNER USE ONLY

SIGNED [Signature]

PRINTED NAME(S) _____

ADDRESS 559 Chestnut St

PHONE NO. _____

EMAIL _____

FOR OFFICE USE ONLY

COA applied for (date): _____

COA Case Number: _____

COA Issued (date): _____

COA Fee

\$135

\$575

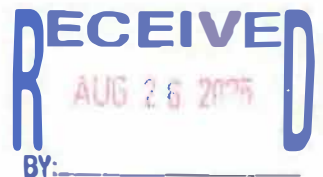
PRIMARY DESIGN FIRM _____

CONTACT NAME _____

ADDRESS _____

PHONE NO. _____

EMAIL _____



Davorka Kirincic

From: Theron Wright <theron.w.wright@gmail.com>
Sent: Wednesday, August 27, 2025 10:20 AM
To: Davorka Kirincic
Subject: Re: 555-557-559 Chestnut St/Tuckpointing

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Tuckpointing material used will be as is I spoke to the contractor Theron Wright
Sent from my iPhone

On Aug 27, 2025, at 9:56 AM, Davorka Kirincic <DKirincic@winnetka.org> wrote:

Thank you for your e-mail. Please confirm that the same material for tuckpointing will be used as it is.

Davorka I. Kirincic, AICP
Building and Code Enforcement Manager
Village of Winnetka Community Development
847.716.3522 | dkirincic@winnetka.org

From: Theron Wright <theron.w.wright@gmail.com>
Sent: Wednesday, August 27, 2025 9:18 AM
To: Davorka Kirincic <DKirincic@Winnetka.org>
Subject: Re: 555-557-559 Chestnut St/Tuckpointing

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

as requested per our conversation, I'll talk pointing on the back of 555 Chestnut building will be the same color as the building already has. I spoke to the contractor about it and he he's going to keep the integrity matching the color to original across the back of the building, where the tuckpointing is required thank you Theron Wright
Sent from my iPhone

On Aug 27, 2025, at 8:56 AM, Davorka Kirincic <DKirincic@winnetka.org> wrote:

Good Morning,

Wesley Corporation
9111 Chestnut Dr
Hickory Hills, IL 60457
Jerzy (847) 409-6809
basiaescape1@gmail.com
Wesley (773) 909-8037

Theron Wright
559 Chestnut St
Winnetka, IL
(847) 828-1517

Proposal

This proposal includes three office buildings: 555, 557, 559

-Lintels replacement (total of 33 feet) with flashing and drip patch installation
\$7,600.00

-Old windows removal and 2 glassblocks installation
\$1,650.00

-100% sand blasting (Chicago common brick)
\$21,500.00

-100% tuckpointing and bricks replacement as needed (Chicago common brick)
\$9,500.00

The price does not include the permit.

The full price is \$40,250.00

To start the job: \$20,000 is needed in advance.

Half the job: \$15,000

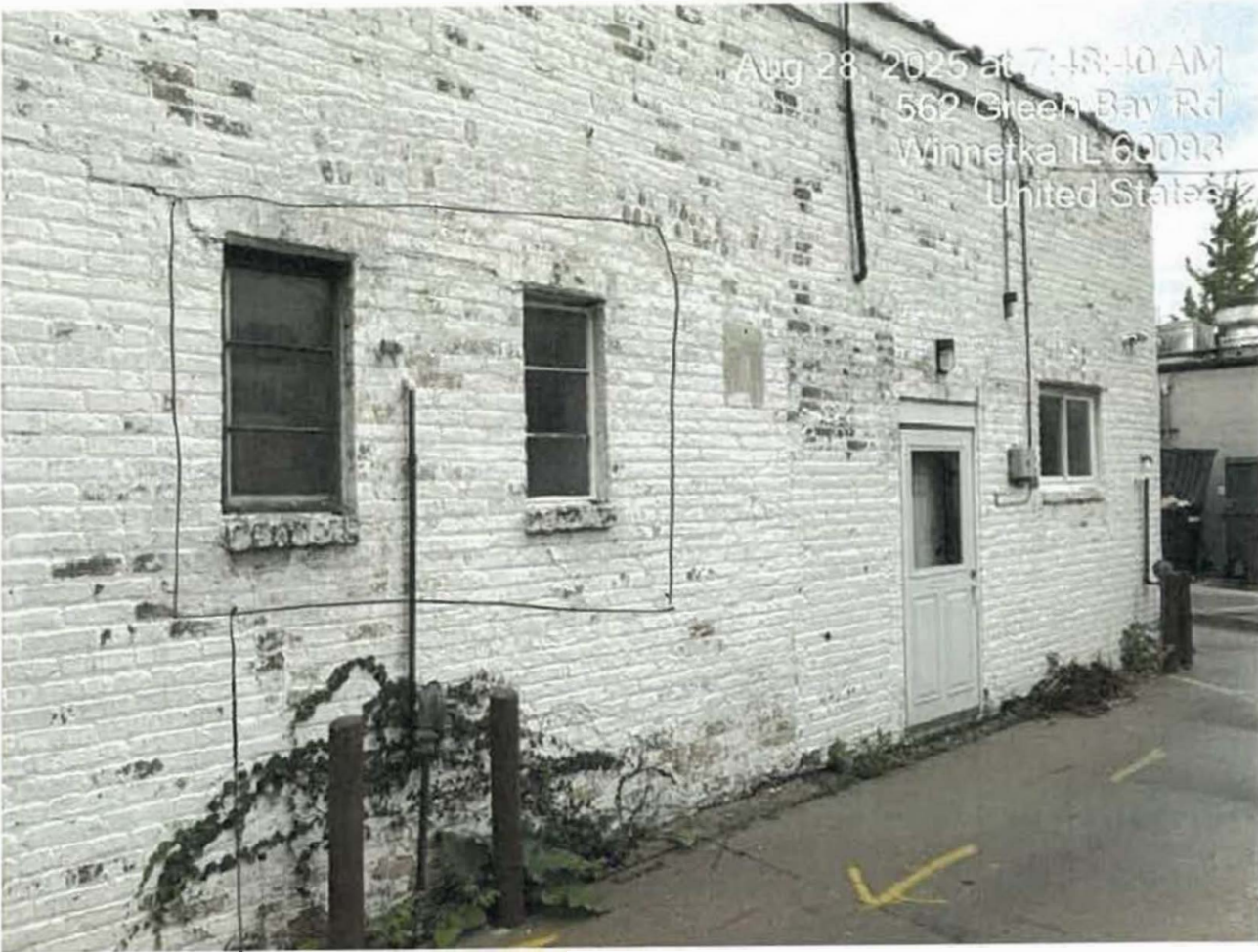
Remaining balance: \$5,250 after job is completed.

Debris will be cleaned afterwards.

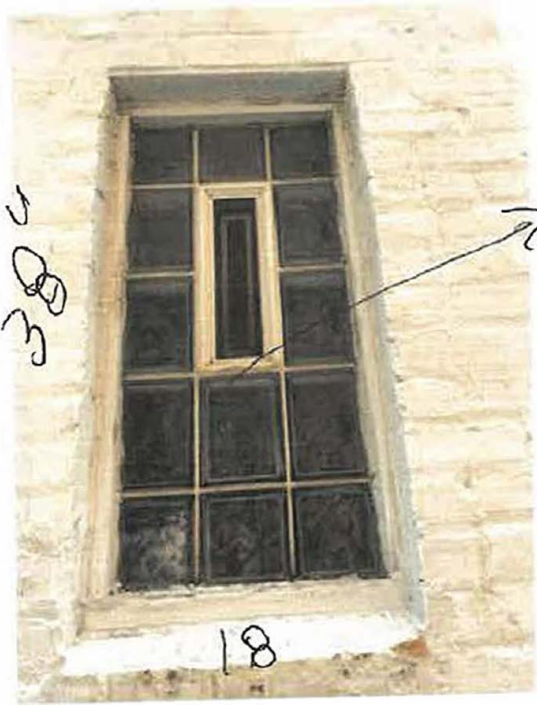
Jerzy Michalak
Wesley Niezgoda

Theron Wright

Aug 28 2025 at 7:48:40 AM
562 Green Bay Rd
Winnetka IL 60093
United States



EXISTING WINDOWS at 557 CHESTNUT
TO CHANGE TO GLASS BLOCK.





MEMORANDUM VILLAGE OF WINNETKA

COMMUNITY DEVELOPMENT DEPARTMENT

TO: DESIGN REVIEW BOARD
FROM: DAVORKA KIRINCIC, AICP
BUILDING AND CODE ENFORCEMENT MANAGER
DATE: SEPTEMBER 11, 2025
SUBJECT: 914 GREEN BAY ROAD – SANTE INTEGRATED HEALTH AND WELLNESS
– SIGN PERMIT (CASE NO. 25-18-DR)

INTRODUCTION

On September 18, 2025, the Design Review Board (DRB) is scheduled to consider a Sign Permit application submitted by *Sante Integrated Health and Wellness* (the “Applicant”) as the lessee of the commercial space located on second floor at 914 Green Bay Road (the “Subject Property”), requesting approval of proposed door window and projecting signs at first-floor entrance of the Subject Property.

PROPERTY DESCRIPTION

The Subject Property is located west 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. On the second floor of the commercial building, the Applicant operates its health and wellness business. The first-floor commercial space is occupied by Lana and by Eversee Boutique Eyecare. **Figure 1** below identifies the location of the Subject Property. **Figure 2** on the next page shows the entire front façade of the building and the location of the Applicant’s business.



Figure 1 – Subject Property – Location Map



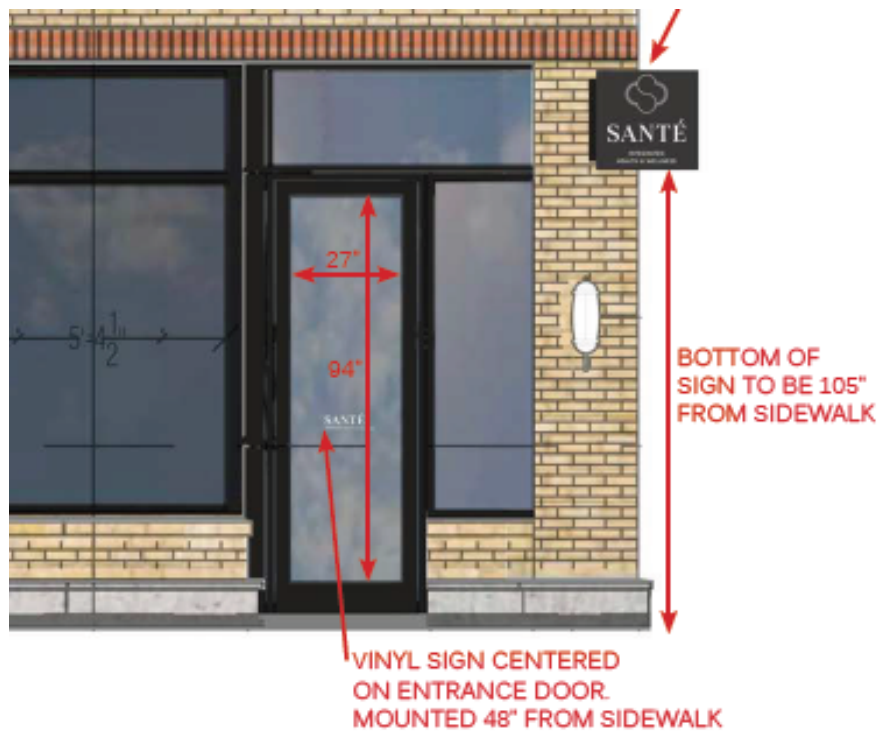
Figure 2 – Subject Property
View of the entire building from Green Bay Road

PREVIOUS APPROVALS

The DRB approved the sign permit to install a wall sign for Lana Jewelry in March 2023 and storefront window signs, door window sign, and projecting sign as well as approval of the storefront gold vinyl border/ribbon around all windows in February 2024.

CURRENT REQUEST

The Applicant is seeking approval of the Sign Permit to allow the installation of a business entrance door window sign and a projecting sign next to the business front entrance on the first floor. (see additional images below).



Proposed Door Window Sign:

- Door Window
 - White vinyl individual letters, 3" height, installed on clear glass;
 - Sign area 0.375 square feet. Not exceeding 50% of the door window glass area, and
 - Covers 21% of the door glass



Subject Property – Proposed storefront door window sign

Projecting Sign

- Double-sided sign;
- Vinyl letters in white reading "Sante" on black aluminum background;
- Located 8 feet and 9 inches above the finished grade;
- Projecting 24 inches from the building wall;
- 24 inches high
- 4.0 square feet, and
- Mounted on a hidden bracket



Subject Property – Proposed projecting sign at Subject Property

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 commercial district window sign standards.

Window and door window signs that meet the following standards can be administratively approved by staff:

- Limited to 10% or less of the single windowpane and 50% of the door glass pane;
- Limited letters and logos no taller than 8", except one logo, and the first letter of each word may be up to but no taller than 24", except store hours and contact information shall be limited to 2" in height;
- Height of the sign to not exceed 1/3 of the height of the glass area and 90% of the glass width;
- Decal window signs shall be die-cut and limited to individual letters and logos;
- Limited to two colors;
- Without reflective materials;
- No window sign should be illuminated;
- Located in the lower two-thirds of the window opening;
- Shall not extend over or through architectural features/window muntin;
- Comply with the following: for each street exposure, the total area of all wall signs, window signs, and awning signs other than exempt signs and permitted directional and incidental signs shall not exceed 15% of the street exposure.

The proposed sign meets all the above standards for door window signs,

Projecting sign standards

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

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

Signage Street Exposure

The proposed signage complies with the maximum allowed sign area street exposure requirement.

Area	Square Foot	Percentage
Street Exposure	1445	-
Max Allowed per Sign Code (15% of the Street Exposure)	216.75	15%
All Proposed Signs counted toward Street Exposure	7.75	0.54%

The proposed signage complies with the maximum allowed sign area street exposure requirement.

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 adversely to 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 for the proposed signage. **See Attachment B.**

SUMMARY

The Applicant requests that the DRB find the proposed door window sign and projecting sign as appropriate and compatible with the Design Guidelines and approve the Sign Permit to install the proposed signage.

ATTACHMENTS

Attachment A: Application Materials

Attachment B: Design Guidelines Excerpt

ATTACHMENT A

Village of Winnetka
SIGN PERMIT APPLICATION

VILLAGE OF WINNETKA, ILLINOIS DEPARTMENT OF COMMUNITY DEVELOPMENT

SIGN PERMIT APPLICATION



Tenant/Lessee

SBC 2025-958

BY: _____

Name of Business Santé Integrated Health and Wellness		Primary contact name Faris Murad		Phone No. [REDACTED]
Project Address 914 Green Bay Road, Suite 201				
City Winnetka	State IL	Zip Code 60093	Email [REDACTED]	

Sign Company

Name of Sign Company Windy City Signs & Graphics		Primary contact name Dick Reeves		Phone No. [REDACTED]
Street Address 4904 North Elston Avenue				
City Chicago	State IL	Zip Code 60630	Email info@mywindysigns.com	

Property Owner

Name of Company Wayland Real Estate Capital		Primary contact name Marc Klutznick		Phone No. 312-339-8414
Street Address: 361 Park Avenue No. 205				
City Glencoe	State IL	Zip Code 60022	Email marc@waylandre.com	

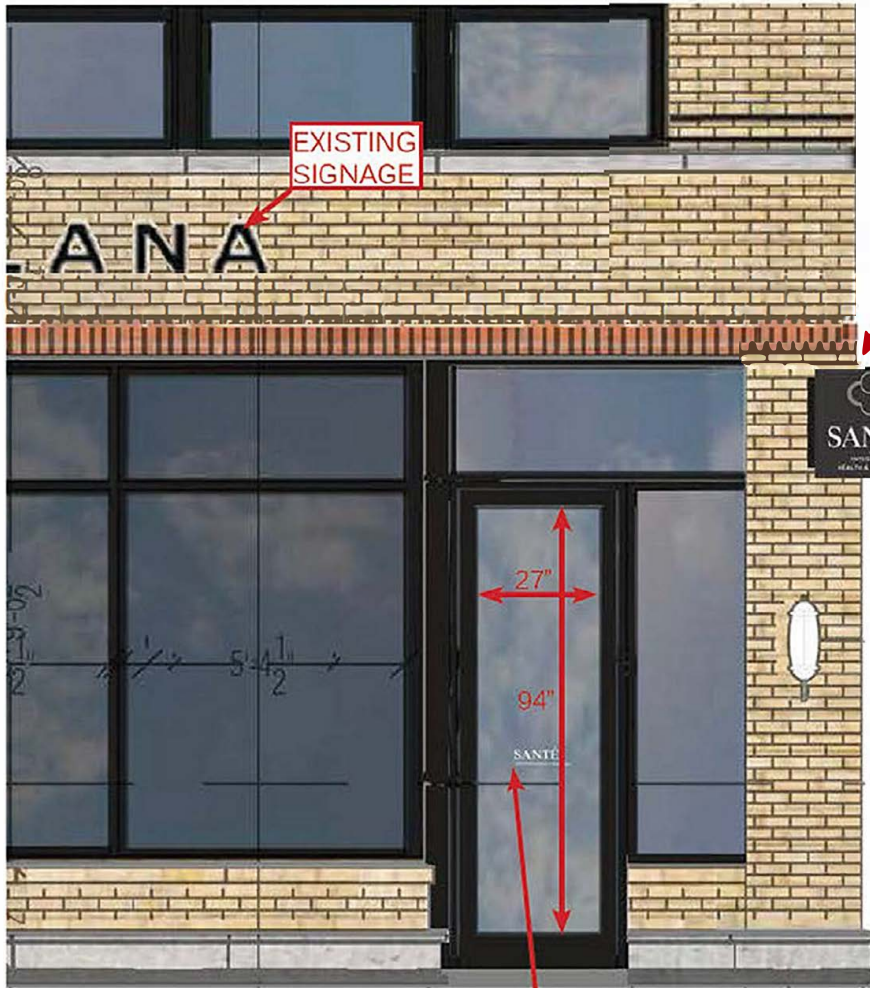
Sign type(s): (check all that apply)

~~window~~ ^{door} graphics
 wall-mounted sign
 ground-mounted sign
 projecting sign
 other _____

Additional description of sign type and materials: One backlit aluminum lettered wall sign, one white vinyl on entrance door,
and one black aluminum projecting sign near entrance door.

OFFICE USE ONLY

SIGN FEE: \$80 NON-ILLUMINATED PER SIGN TYPE	\$ <u>80.00</u>
\$195 ILLUMINATED SIGN	\$ _____
STAFF REVIEW FEE: \$70 <input type="checkbox"/> WAIVE FEE	\$ <u>70.00</u>
TOTAL PERMIT FEE	\$ <u>150.00</u>
CONDITIONS OF APPROVAL: _____ <div style="text-align: center;">[REDACTED SIGNATURE]</div>	



EXISTING
SIGNAGE

FIXED PROJECTING
SIGN CENTERED ABOVE
EXISTING LANTERN
(SHOWN FLATTENED
FOR CLARITY)



BOTTOM OF
SIGN TO BE 105"
FROM SIDEWALK

27"
94"
SANTÉ

VINYL SIGN CENTERED
ON ENTRANCE DOOR.
MOUNTED 48" FROM SIDEWALK



PROJECTING SIGN: 4 SQ. FT.

- 24"W x 24"H x 2" thick

MATERIALS:

- BLACK ALUMINUM W/ WHITE VINYL LETTERING AND LOGO ON BOTH SIDES.
- MOUNTED ON HIDDEN BRACKET



VINYL SIGN: 0.375 SQ. FT.

- 2.1% OF DOOR GLASS

MATERIALS:

- WHITE VINYL ON CLEAR GLASS
- INSTALLED ON INTERIOR FACE OF DOOR

SIGNS FABRICATED
AND INSTALLED BY:



TOTAL SIGN AREA:

VINYL SIGN: 0.375 SQ. FT.

PROJECTING SIGN: 4 SQ. FT.

STREET FRONTAGE AREA: 1445 SQ. FT.

- SEE PAGE 2 FOR OVERALL STREET VIEW

TOTAL SIGN PERCENTAGE OF FRONTAGE = 0.03%



1 EAST ELEVATION
A3.17 SCALE: 3/16" = 1'-0"

SIGNS FABRICATED
AND INSTALLED BY:





EXISTING BUILDING PHOTOS



NOTE:
Existing vinyl logo on door will be removed



SIGNS FABRICATED
AND INSTALLED BY:



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)



MEMORANDUM VILLAGE OF WINNETKA

COMMUNITY DEVELOPMENT DEPARTMENT

TO: DESIGN REVIEW BOARD
FROM: DAVORKA KIRINCIC, AICP
BUILDING AND CODE ENFORCEMENT MANAGER
DATE: SEPTEMBER 11, 2025
SUBJECT: 560 CHESTNUT STREET - NEAPOLITAN - CERTIFICATE OF
APPROPRIATENESS FOR RECENTLY STOREFRONT PAINTING
CHANGES (CASE NO. 25-19-DR)

INTRODUCTION

On September 18, 2025, the Design Review Board (DRB) is scheduled to consider a Certificate of Appropriateness application submitted by *Kelly Golden* (the “Applicant”), the owner of Neapolitan, LLC located at 560 Chestnut Street (the “Subject Property”), requesting approval to paint portions of the exterior storefront.

PROPERTY DESCRIPTION

The Subject Property is located on the west side of Chestnut Street between Spruce Street and Elm Street in the Elm Street Business District. It is zoned C-2 General Retail Commercial and is located in the Commercial Overlay District. **Figure 1** below identifies the location of the Subject property. On the next page, **Figure 2** shows the entire front façade of the building with the Applicant’s business, as recently painted, and Figure 3 shows the Applicant’s business storefront prior to the recent painting.

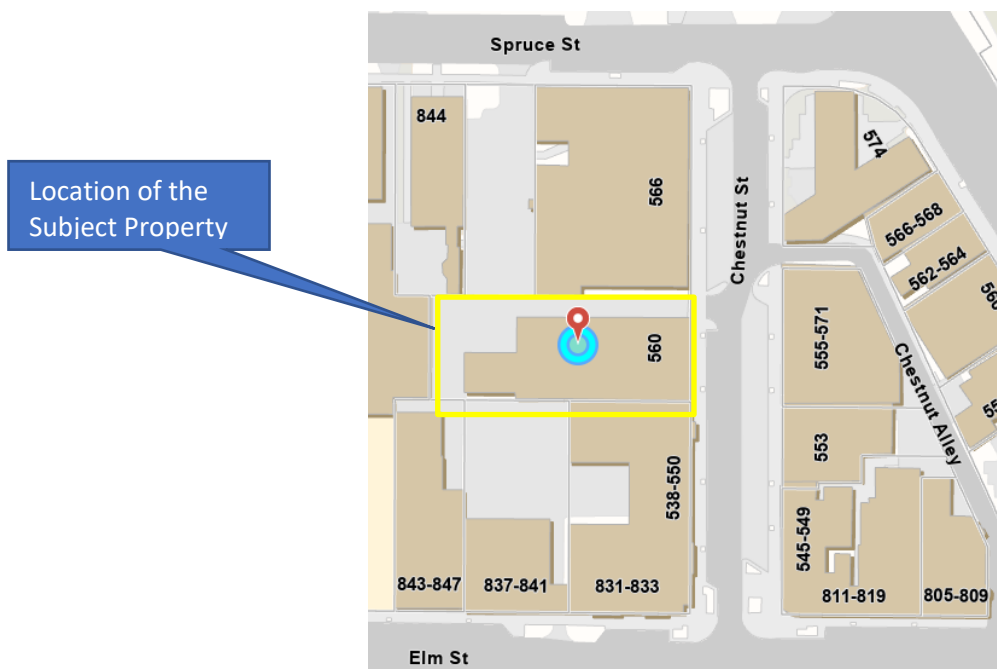


Figure 1 – Subject Property – Location Map



Figure 2 – Subject Property – View of the entire building from Chestnut Street



Figure 3 - Subject property - Applicant's business storefront before the recent storefront painting changes

CURRENT REQUEST

The Applicant requests approval to allow recent painting of the storefront, including painting the entrance ceiling, limestone entrance walls, limestone front columns, door, door trim, windows trim, and transom, in pink color as shown in **Figure 3** below and **Figure 4** on the following page:



Figure 3 – Subject property – Storefront elevation with proposed paint changes



Figure 4 – Proposed paint for storefront

A copy of the application materials is included in Attachment A.

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 Board must determine if the recent storefront paint color complies with the above standards and the following design guidelines. See **Attachment B**.

DESIGN GUIDELINES ANALYSIS

The Village’s Design Guidelines provide general guidance on the design and appearance of exterior façades on commercial buildings and additionally provide guidance on commercial storefront doors and window material and color selection, recommending that the selection be sympathetic to the overall building color palette and consider the adjacent building materials within the structure, immediately adjacent structures, structures within the same block, and structures across the street.

SUMMARY

The Applicant requests that the DRB find the recent storefront paint color changes on the front façade to be appropriate and compatible with the Design Guidelines and approve the Certificate of Appropriateness application as submitted.

ATTACHMENTS

Attachment A: Application Materials

Attachment B: Design Guidelines Excerpt

ATTACHMENT A

Village of Winnetka
CERTIFICATE OF APPROPRIATENESS APPLICATION

VILLAGE OF WINNETKA, ILLINOIS
DEPARTMENT OF COMMUNITY DEVELOPMENT

COA 2025-970

CERTIFICATE OF APPROPRIATENESS APPLICATION

Project Address: 260 Chestnut

Name of Business(es): Neapolitan

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) PAINT



Please provide a detailed description of the proposed work (attach additional information such as material specifications, photographs, etc.): paint metal trim, doors and ceiling area in front.

I/We hereby certify that as Kelly Golden (Lessee/Owner) of the property located at 560 Chestnut (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.

FOR LESSEE/OWNER USE ONLY

SIGNED: [Redacted]
 PRINTED NAME(S): K Golden
 ADDRESS: 560 Chestnut
 PHONE NO.: [Redacted]
 EMAIL: kelly@neapolitanonline.com

FOR OFFICE USE ONLY

COA applied for (date): _____
 COA Case Number: _____
 COA Issued (date): _____
 COA Fee
 \$135
 \$575

PRIMARY DESIGN FIRM CONTACT NAME

MH Interiors

ADDRESS

222 E. Chestnut
Chicago, IL 60611

PHONE NO.

[Redacted]

EMAIL

[Redacted]





Edit



Select



Save



Share



Architectural Series of Asphalt Shingles
(3 ply) (See figure 49)
Wood Shingles (Fire treated)
Slate (See figure 48)
Real Copper (No other metal roofs are
allowed)



Figure 46

Institutional only

Flat roofs must be hidden by parapet
on primary / secondary facades.

Commercial and Multiple- Family

Flat roof must not be visible from
street, pedestrian, or open spaces.



Figure 47

d. Door and Window Materials:

Commercial, Mixed Use, Institutional, Multiple- Family Residential: Entry doors should be wood or aluminum stile and rail with varying degrees of glass. Public entry doors should be fully glazed whereas private and semi-private entries should be primarily solid panel doors. Storefront window units should be either paneled aluminum or brass. Many original storefronts, some with transom windows, remain in the districts. Efforts should be taken to repair and renovate these systems where feasible. Window frames should be wood, steel or aluminum. Vinyl windows are not acceptable. Muntin divisions should be real divided glass or simulated with spacer bars. Snap-in muntins are not acceptable. Color selection should be sympathetic with the overall building color palette and take into account the adjacent building materials within the structure, immediately adjacent structures, structures within the same block and structures across the street.

Entry door hardware is to be exterior grade with weather-resistant finish. Hardware design and finish is to be appropriate with facade articulation, color palette and district character. Glazing should be clear glass without tint or film.



Figure 48



Figure 49