



Village of Winnetka

Design Review Board/Sign Board of Appeals Regular Meeting

November 20, 2025 at 7:00 PM
Winnetka Police Department Classroom
410 Green Bay Road

AGENDA

1. **Call to Order**
2. **Public Comments**
3. **Approval of Minutes**
 - a. October 16, 2025, Regular Meeting Minutes
4. **Continued Applications**
 - a. **Case No. 25-19-DR: 560 Chestnut Street — Neapolitan LLC**: A Certificate of Appropriateness to allow exterior painting of the storefront that does not match the shade of pink approved by the Design Review Board at its September 18, 2025, meeting.
 - b. **Case No. 25-20-DR: 986 Green Bay Road — Sit Still Kids Salon**: A Sign Permit and Sign Code Variations to allow a new window, door, and wall signs.
5. **New Applications**
 - a. **Case No. 25-24-DR: 510 Winnetka Avenue — Oberweis Ice Cream and Dairy Store**: A Sign Permit and Sign Code Variations to allow existing window signs (window decals, posters, and floating window signs) to remain.
 - b. **Case No. 25-25-DR: 490 Hibbard Road — Winnetka Park District / Winnetka Platform Tennis Club**: A Certificate of Appropriateness to allow changes to the design of the previously approved addition to the existing paddle hut.
6. **Other Business**
 - a. December 18, 2025, Regular Meeting - Quorum Check
7. **Adjournment**

NOTICE

Public comment is permitted on all agenda items at the meeting. If you wish to provide testimony or comments prior to the meeting, you may provide them one of two ways: (1) by sending an email to planning@winnetka.org; or by sending a letter to Community Development, Village of Winnetka, 510 Green Bay Road, Winnetka, IL 60093. All agenda materials are available at www.villageofwinnetka.org/agendacenter.

The Village of Winnetka, in compliance with the Americans with Disabilities Act, requests that persons with disabilities, who require certain accommodations to allow them to observe and/or participate in this meeting or have questions about the accessibility of the meeting or facilities contact the Village ADA Coordinator at 510 Green Bay Road, Winnetka, Illinois 60093, (Telephone (847) 716-3543; T.D.D. (847) 501-6041).

1 **Winnetka Design Review Board/Sign Board of Appeals Meeting Minutes**
2 **October 16, 2025**
3

4 **Members Present:**

Fritz Duda, Acting Chairperson
Chris Baggett
Wesley Barker
Peter Evanich
Colin Kennedy

10 **Members Absent:**

Katie Moor
Heather Niehoff

13 **Village Staff:**

Scott Mangum, Director of Community Development
Davorka Kirincic, Building and Code Enforcement Manager

16 **Call to Order & Roll Call:**

17 Acting Chairperson Duda called the meeting to order at 7:00 p.m. Roll call was taken of the Board Members
18 present.
19

20 **Public Comments:**

21 No comments were made at this time.
22

23 **Approval of Minutes:**

24 Chairman Duda asked if there were any comments or corrections, or a motion to approve the September 18, 2025,
25 meeting minutes. A motion to approve the September 18, 2025, meeting minutes was made by Mr. Evanich and
26 seconded by Mr. Barker. A vote was taken, and the motion was unanimously passed, 5 to 0:

27 AYES: Baggett, Barker, Duda, Evanich, Kennedy

28 NAYS: None
29

30 **New Applications:**

31 **a. Case No. 25-20-DR: 986 Green Bay Road — Sit Still Kids Salon: A Sign Permit and Sign Code Variations to**
32 **allow a new window, door, and illuminated wall sign at the storefront of the Subject Property.**

33 Chairman Duda stated that the applicant requested the matter be deferred to a later meeting and asked for a
34 motion to continue it to the November 20, 2025, meeting. A motion to continue the matter to the November 20,
35 2025, meeting was made by Mr. Baggett and seconded by Mr. Kennedy. A vote was taken and the motion was
36 unanimously passed, 5 to 0:

37 AYES: Baggett, Barker, Duda, Evanich, Kennedy

38 NAYS: None
39

40 **b. Case No. 25-21-DR: 520 Green Bay Road — BMO Bank: A Certificate of Appropriateness to allow**
41 **replacement of landscaping with new plantings at the Subject Property.**

42 Ms. Kirincic identified the property's location, zoning classification, and property description. She also summarized
43 previous Certificate of Appropriateness approvals for building improvements. Ms. Kirincic described the proposed
44 landscaping improvements and stated that Village staff reviewed the request and referred to the appropriate
45 design guidelines and variations. She then asked if there were any questions.
46

47 Chairman Duda also asked if there were any questions. No questions were raised at this time. He then asked for
48 the applicant's presentation. Jenn Epstein, Property Manager with Hoffman Commercial Real Estate, informed the
49 Board that they have budgeted for these improvements for a couple of years and have worked on other capital
50 improvements for the prominent building location. She stated the landscaping had deteriorated over the years and
51 that, although some variations are necessary for the landscape improvements, the proposed landscaping would
52 soften the entrance, the driveway area, and the bays. Ms. Epstein also described the damage caused by the lack of

1 landscaping around the beds and by several instances in which areas she identified were accidentally driven over.
2 She stated that the proposed improvements would improve sight lines for vehicles navigating through this area.
3

4 Chairman Duda asked if there were any questions for the applicant. No questions were raised at this time. He then
5 asked if there were any comments from the Board. No comments were made at this time. Chairman Duda asked
6 for a motion to issue a Certificate of Appropriateness for the request as presented. A motion was made by Mr.
7 Bagget and seconded by Mr. Kennedy to approve the Certificate of Appropriateness for the request as presented.
8 A vote was taken, and the motion was unanimously passed, 5 to 0:

9 AYES: Baggett, Barker, Duda, Evanich, Kennedy

10 NAYS: None

11
12 **c. Case No. 25-22-DR: 914 Green Bay Road — Sante Integrated Health and Wellness: A Sign Permit and**
13 **Sign Code Variations to allow six translucent decal signs at the 2nd-floor windows of their commercial space at**
14 **the Subject Property.**

15 Ms. Kirincic summarized the request for window signs and their location on the second floor. She then identified
16 the property's location, its zoning classification in the retail overlay district, and the applicant's business located on
17 the second floor. Ms. Kirincic stated that the applicant is requesting a sign permit and a variation to install window
18 signage, as illustrated, along with the previous meeting blade and door window signs approvals. *She identified the*
19 *wording for the proposed signs to be located on the second-floor glass, along with a frosted glass panel in the*
20 *middle for privacy concerns. Ms. Kirincic identified the 6-inch letter height and logo and explained the rationale for*
21 *the requested variation, the sign code requirements, and the areas of compliance. She referred to the variation*
22 *standards the Board is to consider and asked if there were any questions.*
23

24 Chairman Duda asked staff how many times they had had these types of variations in the past and if there was any
25 precedent. Ms. Kirincic responded that, as far as she knew, they had not received any similar requests for second-
26 floor business signs. She added that it would have passed if the window had not been frosted, and that the 10%
27 coverage in connection with the lettering required Board, rather than administrative, approval. Ms. Kirincic
28 confirmed that there is no standard regarding frosted windows and provided additional information on
29 administrative approval requirements. No further questions were raised at this time.
30

31 Chairman Duda asked if the applicant was present, and Ms. Kirincic responded that they were not. Chairman Duda
32 wondered if there were any questions for the Board and stated that, without the applicant present, he would
33 recommend that the matter be continued. Mr. Bagget noted that he planned to vote against the request and
34 would like to provide the applicant with suggestions. Ms. Kirincic explained the applicant's rationale for requesting
35 frosted glass on the second floor, citing privacy concerns.
36

37 Chairman Duda stated, for the applicant's benefit, that he would suggest they consider it an entirely frosted pane
38 with a separate, conforming sign on top. The Board Members determined that the alternative would be worse. Ms.
39 Kirincic provided additional information to the Board on frosted window coverage and stated that a variation
40 would be required anyway.
41

42 Mr. Kennedy stated he had no issue with the request and that, if it were for the sign without the frosted window, it
43 would not have been considered, especially given privacy concerns. A Board Member agreed with the comments
44 and stated there is no precedent for it in Hubbard Woods, noting that it is being requested due to privacy
45 concerns. A Board Member described the request as more elegant than frosting across the entire window, which
46 could be done correctly. He stated that while there is less concern about being able to see into a second-floor
47 window, he noted the privacy concerns raised and alternatives such as screens, which would look worse. He
48 concluded by stating he would be in favor of it if the Board recommended deferral; that is fine.
49

50 Chairman Duda asked for a motion to approve the sign permit and sign code variations to allow six translucent
51 decal signs in the second-floor windows of the commercial space for the subject property. A motion, as stated by
52 Chairman Duda, was made by Mr. Baker and seconded by Mr. Kennedy. A vote was taken and the motion passed,
53 4 to 1:

1 AYES: Duda, Barker, Evanich, Kennedy
2 NAYS: Baggett
3

4 **d. Case No. 25-23-DR: 714-16, 718-732, 736-740 Elm Street and 511 & 515 Lincoln Avenue — One**
5 **Winnetka: A Certificate of Appropriateness to modify the exterior elevations of the approved One Winnetka**
6 **PUD.**

7 Ms. Kirincic identified the property's location and its zoning classification in the commercial overlay district. She
8 stated the property is currently under construction for the mixed-use building known as One Winnetka. Ms.
9 Kirincic described the storefront window and entry modifications in detail, which are being requested to
10 accommodate a future restaurant tenant better. She then referred to illustrations of various elevations. Ms.
11 Kirincic stated that the applicant is also proposing an alternative for the metal screen panels, which she described
12 to the Board. She then referred to illustrations of the proposed panels, with the same size, color, and location as
13 previously approved.
14

15 Chairman Duda asked if it would be located on the east wall facing the parking lot. Ms. Kirincic confirmed that is
16 correct. The applicant provided further clarification regarding the location. Ms. Kirincic referred the Board to the
17 design guidelines and the Certificate of Appropriateness for the Board to review the proposed exterior elevations
18 and modifications to ensure they follow the design guidelines. She then asked if there were any questions.
19

20 Chairman Duda asked for the applicant's presentation. Deidre Klein, Murphy Real Estate Services, introduced
21 herself on behalf of the owner and developer of One Winnetka and addressed the proposed storefront changes for
22 the tenant, Ballyhoo Hospitality, which is opening a restaurant in the Village. She stated the tenant requested their
23 commercial address be on Lincoln Avenue, which is why there is a revolving door there, and described the
24 proposed use for the corner plaza space with tables. Ms. Klein stated that the Nano partition wall system would be
25 glass, match the storefront framing, and open in warm weather. She stated it is not necessary on the Elm Street
26 side. Ms. Klein said that, since the material is a custom-made piece, she was unable to provide a sample and
27 instead referred the Board to enlarged images, which she described.
28

29 Chairman Duda asked if the screens would be an architectural element. Ms. Klein confirmed that it is correct and
30 would have white brick framing. A Board Member asked whether the single door on the Elm Street side was a fire
31 exit. Ms. Klein confirmed that it is correct, that it is a servable room in that location, and that it would serve as a
32 private entrance. Another member of the applicant's team confirmed the private door would partly swing into the
33 right-of-way by approximately 2.5 inches.
34

35 Chairman Duda asked if there were any other questions. No additional questions were raised at this time. He then
36 called the matter in for discussion. Mr. Evanich stated that the request is fine, except for the door swinging a
37 couple of inches into the right-of-way, which should be located inside the property line. Ms. Kirincic provided
38 additional information regarding the prior approval of a double door at another location. Chairman Duda indicated
39 it may be more of a zoning issue and can be addressed architecturally to set it in to clear any concerns. A Board
40 Member stated he had no issue with the door changes and asked for a better rendering of the sample screen. Ms.
41 Klein informed the Board it would take 12 weeks to get a sample from the contractor. Matt Schapen, OKW
42 Architects, agreed to provide a better rendering for the Board. Mr. Barker stated that the requested changes are
43 more functional than architectural, and because the screen would face east and south, he is not as concerned
44 about it. He agreed with Mr. Evanich's comment regarding the couple of inches, which is not within the Board's
45 purview, and stated he would support the request.
46

47 Chairman Duda asked for a motion to approve the Certificate of Appropriateness to modify the exterior elevations
48 of the approved One Winnetka planned development. A motion, as stated by Chairman Duda, was made by Mr.
49 Baggett and seconded by Mr. Baker. A vote was taken, and the motion was unanimously passed, 5 to 0:

50 AYES: Baggett, Barker, Duda, Evanich, Kennedy
51 NAYS: None
52

53 **Other Business.**

1 a. November 20, 2025 Meeting – Quorum Check.
2 The Board Members discussed their availability.

3
4 **Adjournment:**

5 Chairman Duda asked for a motion to adjourn. A motion to adjourn was made by Mr. Evanich and seconded by Mr.
6 Baker. A vote was taken, and the motion was unanimously passed, 5 to 0:

7 AYES: Baggett, Barker, Duda, Evanich, Kennedy

8 NAYS: None

9 The meeting was adjourned at 7:40 p.m.

10
11 Respectfully submitted,

12
13 Antionette Johnson
14 Recording Secretary
15

DRAFT



MEMORANDUM VILLAGE OF WINNETKA

COMMUNITY DEVELOPMENT DEPARTMENT

TO: DESIGN REVIEW BOARD/SIGN BOARD OF APPEALS
FROM: DAVORKA KIRINCIC, BUILDING AND CODE ENFORCEMENT
MANAGER
DATE: NOVEMBER 13, 2025
SUBJECT: 560 CHESTNUT STREET - NEAPOLITAN LLC.- CERTIFICATE OF
APPROPRIATENESS FOR RECENT STOREFRONT PAINTING (AMENDED
CASE NO. 25-19-DR)

INTRODUCTION

On November 20, 2025, the Design Review Board (DRB) is scheduled to consider a request submitted by Kelly Golden (the "Applicant"), the owner of *Neapolitan, LLC.* located at 560 Chestnut Street (the "Subject Property") to allow recent painting on the portions of the exterior storefront that do not match the shade of pastel pink approved by the DRB at its September 18, 2025, meeting.

SEPTEMBER 18, 2025, DRB MEETING

On September 18, 2025, the DRB first considered the Applicant's request to approve a Certificate of Appropriateness to allow recent storefront painting changes. The staff report for the September meeting can be found in **Attachment A2**.

After hearing from staff and the Applicant, the DRB discussed the proposed paint changes. Board members supported making paint changes to the storefront to align with store branding but expressed concern that the currently applied pink shade was too bright. It was noted that the elevation on the proposed rendering, which showed a pale/blush pink color, looked beautiful and elegant, but was a different shade of pink than the one currently applied at the storefront. It was decided that the Board will approve the application with the condition that a paint sample of the desired pale/blush pink color be applied to a portion of the façade, in a couple of areas with different materials (limestone, metal, fascia, and wood), to see how the paint takes to other materials. Also, it was concluded that staff will share by email a photo of a color paint sample applied to the storefront with Board members and get electronic approval of the color shade (in order to get back to the Applicant quickly and not postpone the project). After approval of the specific color shade, the Applicant would be able to proceed with painting the whole storefront. Ultimately, by vote of 6-0, the Board approved the Applicant's application, conditioned on approval of the specific color by staff and the Board, which will be conducted electronically in some fashion. A copy of the September 18 meeting approved minutes can be found in Attachment B.



Applicant's storefront painting prior to the September 18th DRB meeting



Applicant's rendering with pastel pink paint approved by the DRB at its September 18th meeting



Applicant's business storefront painting following the September 18th DRB meeting

Proposed paint change

In response to the conditions at the September 18 DRB meeting, the Applicant repainted a portion of the exterior storefront. Since the painted portion does not match the pastel pink shade approved by the DRB at its September 18, 2025, meeting, and the DRB members did not agree to approve (electronically) the painted changes, the applicant requested to return to the DRB to discuss the painted changes further.

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 portion of the front façade to be appropriate and compatible with the Design Guidelines and approve the Certificate of Appropriateness application as submitted.

ATTACHMENTS

Attachment A2: September 18, 2025, DRB Meeting Staff Report

Attachment B2: September 18, 2025, DRB Meeting Minutes



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.

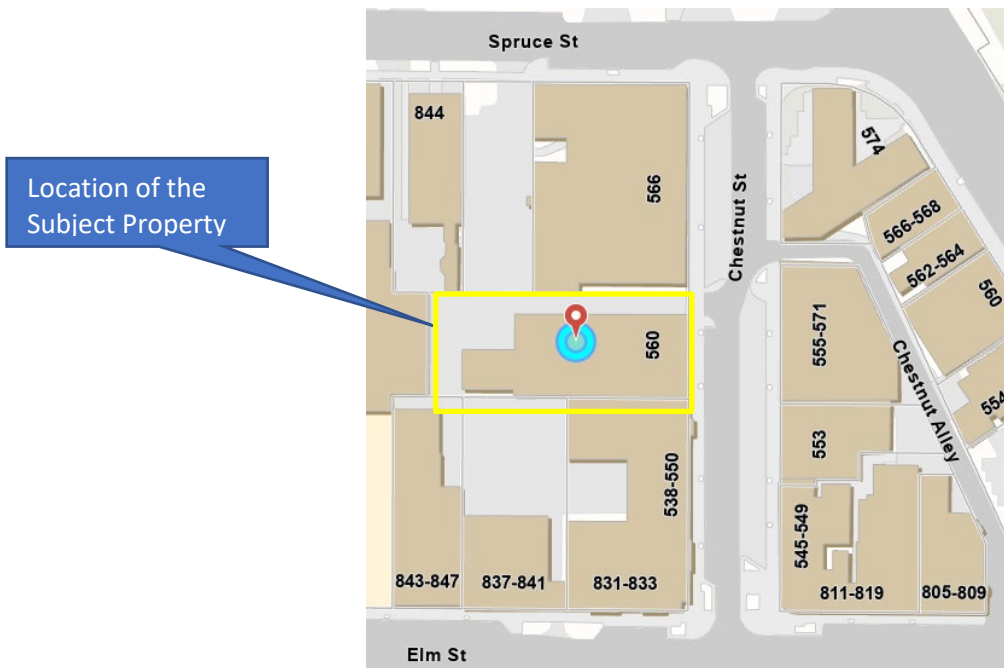


Figure 1 – Subject Property – Location Map



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: 560 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.



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.

ATTACHMENT B2

Minutes Adopted October 16, 2025

Minutes Adopted September 18, 2025

Winnetka Design Review Board/Sign Board of Appeals Meeting Minutes September 18, 2025

Members Present:

Katie Moor, Chairperson
Chris Baggett
Wesley Barker
Fritz Duda
Peter Evanich
Heather Niehoff

Members Absent:

Colin Kennedy

Village Staff:

Davorka Kirincic, Building and Code Enforcement Manager

Call to Order & Roll Call:

Chairperson Moor called the meeting to order at 7:00 p.m. Roll call was taken of the Board Members present.

Public Comments:

No comments were made at this time.

Approval of Minutes:

Chairperson Moor asked if there were any comments or corrections or for a motion to approve the July 17, 2025 meeting minutes. A motion to approve the July 17, 2025 meeting minutes was made by Mr. Barker and seconded by Mr. Baggett. A vote was taken and the motion unanimously passed, 6 to 0:

AYES: Baggett, Barker, Duda, Evanich, Moor, Niehoff

NAYS: None

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.**

Ms. Kirincic summarized the application in detail for the Board, identifying the property's location and zoning classification. She also referred to the Village's Sign Code as well as to Village Design Guidelines the Board is to consider.

Chairperson Moor asked if there were any questions. Ms. Niehoff referred to the backlit lighting and questioned how it would operate. Frank Lambert, representing the applicant from the design sign company, responded that it would be halo or reverse backlit lighting. Ms. Niehoff also asked for the reasoning for the 18-inch size. Ms. Kirincic explained in terms of the design guideline recommendations. Mr. Lambert explained the limitations of how the letters are fabricated and noted the lower-case lettering would be smaller, with only a few letters measuring 18 inches. Ms. Niehoff described it as massive. Mr. Lambert estimated the smaller letter height to be 14 inches and stated that samples were previously provided to the Board for their review. He also described the LED wattage that would be used. Ms. Kirincic provided the Board with additional information.

Chairperson Moor asked if there were any other questions. She indicated the letter size appeared to be a manufacturing issue. Ms. Niehoff commented that the letter size did not seem appropriate and referred to its scale in relation to neighboring buildings. Chairperson Moor asked for a motion to approve the application as submitted or for the applicant to conduct further investigation to determine whether the sign could be scaled to meet the design guidelines, along with an alternative method of backlighting. A Board Member commented the sign is nice, but the Board Members are wrestling with the width. Another Board Member agreed with the comments made and added that it would embrace the Hubbard Woods business district. Another Board Member agreed with the comments made and that the size should be reduced.

1
2 Chairperson Moor asked for a motion to approve the request. A motion to approve the request was made by Mr.
3 Duda and seconded by Mr. Baggett. A vote was taken and the motion passed, 5 to 1:

4 AYES: Baggett, Barker, Duda, Evanich, Moor

5 NAYS: Niehoff

6
7 **b. Case No. 25-14-DR: 191 Linden Street - Saints Faith Hope & Charity Parish: Certificate of**
8 **Appropriateness to allow the replacement of the existing roof on the south wing of the school at the Subject**
9 **Property.**

10 Ms. Kirincic summarized the application in detail for the Board, identifying the property's location and zoning
11 classification. She stated the applicant also provided site plans and referred to the Certificate of Appropriateness
12 Standards and Village Design Guidelines recommendations for the Board's consideration. Chairperson Moor asked
13 Board members if there were any questions. No questions were raised at this time.

14
15 Chairperson Moor asked for the applicant's presentation. Dennis Levin, the church's general contractor,
16 introduced himself to the Board and explained the reasoning for not using clay tile for the roof replacement as
17 opposed to the metal roof used on other buildings in the surrounding area of the school campuses. Mr. Levin
18 explained the reasoning behind their selection, which included cost and the fact that the proposed roof would
19 match the other roof elements. Chairperson Moor asked if they had considered using different roofing materials.
20 Mr. Levin responded that they did and explained their choice, which included the length of time the roof would
21 last.

22
23 A Board Member asked if there is a history regarding other metal roofs. Ms. Kirincic explained that the special use
24 previously requested for the Parish Center included specifications for a metal sheet roof. Chairperson Moor
25 referred to a 2005 GIS image, which showed a metal roof for the church and gym buildings. Ms. Niehoff agreed
26 with Chairperson Moor that it would be better to use higher-quality materials, while acknowledging the complexity
27 and budget concerns. She then stated consistency would be provided on the campus. A Board Member asked if it
28 would be prefinished metal and for the warranty information. Mr. Levin confirmed that it is correct and that it
29 would have a 25-year warranty.

30
31 Chairperson Moor asked for a motion to approve the request as presented. A motion to approve the request as
32 presented was made by Mr. Evanich and seconded by Ms. Niehoff. A vote was taken, and the motion was
33 unanimously passed, 6 to 0:

34 AYES: Baggett, Barker, Duda, Evanich, Moor, Niehoff

35 NAYS: None

36
37 **c. Case No. 25-15-DR: 520 Green Bay Road - BMO Bank: Certificate of Appropriateness to allow exterior**
38 **building and landscaping alterations on the Subject Property.**

39 Chairperson Moor noted that the applicant asked to withdraw. Ms. Kirincic confirmed that the applicant had
40 withdrawn the application and provided a summary of the request to the Board.

41
42 No vote was taken at this time.

43
44 **d. Case No. 25-16-DR: 847 Elm Street - Little Elm: Sign Permit to install window and projecting signs, and**
45 **Certificate of Appropriateness to allow storefront improvements and removal of the existing awning and awning**
46 **valance sign from the previous business on the Subject Property.**

47 Ms. Kirincic summarized the application in detail for the Board, identifying the property's location and zoning
48 classification. She also referred to the Village's Sign Code as well as to Village Design Guidelines that the Board is to
49 consider. Additionally, Ms. Kirincic brought to the Board's attention that the PowerPoint Applicant submitted to be
50 present at the meeting includes additional door window signage, decal updates regarding (including a change of
51 the color), and a different entrance door color than submitted initially with their applications

1 Chairperson Moor asked for the applicant's presentation. Kittie Brandtner introduced herself to the Board and
2 stated that they planned to have one large windowpane instead of two aluminum windows. She also mentioned a
3 side divert near the front door, where the logo decal would be placed, making it visible from the sidewalk. Ms.
4 Brandtner noted that there would be no logo on the main window to elevate the space and add charm. A Board
5 Member asked if the blade sign was fixed or on chains. Ms. Brandtner confirmed the blade sign is fixed. He then
6 referred to the design guidelines, which recommend against swinging signage. A Board Member questioned the
7 material to be used. Ms. Brandtner provided a sample to the Board for their review. She also referred to the
8 limestone, which would remain with the brick above. Ms. Brandtner then confirmed that the door would change,
9 along with the quartz on the bottom.

10
11 Ms. Niehoff commented that it looked great. Chairperson Moor agreed with Ms. Niehoff's comments. Chairperson
12 Moor suggested that the Board approve the request, conditional upon the applicant resubmitting it with the decal
13 positioned on the side, featuring new text at the door window, and a different text and door color.

14
15 Chairperson Moor asked for a motion to approve the request with a condition. A motion was made by Mr. Baggett,
16 conditional upon the applicant's submission of a revised rendering that includes the decal and updates the
17 proposed signage materials with new text colors and door window signage, as presented in the meeting's
18 PowerPoint. Mr. Duda seconded the motion. A vote was taken, and the motion was unanimously passed, 6 to 0:

19 AYES: Baggett, Barker, Duda, Evanich, Moor, Niehoff

20 NAYS: None

21
22 e. **Case No. 25-17-DR: 555-557-559 Chestnut Street: Certificate of Appropriateness to enable the**
23 **sandblasting, tuckpointing, re-painting, and replacement of two existing windows on the alley elevation of the**
24 **Subject Property.**

25 Chairperson Moor identified the property owner for the commercial building and stated the request is to allow
26 exterior repair and alterations to the existing structure and that the applicant is seeking approval to enable
27 sandblasting, tuckpointing, repainting, and replacement of two windows on the alley elevation. Ms. Kirincic
28 provided additional information to the Board.

29
30 Chairperson Moor stated that the two windows are shown on page 92. She then asked for a motion to approve the
31 request as presented. A motion to approve the request as presented was made by Mr. Baggett and seconded by
32 Mr. Barker. A vote was taken, and the motion was unanimously passed, 6 to 0:

33 AYES: Baggett, Barker, Duda, Evanich, Moor, Niehoff

34 NAYS: None

35
36 f. **Case No. 25-18-DR: 914 Green Bay Road - Sante Integrated Health and Wellness: Sign Permit to install**
37 **door window and projecting signs at the first-floor entrance of the Subject Property.**

38 Chairperson Moor stated the applicant is requesting that the Board consider a sign application as the commercial
39 space lessee as well as a proposed door window and projecting sign at the entrance.

40 Ms. Kirincic summarized the application in detail for the Board, identifying the property's location and zoning
41 classification. She also referred to the Village's Sign Code as well as to Village Design Guidelines that the Board is to
42 consider.

43
44 Chairperson Moor asked for a motion to approve the request as presented. A motion to approve the request as
45 presented was made by Ms. Niehoff and seconded by Mr. Barker. A vote was taken, and the motion was
46 unanimously passed, 6 to 0:

47 AYES: Baggett, Barker, Duda, Evanich, Moor, Niehoff

48 NAYS: None

49
50 g. **Case No. 25-19-DR: 560 Chestnut Street - Neapolitan: Certificate of Appropriateness requesting**
51 **approval to paint portions of the exterior storefront on the Subject Property.**

52 Chairperson Moor stated the applicant is requesting a Certificate of Appropriateness for recent storefront painting
53 changes. Ms. Kirincic summarized the application in detail for the Board, identifying the property's location and

1 zoning classification. She also referred to the Village's Sign Code as well as to Village Design Guidelines that the
2 Board is to consider.
3
4

5 Chairperson Moor asked if there were any questions. Ms. Niehoff questioned the difference between the blush
6 and brighter pink colors. Ms. Kirincic explained to the Board and stated that the applicant was asked to provide
7 additional information. A Board Member noted that the rendering seemed to include more painted areas than the
8 current storefront photos, which reflect recent paint changes. Ms. Kirincic provided clarification to the Board.
9

10 Chairperson Moor asked for the applicant's presentation. Kelly Golden, the owner, provided a paint sample to the
11 Board. She stated they intended to paint the metal, which she described as dark, along with the door entryway to
12 the pink color they use for their store branding. She referred to the attempts made regarding the paint having
13 different shades and asked if there were any questions.
14

15 Chairperson Moor described the color as very bright, and per the design guidelines, she read from the design
16 guidelines: "Colors shall be used with restraint. Excessive brightness should be avoided." She commented that she
17 preferred the pale pink color, which would still complement the brand well. She noted that the elevation on the
18 rendering, which shows a pale/blush pink color, looks so beautiful and elegant. Ms. Niehoff asked if the color is
19 used throughout the store. Ms. Golden responded to the Board. She confirmed that the limestone and columns
20 would not be painted. Ms. Golden also stated that the color has been tested in terms of its appearance. The Board
21 Members then discussed the shade of pink colors and their intended uses in detail. They liked the pastel
22 pale/blush pink shade shown on the proposed renderings and directed the applicant to get as much of that shade
23 as they could on the storefront. Ms. Neihoff stated that with bright pink color and white limestone columns, the
24 overall appearance looks choppy. It was also concluded that board members would not mind all limestone
25 columns to be painted as shown on the rendering, as mentioned earlier, if the applicant can match that pale/blush
26 shade of pink. It would give a cohesive look to the storefront.
27

28 Ms. Niehoff suggested that if one bright shade of pink is vital to the applicant, it should only be done at the
29 entrance door and the recessed portion. She also stated it is essential to the building as a whole; a lighter
30 pale/blush pink color should be used in order to make it more contiguous. Chairperson Moor agreed with Ms.
31 Neihoff's suggestion and referred to several public comments she had received. Ms. Golden stated that she
32 appreciated the Board's comments and is willing to return to the Board with a lighter pink color. The Chairperson
33 emphasized the importance of reviewing a paint sample before approval, noting that a photo of the paint does not
34 do justice. Mrs. Kirincic suggested that applicants can paint one smaller portion of the storefront to try to match
35 the preferred pastel pale/blush pink color and present it at the next DRB meeting for approval. The applicant
36 agreed to match the pale/blush pink color from the application material's rendering as closely as possible.
37 However, she requested that the approval process be expedited to avoid a one-month delay in painting the
38 storefront. She is embarrassed by the storefront's current appearance and would like to paint it as soon as
39 possible. Members discussed how to expedite approval without waiting for next month's DRB meeting, while still
40 checking and approving a new shade of pale/blush pink that matches as closely as possible, as shown on the
41 application elevation rendering applied to the storefront.
42

43 It was decided that the Board will approve the application with the condition that a paint sample of the desired
44 pale/blush pink color be applied to a portion of the façade, in a couple of areas with different materials (limestone,
45 metal, fascia, and wood), to see how the paint takes to other materials. Also, it was concluded that staff will share
46 by e-mail a photo with a color paint sample applied on the storefront with Board members, get approval of the
47 color shade electronically (that way get back quickly to the Applicant and not postpone the project). After approval
48 of the specific color shade, the Applicant would be able to proceed with painting the whole storefront.
49

50 Chairperson Moor asked for a motion to approve the request with a condition. Mr. Duda moved to approve the
51 Applicant application, conditioned on approval of the specific color by staff and committee, which will be
52 conducted electronically in some fashion. Mr. Barker seconded the motion. A vote was taken, and the motion was
53 unanimously passed, 6 to 0:

1 AYES: Baggett, Barker, Duda, Evanich, Moor, Niehoff
2 NAYS: None

3

4 **Other Business.**

5 a. October 16, 2025, Meeting – Quorum Check.

6 The Board Members discussed their availability.

7

8 **Adjournment:**

9 Chairperson Moor asked for a motion to adjourn. A motion to adjourn was made by Ms. Niehoff and seconded by
10 Mr. Duda. A vote was taken, and the motion was unanimously passed, 6 to 0:

11 AYES: Baggett, Barker, Duda, Evanich, Moor, Niehoff

12 NAYS: None

13 The meeting was adjourned at 8:06 p.m.

14

15 Respectfully submitted,

16

17 Antionette Johnson

18 Recording Secretary



MEMORANDUM VILLAGE OF WINNETKA

COMMUNITY DEVELOPMENT DEPARTMENT

TO: DESIGN REVIEW BOARD/SIGN BOARD OF APPEALS
FROM: DAVORKA KIRINCIC, AICP
BUILDING AND CODE ENFORCEMENT MANAGER
DATE: NOVEMBER 13, 2025
SUBJECT: 986 GREEN BAY ROAD – SIT STILL KIDS SALON – NEW WINDOW, DOOR,
AND WALL SIGN PERMIT AND SIGN CODE VARIATIONS
(CASE NO. 25-20-DR)

On November 20, 2025, the Design Review Board (DRB) is scheduled to consider a Sign Permit Application submitted by *Sit Still Kids Salon* (the “Applicant”), the current lessee of the commercial space located at 986 Green Bay Road (the “Subject Property”). The Applicant has submitted applications seeking the following approvals:

1. **Sign Permit** to allow installation of new wall, window, and door signs; and
2. **Sign Code Variations** to allow the following:
 - a. Window signs that exceed 10% of their respective window area, and
 - b. Decal window signs that are not die-cut and are not limited to individual letters and logos (i.e., do not have a background panel).

PROPERTY DESCRIPTION

The Subject Property is located west of Green Bay Road between Scott Avenue and Merrill Street in the Hubbard Woods Business District. It is zoned C-2 General Retail Commercial and is located within the Commercial Overlay District. **Figure 1** and **Figure 2** on the following page identify the Subject Property. **Figure 3** identifies the proposed wall sign's location on the building's exterior façade on Green Bay Road.



Figure 1 – Subject Property – Location Map



Figure 2 – Subject Property- View from Green Bay Road



**Figure 3 – Subject Property
Sit Still Kids Salon – Storefront**

CURRENT REQUEST

The Applicant seeks approval for new wall, window, and door signs to identify and promote their new

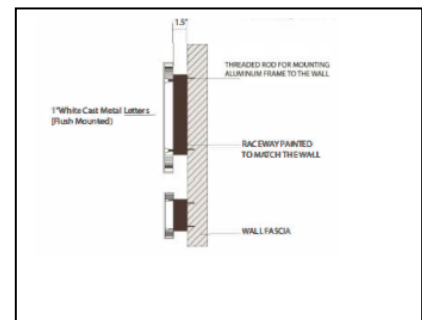
business location at the Subject Property. The proposed signs will feature the business name and its branding, as illustrated below:



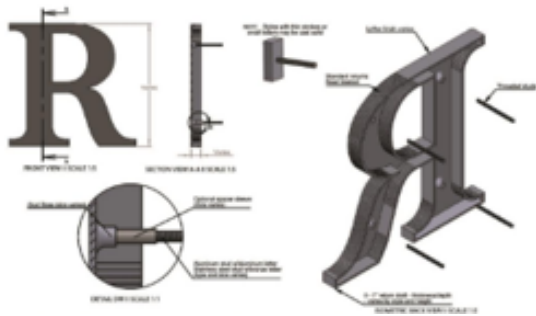
Proposed Signage at Green Bay Road Storefront

Wall Sign

- Three-dimensional channel, individually crafted letters in white;
- Non-reflective metallic letters;
- Letters mounted onto a railway backing painted brown to match the existing brick wall;
- Non-illuminated letters 14 inches tall stating “*Sit still.*” and 4.0 inches tall stating “KIDS SALON”;
- Located on the Green Bay Road exterior wall on the sign band above the storefront side window and entrance door;
- Approximately 8.50 square feet of sign area; and
- 9.0 feet above grade.



Proposed Wall Sign Details



Wall Sign Letters Detail

Windows Signs

A) Window Sign

- Individual text die-cut decals in white color;
- 10 inches tall text stating “sit still”;
- 3 inches tall text stating “Kids Salon”;
- Confetti Elements up to 21.69 inches tall and have a background in different colors;
- Sign area of the text is 3.94 square feet;
- Text and graphic elements located 2/3 of the window height;
- 11.50 square feet of the sign area; and
- Signage occupies 13.70 % of the window area.

B) Window Sign

- Individual text die-cut decals in white and multi-color;
- 5 inches tall text stating “A”, “MODERN”, “KIDS SALON”;
- Text located at the bottom of the window height;
- Sign area of the text is 2.6 square feet; and
- Sign occupies 10 % of the window area.



Proposed Window Signs at Subject Storefront

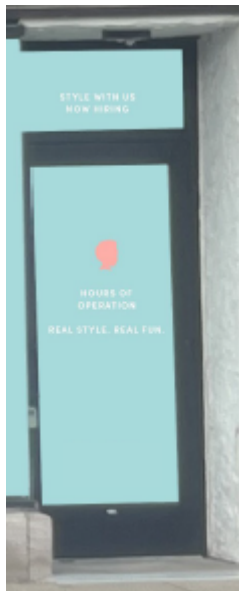
Door Window Signs:

D) Window

- Individual text die-cut decals in white color;
- 1.00 inches tall text in white (Hours of Operation, Real Style, Real Fun);
- 1.00 inches tall side profile in orange, located in the lower and middle portion of the door window;
- Sign area is 2.37 square feet; and
- Sign occupies 27.67 % of the door glass area.

E) Door Transom Sign

- Individual text die-cut decals in white color;
- 1.00 inches tall text in white (stating “STYLE WITH US” and “NOW HIRING”);
- Located in the lower portion of the transom window;
- Sign area is 0.2126.52 square feet; and
- Sign occupies 5.26 % of the transom glass area.



Proposed Door Window & Transom Signs at Storefront

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 door and window signs in commercial districts.

Window and door signs that meet the following standards can be administratively approved by staff. When the proposed signs do not comply with these standards, they require review by the Design Review Board as well as approval of Sign Code Variations, and it is stated in bold text.

- Limited to 10% or less of the single windowpane and 50% of the door glass pane;
 - Proposed signage in the left window covers up 13.78% of the respective window area (**Sign Variation required for Window A**);
- 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”, and except store hours and contact information shall be limited to 2” in height.
 - Several text lines and graphic elements of the proposed window signs are 11.79-21.69 inches in height. The subject elements are not a logo or first letter; they are higher than 8

inches and **require Board approval**;

- The height of the sign should not exceed 1/3 of the height of the glass area and 90% of the glass width, and **requires Board approval**;
- Decal window signs shall be die-cut and limited to individual letters and logos;
 - Several text lines and graphic elements of the proposed window signs are not die-cut, have a background, and need Board approval. (***Sign Variation required for windows A and B***).
- Limited to two colors;
 - Proposed window signs have more than two colors and **require Board approval**;
- 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 total sign area of signs on street exposure elevation does not exceed the allowed 15%.

Proposed Sign	Window /Door Area (sf)	Maximum Allowed Sign Area (% of Window Area)	Maximum Allowed Sign Area (sf)	Proposed Sign Area (sf)	Proposed Sign Area as % of Window Area
A) Window	83.48	10%	8.35	11.50	13.78%
B) Window	25.95	10%	2.60	2.67	10.00%
C) Door Window	13.21	50%	6.1	3.64	27.55%
D) Door Transom	3.99	50%	7.98	0.21	5.26%

As mentioned above, the proposed door window and window signs do not meet all the Sign Code standards for window and door signs.

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, and
- Shall not be located above the second-floor windowsill level and shall not be higher than fourteen (14) feet above grade if there is no second-floor windowsill.

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

Signage Street Exposure

Area	Square Foot	Percentage
Green Bay Avenue Elevation Area	230.00	-
Max Allowed per Sign Code (15% of the Street Exposure)	34.50	15.00%
All Proposed Signs Counted Toward Street Exposure	26.52	11.53%

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

SIGN CODE VARIATION REQUEST

1. The Applicant has applied for a Sign Code Variation from Section 15.60.120 [Commercial Signs] to allow
 - a. Window signs that exceed 10% of their respective window area, and
 - b. Window decal signs that are not die-cut and are not limited to individual letters and logos (i.e., do not have a background panel).

The Design Review Board (also sitting as the Sign Board of Appeals) may grant relief from the Sign Code if it determines that the following standards set out in Section 15.60.250 [Variations] are met:

1. *The variations would be in harmony with the general purpose and intent of this chapter;*
2. *Given the design elements of the building or site on which the sign is located, the design of the sign is as compatible, if not more compatible, with the character of the business district than the standard sign regulations would otherwise allow;*
3. *For window signs, the design of the sign would not significantly inhibit the viewing of store products, activities, or services;*
4. *The variation will not alter the essential character of the locality;*
5. *The design of the sign is contextually appropriate for the type of business, and*
6. *The design of the sign exhibits a high degree of artistic embellishment.*

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 for the 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, including the two aforementioned sign variations. Should the DRB find the proposed improvements acceptable, the Applicant would first need to obtain the approved sign permit for the illuminated wall sign from the Community Development Department before installing it.

ATTACHMENTS

Attachment A: Application Materials

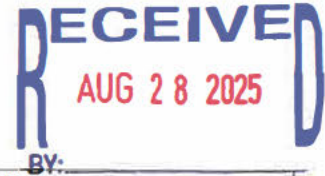
Attachment B: Design Guidelines Excerpt

ATTACHMENT A

Village of Winnetka
SIGN PERMIT APPLICATION

VILLAGE OF WINNETKA, ILLINOIS
DEPARTMENT OF COMMUNITY DEVELOPMENT

SIGN PERMIT APPLICATION



Tenant/Lessee

SBC 2025-959

Name of Business Sit Still Kids Salon		Primary contact name Chris Jordan		Phone No. [REDACTED]
Project Address 986 Green Bay Road				
City Winnetka	State IL	Zip Code 60093	Email chris.jordan@sitstillkids.com	

Sign Company

Name of Sign Company to be identified		Primary contact name		Phone No.
Street Address				
City	State	Zip Code	Email	

Property Owner

Name of Company 986 Green Bay Road LLC		Primary contact name Jenn Epstein		Phone No. [REDACTED]
Street Address: 568 Lincoln Avenue				
City Winnetka	State IL	Zip Code 60093	Email jepstein@hoffmanncre.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 Flat-cut acrylic letters atop the entrance.

OFFICE USE ONLY

SIGN FEE: \$80 NON-ILLUMINATED PER SIGN TYPE	\$ 80
\$195 ILLUMINATED SIGN	\$ 195
STAFF REVIEW FEE: \$70 <input type="checkbox"/> WAIVE FEE	\$ 70
TOTAL PERMIT FEE	\$ 345
CONDITIONS OF APPROVAL: _____	

V I L L A G E O F W I N N E T K A, I L L I N O I S
DEPARTMENT OF COMMUNITY DEVELOPMENT

SIGN CODE VARIATION APPLICATION

Property Information

Site Address: 986 Green Bay Road, Winnetka, IL 60093

Name of Business: Sit Still Kids Salon

Parcel Identification Number(s) (PIN): 05-17-114-011-1027

Application is hereby made to the Village of Winnetka for a variation from Section(s) _____
of Chapter 15.60 Signs of the Village Code for the following work: _____

Attach a separate written document that explains in detail how the requested variation complies with all of the following standards:

1. The requested variation is in harmony with the general purpose and intent of the Sign Code.
2. Given the design elements of the building or site on which the sign is located, the design is as compatible, if not more, with the character of the business district than the standard sign regulations allow.
3. For window signs, the design of the sign does not significantly inhibit the viewing of store products, activities, or services.
4. The design of the sign is contextually appropriate for the type of business.
5. The design of the sign exhibits a high degree of artistic embellishment.
6. The variation will not alter the essential character of the locality.

Property Owner Information

Legal Name: 986 Green Bay Road LLC

Primary Contact: Jenn Epstein

Address: 568 Lincoln Avenue

City, State, Zip: Winnetka, IL 60093

Phone No. 847.512.3191

Email: jepstein@hoffmanncre.com

Owner Signature: _____

Applicant Information

Legal Name: McJordan LLC

dba Sit Still Kids Salon

Primary Contact: Chris Jordan

Address: 2008 Bennett Avenue

City, State, Zip: Evanston, IL 60201

Phone No. 248.470.5573

Email: chris.jordan@sitstillkids.com

Applicant Signature: _____



986 Green Bay Road Sign Application

Summary

Sit Still Kids Salon (“SSK”) is a **modern kids hair salon** geared towards **children of all ages**.

Conformances to all Village standards concerning window signs, wall signs, and total frontage coverage area have been ensured, save for a **modest variance to the primary window**.

Efforts made to **appease condo owners’ concerns** around coverage area, illumination, and preservation of brick (see next slide).



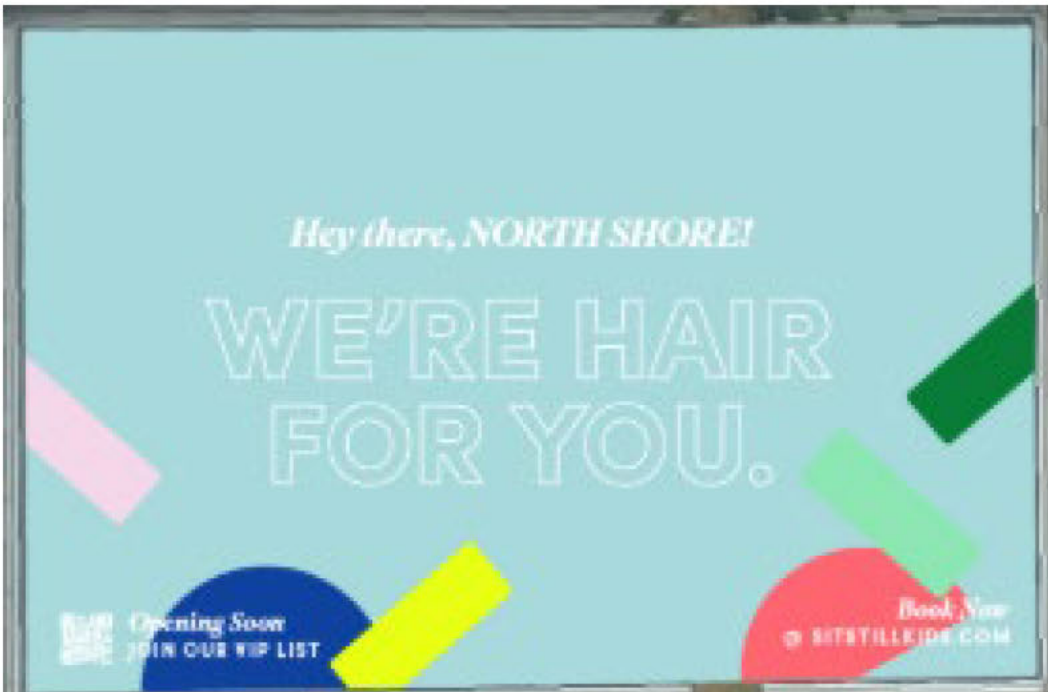
Prior Design vs. Current Design

Prior Design

Back-lit wall sign

Acrylic letters

35% coverage on primary window

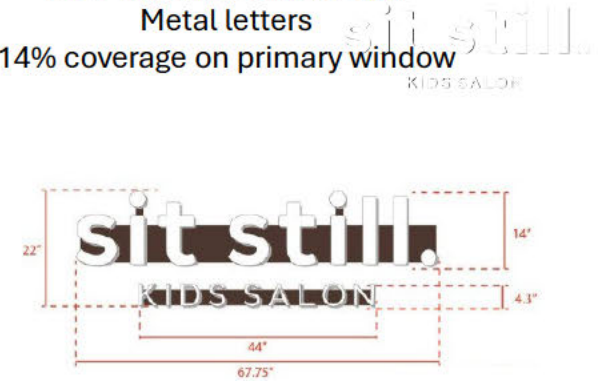


Current Design

Non-illuminated wall sign

Metal letters

14% coverage on primary window



Conformances



Window Sign Standards

- A window sign may occupy no more than 10% of a window opening
- Lettering height no more than 6” in height
- Store operating hours <= to 2”
- The sign should generally be located in the lower half of the window
- Window decal signs should be placed on the interior surface of window glass.

Window Sign Compliance

- ✗ Main window is 14%
- ✓ All four (4) other windows are <=10%
- ✓ “A MODERN...” all 6” in height
- ✓ Operating hours all 2” in height
- ✓ Window signage generally located in the lower half of each window
- ✓ All decals will be on the interior surface of the window glass

Wall Sign Standards

- May not be larger than 70 sq. ft.
- Sign height limited to 75% of sign band height, or 14”, whichever is less.
- May occupy no more than 15% of the street frontage.
- The text is limited to the business name, logo or trademark, and three words of generic description of products or services.
- A sign should be located generally close to the upper sign band of the storefront and be substantially parallel to the wall surface.
- Wall signs may not be internally illuminated except for pin mounted halo or backside lighting. Illumination is not permitted within 100 feet of a residential zoning district.
- Sign color must harmonize with the building upon which it is mounted, as well as adjacent structures.
- Background colors for the body of the sign are limited to earth tones and primary colors; pastels, neon and secondary colors are not allowed. Lettering color can be unique to the image of the tenant/user.
- Highly reflective metallic signs are not allowed.

Wall Sign Compliance

- ✓ 8.5 sq. ft.
- ✓ 14” sign height.
- ✓ 3% of the street frontage.
- ✓ “sit still kids salon” describes only the business name; and two (2) words of business description.
- ✓ Wall sign is located at the upper sign band of the storefront; and is parallel to the wall surface.
- ✓ No illumination (internal or external).
- ✓ Painted white on non-reflective metallic letters harmonizes with building.
- ✓ Raceway behind channel letters painted brown to match the brick.
- ✓ White-painted, non-reflective, metallic letters.

Window Sign Measurements



sit still.	$10 \times 50 = 500$	
KIDS SALON	$3 \times 23 = 69$	
Full rectangle confetti	$4 \times 100\% \times 6 \times 18 = 432$	
Quasi rectangle confetti	$5 \times 50\% \times 6 \times 18 = 270$	
Half-circles	$3 \times \frac{1}{2} \times 3.14 \times 9^2 = 382$	
TOTAL	$= 1,653 \text{ sq. in.}$	$\parallel 11.5 \text{ sq. ft.}$
Window A Size	$89 \times 135 = 12,015 \text{ sq. in.}$	$\parallel 83.4 \text{ sq. ft.}$
Window A Coverage	$1,653 / 12,015 = 13.7\%$	

STYLE WITH US	$1 \times 14 = 14$	
NOW HIRING	$1 \times 12 = 12$	
TOTAL	$= 26 \text{ sq. in.}$	$\parallel 0.2 \text{ sq. ft.}$
Win. D Size	$16 \times 35 = 560 \text{ sq. in.}$	$\parallel 4.87 \text{ sq. ft.}$
Win. D Cvg.	$26 / 560 = 4.6\%$	

A	$5 \times 5 = 25$	
MODERN	$5 \times 32 = 160$	
KIDS	$5 \times 16 = 80$	
SALON	$5 \times 23 = 115$	
TOTAL	$= 380 \text{ sq. in.}$	$\parallel 2.6 \text{ sq. ft.}$
Win. B Size	$87 \times 43 = 3,741 \text{ sq. in.}$	$\parallel 26.0 \text{ sq. ft.}$
Win. B Cvg.	$380 / 3,741 = 10.0\%$	

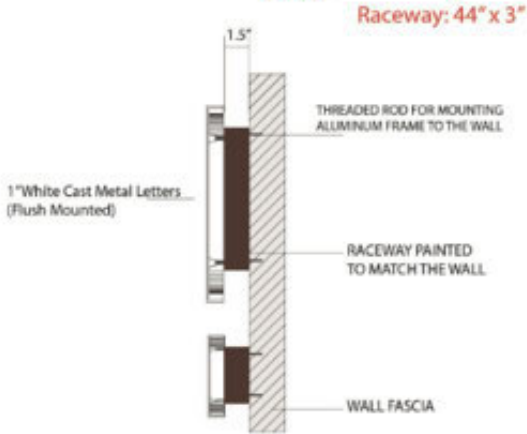
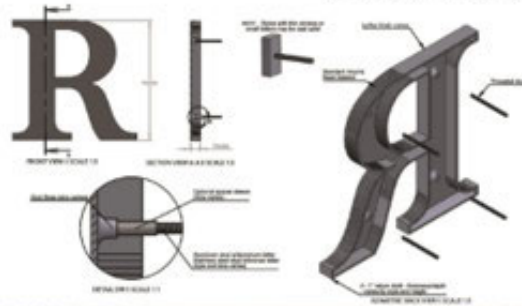
side profile	$5 \times 4 = 20$	
HOURS OF	$1 \times 9 = 9$	
OPERATION	$1 \times 11 = 11$	
TOTAL	$= 40 \text{ sq. in.}$	$\parallel 0.3 \text{ sq. ft.}$
Win. C Size	$28 \times 68 = 1,904 \text{ sq. in.}$	$\parallel 13.2 \text{ sq. ft.}$
Win. C Cvg.	$40 / 1,904 = 2.1\%$	

Wall Sign Measurements and Detail

Cast Metal Letters On RaceWay

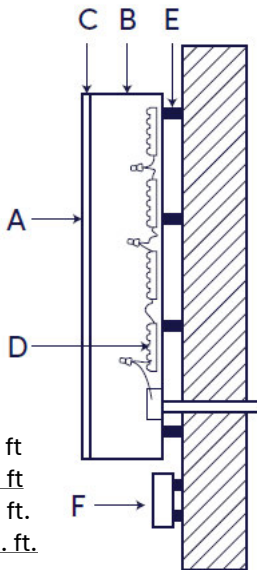
Raceway: 67" x 7"

November 12, 2025 / - V 4.0
Order # IN-S-9816



Construction Details – All in Compliance

- Channel letters. Three-dimensional, individually crafted, metallic letters.
- Non-reflective metallic letters.
- Mounting: letters mounted onto a railway backing, painted brown to match brick background (approx. 8 holes total drilled into brick).
- Non-illuminated.
- 14" lettering height: "sit still."
- 4" lettering height: "KIDS SALON"



Product:	Size:	Qty:	Sides:	Notes:
				986 Green Bay Road , Winnetka, IL 60093

Customer Contact: Sit Still Kids Salon

Sales Rep: Payal

Design By: Krusha P.

Approval states that contents of this proof are correct and the responsibility of the client



Dimension • Layout • Spelling • Color

Please review Art for accuracy in:

Approval Signature: _____

Date: _____

8088 McCormick Blvd., Skokie, IL 60076 • Phone: 847-324-5500 • Fax: 847-324-5502 • www.signarama-skokie.com

sit still.	14 x 68 = 952 sq. in.	6.6 sq. ft
KIDS SALON	4 x 44 = 176 sq. in.	1.2 sq. ft
TOTAL WALL SIGN	= 1,128 sq. in.	7.8 sq. ft.
Street Frontage	120 x 276 = 33,120 sq. in.	230 sq. ft.
Street Coverage 1,128 / 33,120 = 3.4%		

Window + Wall Sign Measurements



Wall + Window Coverage:

Wall Sign + Window Sign Area <= 15% of Street Frontage

Window sign area:

- Window A	1,653 sq. in.	11.5 sq. ft.
- Window B	380	2.6 sq. ft.
- Window C	40	0.3 sq. ft.
- Window D	26	0.2 sq. ft.
- Window E	0	0.0 sq. ft.
Total	2,099 sq. in.	14.6 sq. ft.

Wall sign area:

1,128 sq. in. || 7.8 sq. ft.

Window sign + Wall sign area = 3,227 sq. in. || **22.4 sq. ft.**

Street Frontage = 33,120 sq. in. || **230 sq. ft.**

(Wall sign + window sign area) / Street frontage = 10%

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



MEMORANDUM VILLAGE OF WINNETKA

COMMUNITY DEVELOPMENT DEPARTMENT

TO: DESIGN REVIEW BOARD
FROM: DAVORKA KIRINCIC, AICP
BUILDING AND CODE ENFORCEMENT MANAGER
DATE: NOVEMBER 13, 2025
SUBJECT: 510 WINNETKA AVENUE – OBERWEIS ICE CREAM AND DAIRY STORE -
SIGN PERMIT AND SIGN CODE VARIATIONS
(CASE NO. 25-24-DR)

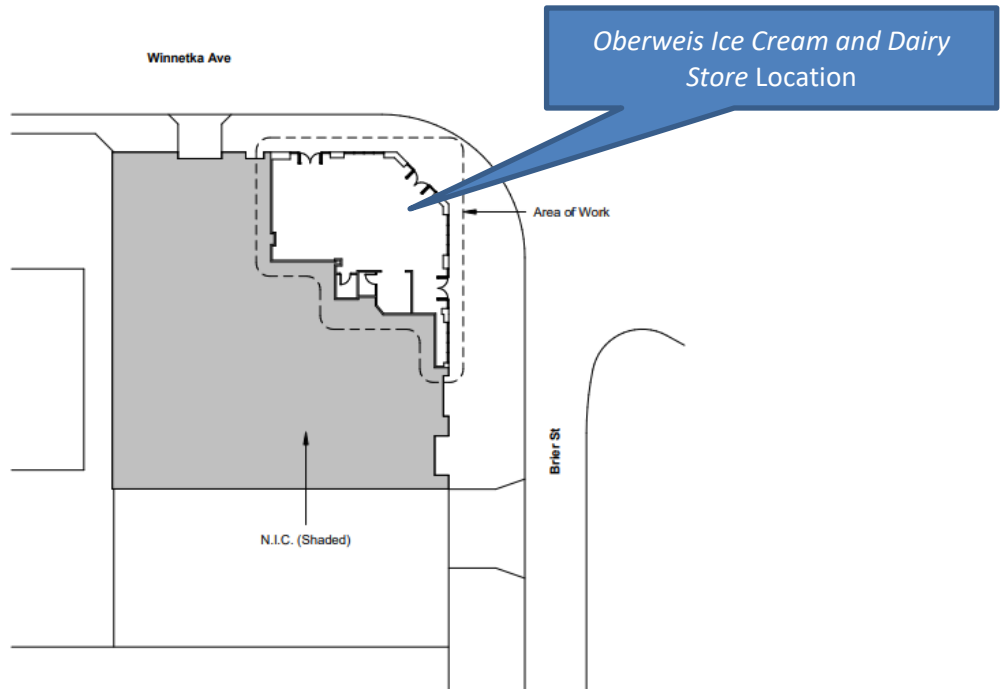
INTRODUCTION

On November 20, 2025, the Design Review Board (DRB) is scheduled to consider a Sign Permit and Sign Code Variation application submitted by *Hoffman Commercial Real Estate* (the “Applicant”) as the owner of the *Oberweis Ice Cream and Dairy Store* space located at 510 Winnetka Avenue (the “Subject Property”). The Applicant has submitted applications seeking the following approvals:

1. **Sign Permit** to allow existing storefront window signs to remain on the Subject property.
2. The following **Sign Code Variations** to allow existing window signs to remain on the Subject property:
 - a. A variation to allow existing window signs that exceed 10% of their respective window area;
 - b. A variation to allow existing window signs that are not die-cut and are not limited to individual letters and logos, and
 - c. A variation to allow the total area of all window signs, wall signs, and awning signs to exceed 15 percent (15%) of the total area of street exposure.

PROPERTY DESCRIPTION

The Subject Property (Parcel Index Number 05-28-102-023-0000), located at the southwest intersection of Green Bay Road and Winnetka Avenue, is zoned C-1 Neighborhood Commercial. The *Oberweis Ice Cream and Dairy Store* occupies a portion of the first floor of an existing three-story mixed-use building. **Figure 1** below shows the site plan and location of the Applicant’s business. **Figure 2** shows the entire front facade of the building and the location of the Applicant’s storefront.



**Figure 1 – Subject Property
Location of the Applicant’s business**



Figure 2 – Subject Property – Existing store frontage along Green Bay Road

PREVIOUS APPROVALS

The DRB recommended approval of a Sign Permit to recover the existing awning frames with new fabric, install new valance signs, a new wall sign identifying the business, and a Certificate of Appropriateness to allow exterior building alterations, including changes to the existing doors/windows and updating sconce lighting in April 2025. The Village Council approved the request on May 6, 2025.

CURRENT REQUEST

The Applicant is seeking approval to allow the additional window signs (storefront window decals, posters, and floating window signs) installed after Village Council approval in May 2025, to remain at the Subject Property. The additional signs’ photographic features, text, and colors are shown in the illustrations below:

A) Floating Window Sign, "Share Happiness"

- Sign installed on the interior wall element that is within 5-feet of the storefront window;
- Sign extends over the window muntin;
- 43 inches spaced from the window;
- 9.5 inches text in red stating "*Share Happiness*" and *OBERWEIS* with *HF* logo in the bottom right of the window;
- Covering 100% of the window area; and
- 70.13 square feet in area.



B) Window Poster Sign, Ice Cream Sundae Image:

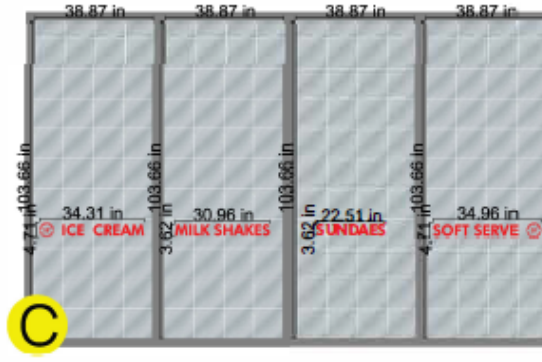
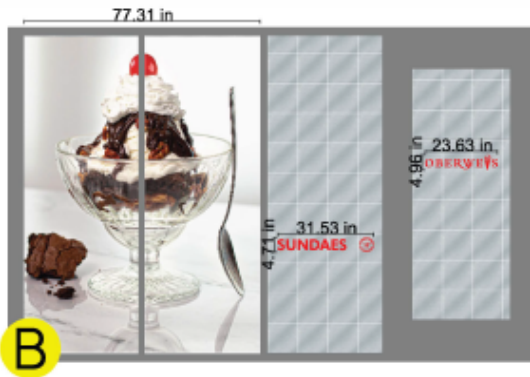
- Printed vinyl and laminated;
- Applied to the glass surface;
- Sign extends over/through the window muntin;
- Covering 100% of the window area; and
- 42.89 square feet in area.



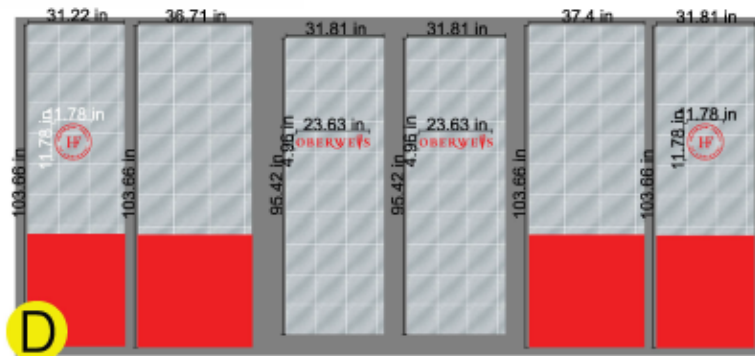
Decal Signs on Multiple Windows (B, C, D, E & F)

- Decals applied to the glass;
- Letters are 3.62 inches high, and the logo is 4.71 inches in red color;
- Text on multiple windows: “SUNDAES”, “OBERWEIS”, “ICE CREAM”, “MILK SHAKES”, “SOFT SERVE”, and “HF” logo.

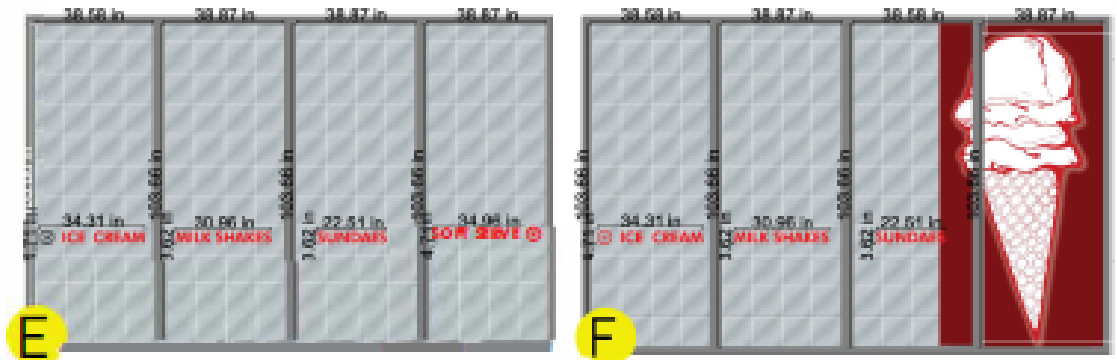
WEST BANK OF WINDOWS



MAIN ENTRANCE FACING NW

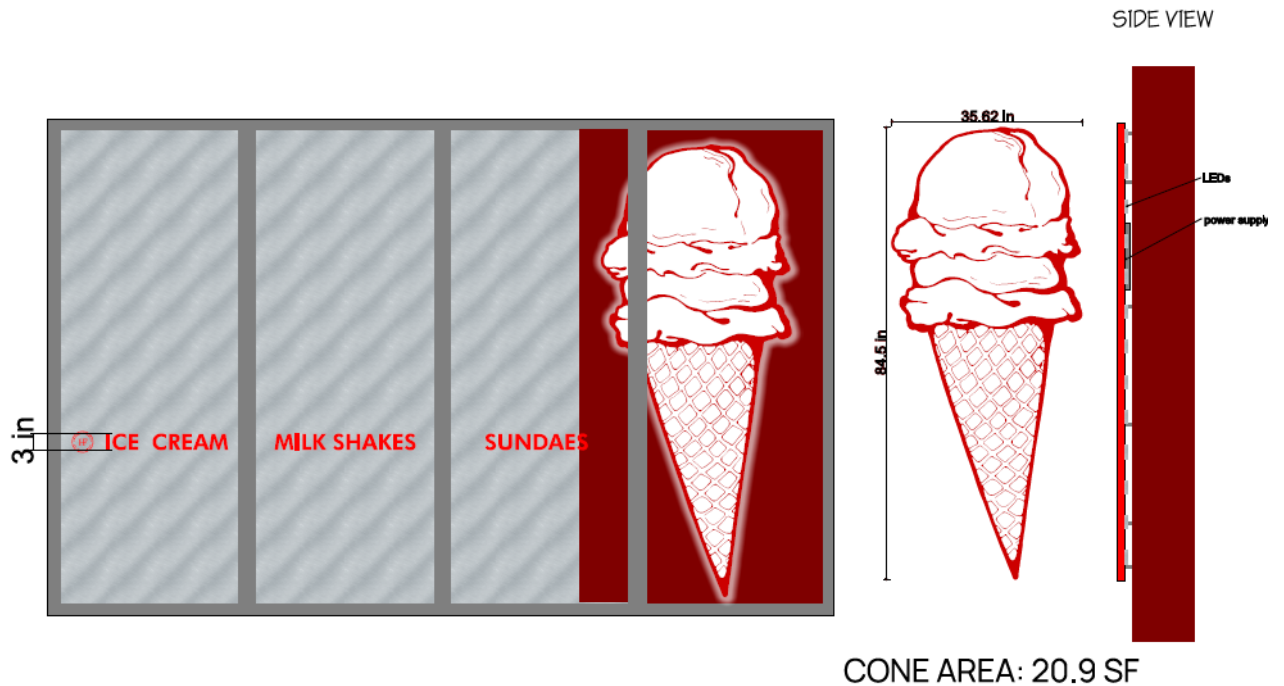


NORTH BANK OF WINDOWS



Floating Window Sign, Ice Cream Cone:

- Back-lit illuminated ice cream cone installed on the wall in red tiles that is within 5-feet of the storefront window;
- Ice cream cone sign is spaced 35.62 inches from the window;
- Covering 100% of the window area; and
- Ice cream cone sign area with red wall as background is 28.74 square feet.



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.

Section 15.60.050 contains the following definition: "Window sign" means a sign, picture, symbol, or combination, applied or attached to the exterior or interior of a window, or located within five feet of the interior side of a window and displayed so that it is visible from the exterior of the window. For purposes of this code, displayed merchandise or products shall not be considered a window sign.

Window signs that meet the following standards can be administratively approved by staff. Given the signage covers 100 percent of the window, the signage does not meet many of the following standards. Thus, the window signage requires review by the Design Review Board as well as approval of Sign Code Variations:

- Limited to 10% or less of the single windowpane;
 - Existing signs in window A), B) and C) cover 100% of the respective window area (**Sign variation required for each window**);
- Limited to 50% or less of a door window or transom;
- Height of the sign to not exceed 1/3 of the height of the glass area and 90% of the glass width;
 - Existing signs in window A), B), and C) cover 100% of the respective window area and cannot be approved administratively. (**Signs need DRB approval**);
- 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" and except store hours and contact information shall be limited to 2" in height;
- No window sign should be illuminated;
 - Ice cream cone sign is back-lit illuminated and does not comply with the Code;
- Located in the lower two-thirds of the window opening;
 - Existing signs in window A), B) and C) cover 100% of the respective window area and cannot be approved administratively (**Signs need DRB approval**);

- Without reflective materials;
- Limited to two colors;
 - Existing signs in window A), B) and C) have more than two colors and cannot be approved administratively (**Signs need DRB approval**);
- Decal sign shall be die-cut and limited to individual letters and logos
 - A), B), and C) floating and poster signs are not die-cut and are not limited to individual letters and logos. (**Sign Variation required for each window**);
- Shall not extend over or through architectural features/window muntin;
 - A), B), and C) floating and poster signs are extending through the muntin and cannot be approved administratively. (**Signs need DRB approval**), and
- 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.

Sign Street Exposure

Brier Street Elevation Signage Street Exposure

Area	Square Foot	Percentage
Brier Street Exposure	612	-
Max Allowed per Sign Code (15% of the Street Exposure)	11.80	15%
All Proposed Signs counted toward Brier Street Exposure	120.40	19.67%

Green Bay Road Elevation Signage Street Exposure

Area	Square Foot	Percentage
Green Bay Road Avenue Exposure	285.88	-
Max Allowed per Sign Code (15% of the Street Exposure)	42.88	15%
All Proposed Signs counted toward Green Bay Road Street Exposure	13.95	4.87%

Winnetka Avenue Elevation Signage Street Exposure

Area	Square Foot	Percentage
Winnetka Avenue Exposure	395.25	-
Max Allowed per Sign Code (15% of the Street Exposure)	59.25	15%
All Proposed Signs counted toward Winnetka Avenue Street Exposure	32.76	8.28%

- The signs at Green Bay Road and Winnetka Avenue comply with the maximum allowed sign area exposure for each street, but the signs at the Brier Street elevation do not adhere to the maximum permitted sign area exposure (**Sign Code Variation is required**).

SIGN CODE VARIATION REQUEST

1. The Applicant has applied for Sign Code Variations from Section 15.60.120 [Commercial Signs]
 - a. To allow existing window signs that exceed 10% of their respective window area;
 - b. To allow existing window signs that are not die-cut and are not limited to individual letters and logos, and
 - c. To allow the total area of all window signs, wall signs, and awning signs to exceed 15 percent (15%) of the total area of street exposure.

The Design Review Board (also sitting as the Sign Board of Appeals) may grant relief from the Sign Code if it determines that the following standards set out in Section 15.60.250 [Variations] are met:

1. *The variations would be in harmony with the general purpose and intent of this chapter;*
2. *Given the design elements of the building or site on which the sign is located, the design of the sign is as compatible, if not more compatible, with the character of the business district than the standard sign regulations would otherwise allow;*
3. *For window signs, the design of the sign would not significantly inhibit the viewing of store products, activities, or services;*
4. *The variation will not alter the essential character of the locality;*
5. *The design of the sign is contextually appropriate for the type of business; and*
6. *The design of the sign exhibits a high degree of artistic embellishment.*

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 additional signage to remain. **See**

Attachment B.

SUMMARY

The Applicant requests that the DRB find the additional installed window signs as appropriate and compatible with the Design Guidelines and approve the Sign Permit and Sign Code Variations as submitted.

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 Oberweis		Primary contact name Susan Barnett		Phone No. [REDACTED]
Project Address 510 Winnetka Ave				
City Winnetka	State IL	Zip Code 60093	Email susan.barnette@oberweis.com	

Sign Company

Name of Sign Company One up Signs		Primary contact name Brandon		Phone No. [REDACTED]
Street Address 5501 S. 70th St				
City Oakland Park	State IL	Zip Code 60462	Email [REDACTED]	

Property Owner

Name of Company Hoffmann Commercial		Primary contact name Jenn Epstein		Phone No. 847-512-3191
Street Address: 550 W. 1st Ave Suite 202				
City Winnetka	State IL	Zip Code 60093	Email jepstein@hoffmannce.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 _____
See attached

OFFICE USE ONLY

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

VILLAGE OF WINNETKA, ILLINOIS
DEPARTMENT OF COMMUNITY DEVELOPMENT

SIGN CODE VARIATION APPLICATION

Property Information

Site Address: 510 Winnetka Ave

Name of Business: Oerwers

Parcel Identification Number(s) (PIN): _____

Application is hereby made to the Village of Winnetka for a variation from Section(s) 15.60.100 B2.a.
of Chapter 15.60 Signs of the Village Code for the following work: 15.60.150, 15.60.30

See attached documents & scope of work 15.60.100

Attach a separate written document that explains in detail how the requested variation complies with all of the following standards:

1. The requested variation is in harmony with the general purpose and intent of the Sign Code.
2. Given the design elements of the building or site on which the sign is located, the design is as compatible, if not more, with the character of the business district than the standard sign regulations allow.
3. For window signs, the design of the sign does not significantly inhibit the viewing of store products, activities, or services.
4. The design of the sign is contextually appropriate for the type of business.
5. The design of the sign exhibits a high degree of artistic embellishment.
6. The variation will not alter the essential character of the locality.

Property Owner Information

Legal Name: Hoffmann Commercial
Real Estate

Primary Contact: Terri Epstein

Address: 522 Lincoln Ave

City, State, Zip: Winnetka, IL 60093

Phone No. 847-562 3191

Email: jepstein@hoffmannce.com

Owner Signature: 

Applicant Information

Legal Name: Hoffmann Oerwers
Dairy, LLC.

Primary Contact: Susan Barnett

Address: 510 Winnetka Ave

City, State, Zip: Winnetka, IL 60093

Phone No. 

Email: susan.barnett@oerwers.com

Applicant Signature: 

Ice Cream Cone

The ice cream cone is currently not illuminated but we understand it's over 5 ft however it's not a sign it's an architectural feature.

-The cone is currently unplugged. Will have electrical removed if needed. Enforcement officer noted so backlit or internal illumination. The architectural element (ice cream cone) is backlit (halo lit) which not listed as prohibited. Refer to section 15.600.050 Definitions.

Section 15.60.060 Prohibited signs.

No person shall display any sign of the following prohibited types, or in the following prohibited locations:

A. Animated signs and signs and displays consisting of a string, cluster or series of lights, except those permitted in connection with civic, patriotic or religious holidays in accordance with Section 15.60.090(A)(3);

B. Internally illuminated signs;



Sundae picture

The sundae picture is covering the windows and blocks our office. The open window with the office showing is unsightly and a safety concern when our team is counting money etc.



Share Happiness

Mannequin window graphic with the sprinkles is an example of a high degree of artistic embellishment. If not approved, would we be able to cover the window so we can use the space for storage.



INTERIOR WALL GRAPHIC

SCOPE OF WORK

DIGITAL PRINTED WALL GRAPHIC
 APPLIED TO INTERIOR WALL
 SPACING FROM GLASS IS 43"



inside side view



DESIGN FABRICATION INSTALLATION

15501 SOUTH 70TH COURT ORLAND PARK, IL 60462

708.479-4949

ONEUPSIGNS.COM

BRANDON@ONEUPSIGNS.COM

PROJECT:

COMPANY:

OBERWEIS

ADDRESS:

510 WINNETKA AVE WINNETKA, IL

REPRESENTATIVE:

SUSAN BARNE

PLEASE REVIEW THE LAYOUT THOROUGHLY. YOUR SIGNATURE PUTS LAYOUT INTO PRODUCTION. ONE UP SIGNS IS NOT RESPONSIBLE FOR ANY SPELLING, LAYOUT OR COLOR ERRORS THAT ARE NOT NOTED.

APPROVAL:

X _____

DESIGNER:

BRANDON ESPARZA

PROJECT:

WINNETKA SIGNAGE

ESTIMATE / ORDER NUMBER:

DATE:

9/18/2025

PAGE:

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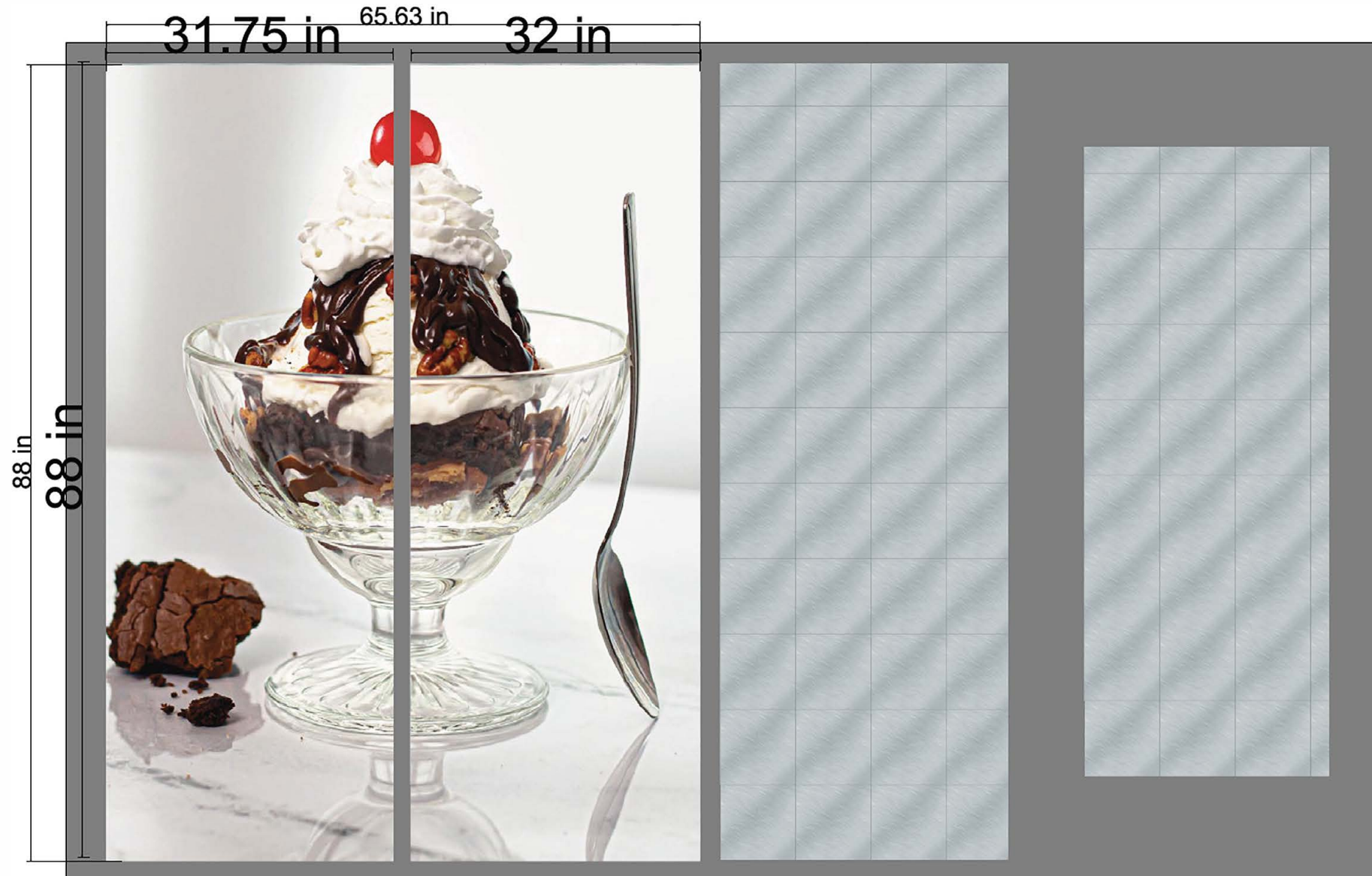


EXTERIOR WINDOW COVERING

SCOPE OF WORK

GRAPHIC AREA: 38.95 SF

PRINTED VINYL AND LAMINATED
APPLIED TO FIRST SURFACE



DESIGN FABRICATION INSTALLATION

15501 SOUTH 70TH COURT ORLAND PARK, IL 60462

708.479-4949

ONEUPSIGNS.COM

BRANDON@ONEUPSIGNS.COM

PROJECT:

COMPANY:

OBERWEIS

ADDRESS:

510 WINNETKA AVE WINNETKA, IL

REPRESENTATIVE:

SUSAN BARNE

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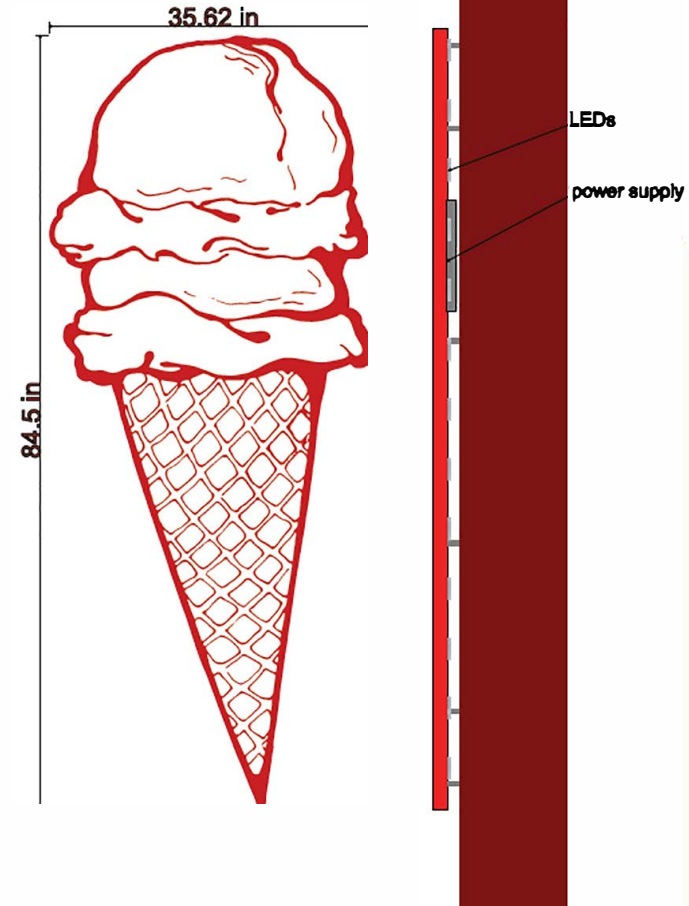
7.



INTERIOR ICE CREAM CONE

SCOPE OF WORK

INTERIOR ARCHITECTURAL ELEMENT
 HIGH DENSITY URATHANE (OPAQUE)
 3D ROUTED TO SHAPE
 STUD MOUNTED
 BACKLIT WITH LEDS (HALO LIT)



CONE AREA: 20.9 SF



DESIGN FABRICATION INSTALLATION

15501 SOUTH 70TH COURT ORLAND PARK, IL 60462

708.479-4949

ONEUPSIGNS.COM

BRANDON@ONEUPSIGNS.COM

PROJECT:

COMPANY:

OBERWEIS

ADDRESS:

510 WINNETKA AVE WINNETKA, IL

REPRESENTATIVE:

SUSAN BARNE

PLEASE REVIEW THE LAYOUT THOROUGHLY, YOUR SIGNATURE PUTS LAYOUT INTO PRODUCTION, ONE UP SIGNS IS NOT RESPONSIBLE FOR ANY SPELLING, LAYOUT OR COLOR ERRORS THAT ARE NOT NOTED.

APPROVAL:

X _____

DESIGNER:

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WINNETKA SIGNAGE

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PAGE:

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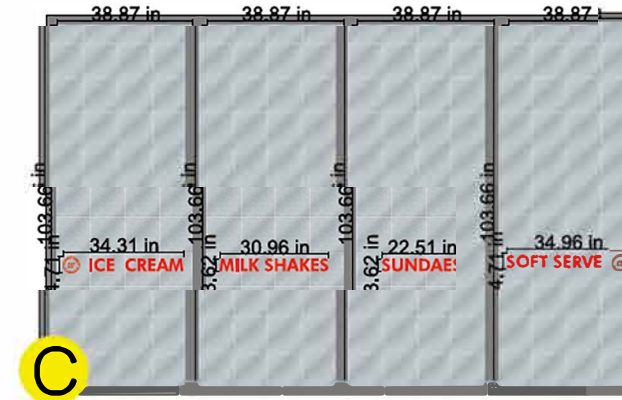
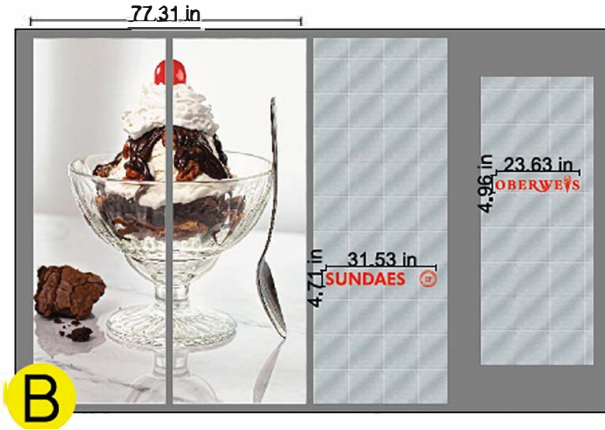
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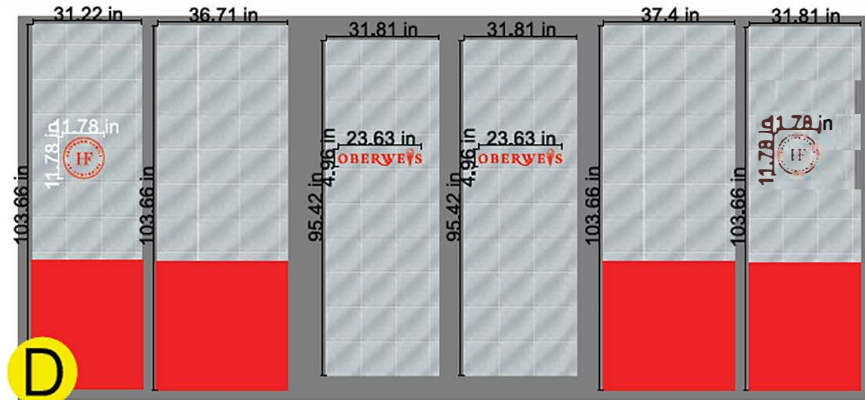


WINDOWS

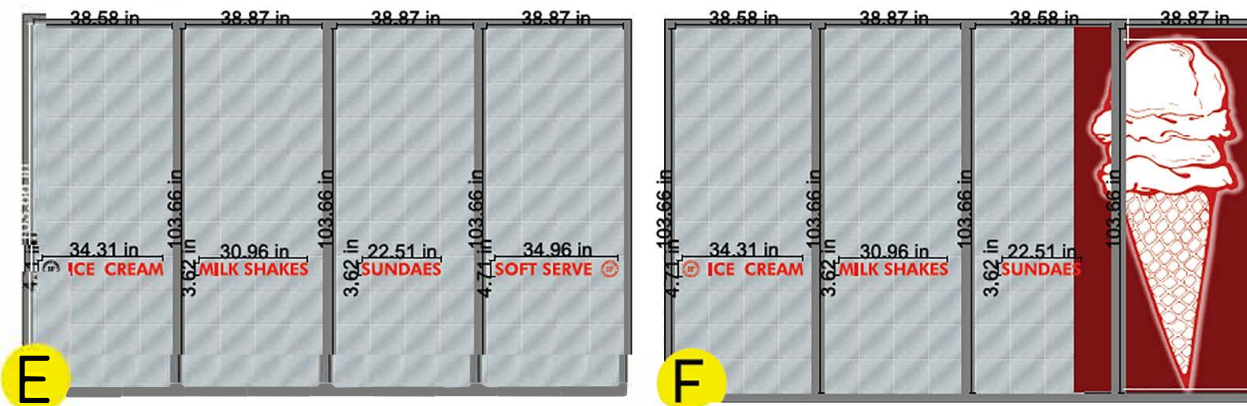
WEST BANK OF WINDOWS



MAIN ENTRANCE
FACING NW



NORTH BANK
OF WINDOWS



WINDOW SIZES

- A** WINDOW AREA 80.6 SF
GRAPHICS ON WINDOW 0 SF
- B** WINDOW AREA 73.3 SF
GRAPHICS ON WINDOW 41.3 SF
- C** WINDOW AREA 80.6 SF
GRAPHICS ON WINDOW 2.3 SF
- D** WINDOW AREA 100.65 SF
GRAPHICS ON WINDOW 2.55 SF
- E** WINDOW AREA 80.3 SF
GRAPHICS ON WINDOW 2.3 SF
- F** WINDOW AREA 80.3 SF
GRAPHICS ON WINDOW 1.7 SF



DESIGN FABRICATION INSTALLATION

15501 SOUTH 70TH COURT ORLAND PARK, IL 60462

708.479-4949

ONEUPSIGNS.COM

BRANDON@ONEUPSIGNS.COM

PROJECT:

COMPANY:

OBERWEIS

ADDRESS:

510 WINNETKA AVE WINNETKA, IL

REPRESENTATIVE:

SUSAN BARNE

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APPROVAL:

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DESIGNER:

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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



MEMORANDUM VILLAGE OF WINNETKA

COMMUNITY DEVELOPMENT DEPARTMENT

TO: DESIGN REVIEW BOARD
FROM: ANN KLAASSEN, ASSISTANT DIRECTOR
DATE: NOVEMBER 13, 2025
SUBJECT: 490 HIBBARD ROAD
WINNETKA PARK DISTRICT / WINNETKA PLATFORM TENNIS CLUB
CERTIFICATE OF APPROPRIATENESS (CASE NO. 25-25-DR)

INTRODUCTION

On November 20, 2025, the Design Review Board (DRB) is scheduled to hold a public hearing on an application submitted by the Winnetka Platform Tennis Club (the "Applicant"), with the consent of the Winnetka Park District, the owner of the property located at 490 Hibbard Road, (the "Subject Property"). The Applicant is proposing changes to the design of the previously approved addition to the existing paddle hut on the Subject Property and requests approval of a Certificate of Appropriateness.

A mail notice was sent to property owners within 250 feet of the Subject Property, in compliance with the Village Code. As of the date of this memo, staff has not received any written comments from the public regarding this application.

The Applicant has also submitted an application for a Minor Change to a special use permit to allow changes to the previously approved paddle hut additions and decking on the Subject Property. Pursuant to the Zoning Ordinance, a Minor Change in a special use may be approved by the Village Manager. On October 22, 2025, the Village Manager approved the requested Minor Change to the Special Use subject to the DRB's approval of a Certificate of Appropriateness; hence, the Applicant has submitted the application currently before the DRB (**Attachment B**).

PROPERTY DESCRIPTION

The Subject Property, which is 162.91 acres in size, is located on the west side of Hibbard Road, between Cherry and Pine Streets and contains the Winnetka Park District Campus (see Figure 1). The location of the eight (8) existing platform tennis courts and paddle tennis hut are located immediately west of the tennis courts (see Figure 2).

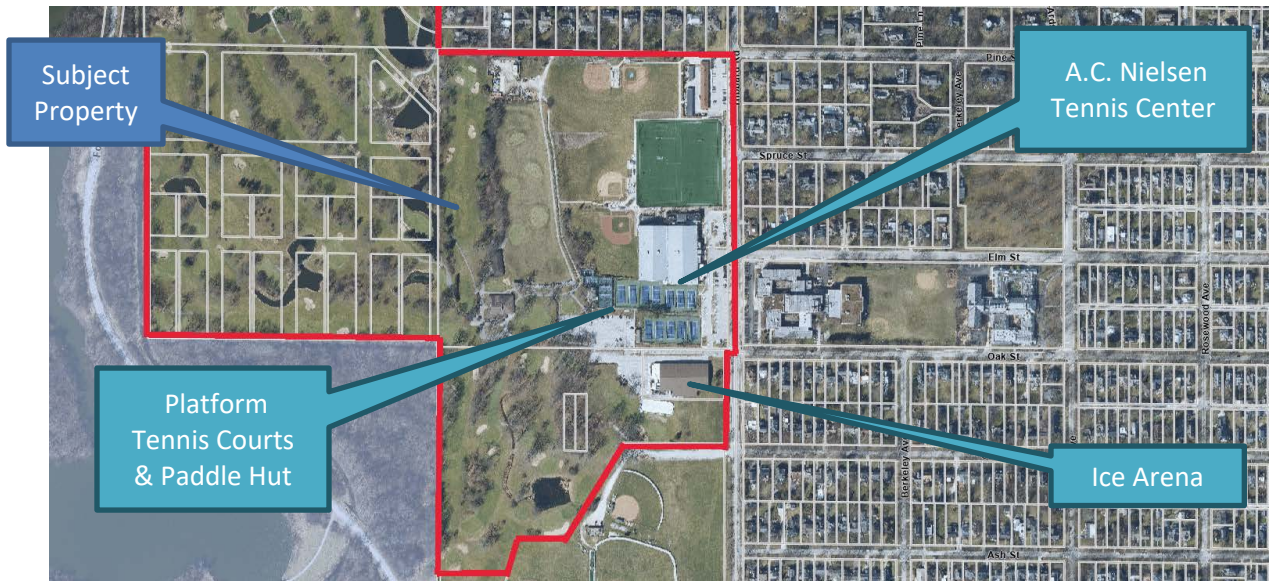


Figure 1 – Aerial Map of Subject Property

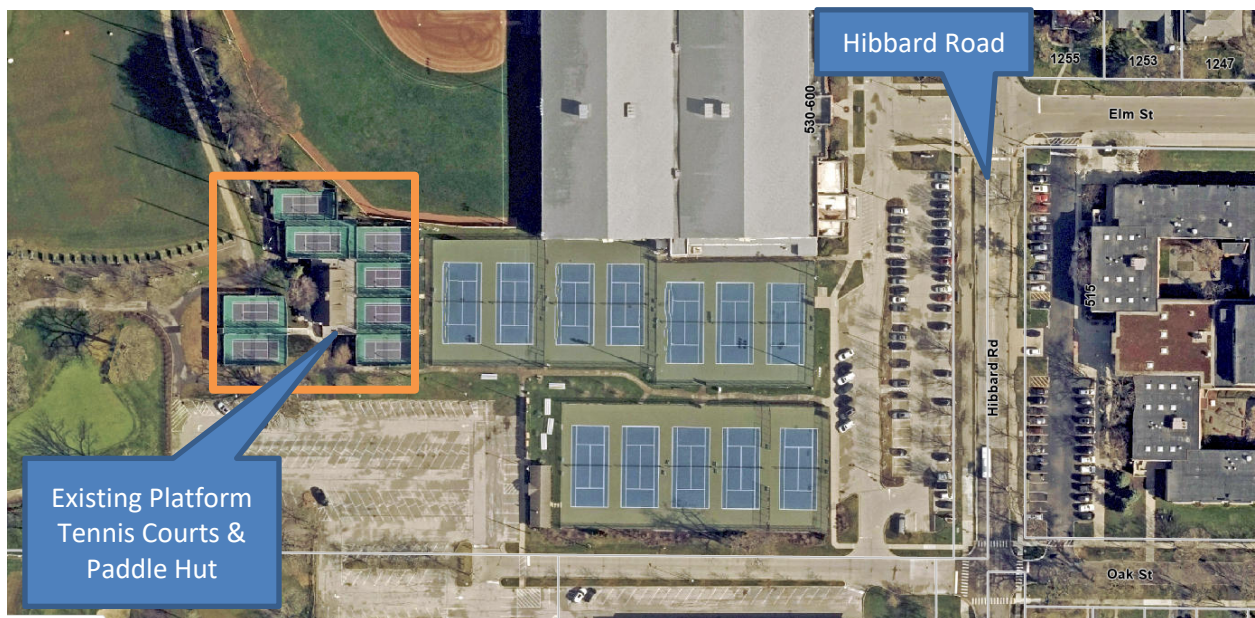


Figure 2 – Up-Close Aerial Map

The Subject Property is zoned R-2 Single Family Residential. The Zoning Ordinance allows nonessential public uses, such as public parks and library facilities, by Special Use Permit in all zoning districts.

PROPERTY HISTORY AND PREVIOUS ZONING APPROVALS

The Winnetka Park District has been operating on the Subject Property for many years. The facilities and activities offered over the years have expanded several times and site improvements have been made. There are ten (10) previous zoning cases on file for the Subject Property, three of which are related to the existing platform tennis courts and paddle hut:

1. Ordinance M-15-2004 was adopted in April 2004 by the Village Council, granting an amendment to an existing Special Use Permit to allow construction of what is now the existing paddle tennis hut;

2. Ordinance M-12-2007 was adopted in August 2007 by the Village Council, granting an amendment to an existing Special Use Permit to allow construction of two additional platform tennis courts; and
3. Ordinance M-18-2021 was adopted in November 2021 by the Village Council, granting an amendment to an existing Special Use Permit to allow construction of two additional platform tennis courts and additions to the existing paddle hut.

Ordinances M-15-2004, M-12-2007, and M-18-2021 are included in this report as **Attachment C**.

The two additional platform tennis courts approved in 2021 have been constructed. However, the additions to the paddle hut and the expansion of the decking surrounding the hut have not yet been constructed. As specified in Section 4: Conditions of Ordinance M-18-2021, construction of the additions to the hut and the expansion of the surrounding decking is to commence no later than January 17, 2027. Figure 3 below is a current photo of the south elevation of the existing paddle hut and platform tennis courts.



Figure 3 – Existing Paddle Hut and Courts (South Elevation)

GENERAL DESCRIPTION OF PROPOSED IMPROVEMENTS

The Applicant is now ready to proceed with construction of the paddle hut additions and the associated elevated deck expansion surrounding the paddle hut. Since the amendment to the Special Use Permit was approved in 2021, the Applicant's plans for the paddle hut additions have changed. The improvements approved in 2021 included an addition on the south side of the existing paddle hut that measured 832 square feet and an addition on the northwest corner of the hut that measured 338 square feet. As explained in more detail below, the amended design represents a reduction in the overall size of the addition.

The purpose of the proposed hut addition is to provide additional lounge space and a viewing area that would face the two additional courts that were recently constructed on the west side of the existing paddle hut. This addition would measure 749 square feet. The redesign of the proposed improvements also includes a covered outdoor gathering area measuring 451 square feet. The elevated deck expansion provides access from the two new courts to the paddle hut. In summary, the amended design represents a decrease of 451 square feet of gross floor area and 856 square feet of impermeable lot coverage from the 2021 approval. The roofed lot coverage remains the same.

The necessary permit applications for the proposed improvements have not been submitted to date. However, a preliminary zoning review of the proposed improvements has been completed to verify that what is being represented complies with all zoning regulations.

Images on the following pages compare some of the plans approved in 2021 with the current amended plans (Figures 4 through 15). The complete set of plans is provided in the attached application materials (**Attachment A**).

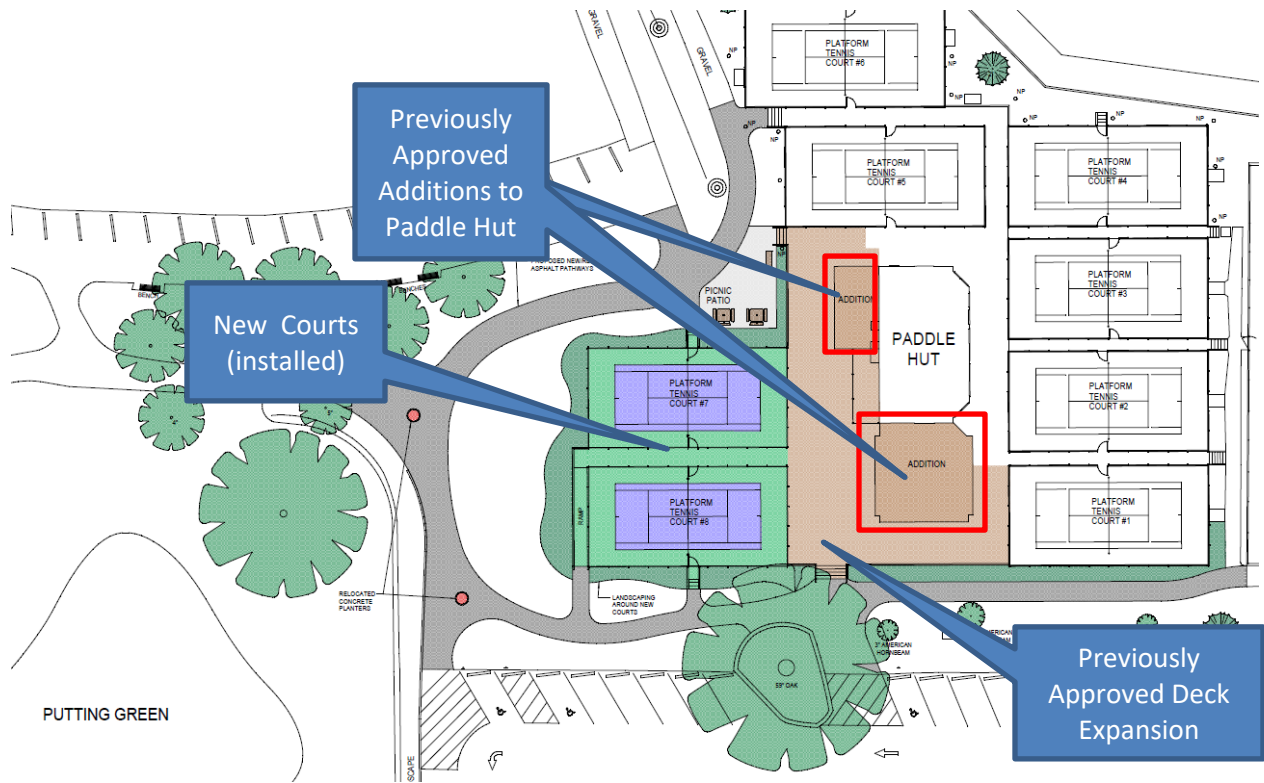


Figure 4 – 2021 Approved Site Plan

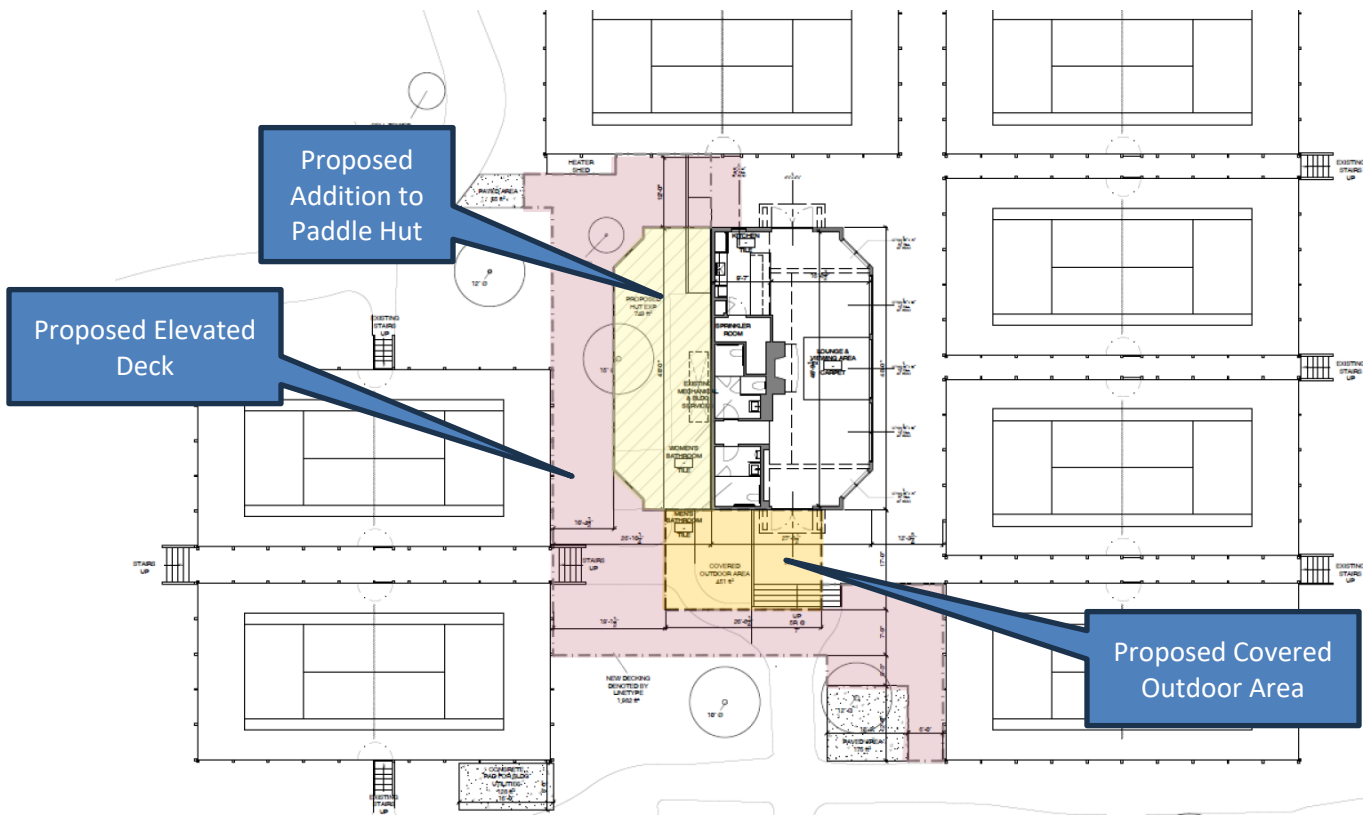


Figure 5 – Amended Site Plan

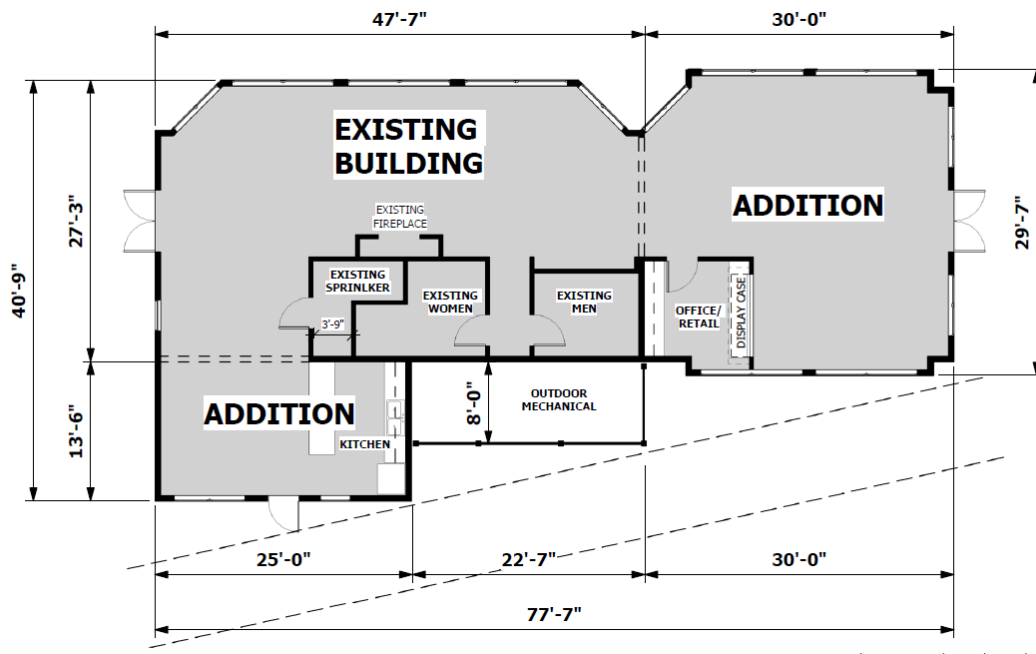


Figure 6 – 2021 Approved Paddle Hut Floor Plan

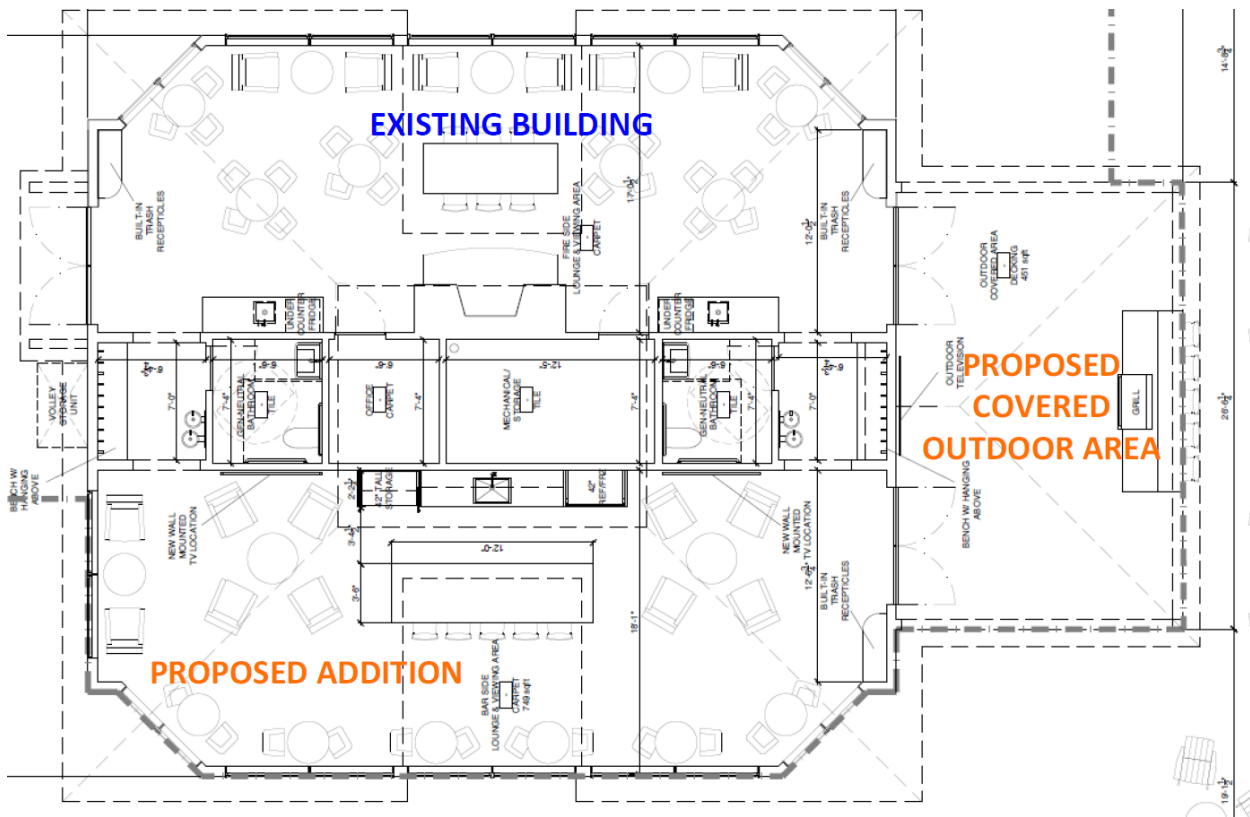


Figure 7 – Amended Floor Plan



Figure 8 – 2021 Approved South Elevation of Paddle Hut



Figure 9 – Amended South Elevation



Figure 10 – 2021 Approved East Elevation of Paddle Hut



Figure 11 – Amended East Elevation



Figure 12 – 2021 Approved North Elevation of Paddle Hut



Figure 13 – Amended North Elevation



Figure 14 – 2021 Approved West Elevation of Paddle Hut



Figure 15 – Amended West Elevation

Any future expansion of the paddle hut or additional courts would require approval of a Major Change to a special use permit by following the same procedures required to obtain the initial special use permit.

CERTIFICATE OF APPROPRIATENESS CONSIDERATIONS

As established by the Village Code, the DRB 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 changes to the design of the addition to the existing paddle hut, comply with the above standards.

RECOMMENDATION

At the November 20, 2025, DRB meeting, the Board is scheduled to consider the amended design of the previously approved addition to the existing paddle hut and elevated decking on the Subject Property. After hearing from the Applicant and the public, the Board may decide to take action on one or two options:

- 1) Continue further review of the application to a date specific in order to provide the Applicant and/or staff additional time to address questions and comments from the Board; or
- 2) Adopt a motion to approve or a motion to deny a certificate of appropriateness for the amended design of the previously approved addition to the existing paddle hut and elevated decking.

If the Board wishes to adopt a motion to approve or deny, a Board member will want to make a motion such as the following:

*Move to **approve [deny]** of a certificate of appropriateness for the **amended design of the previously approved addition to the existing paddle hut and elevated decking for the Winnetka Park District and Winnetka Platform Tennis Club at 490 Hibbard Road**, subject to the following conditions:*

- A. [If the Board chooses to place conditions as part of its approval, it will want to include the conditions here.]**

The Board's findings are based on evidence in the record, or a public document, and upon the following findings of fact:

- (1) the proposed external architectural features and site improvements are appropriate to and compatible with the character of the immediate neighborhood;*
- (2) 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) 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.*

ATTACHMENTS

Attachment A: Application Materials

Attachment B: Special Use Permit – Minor Change Written Order of Approval, approved October 22, 2025

Attachment C: Ordinance M-15-2004, adopted April 20, 2004, Ordinance M-12-2007, adopted August 7, 2007, and Ordinance M-18-2021, adopted November 2, 2021.

ATTACHMENT A



Costa Kutulas
Director of Parks and Maintenance
Winnetka Park District
1380 Willow Road
Winnetka Illinois 60093

October 29, 2025

Ann Klaassen
Assistant Director of Community Development
Village of Winnetka
Winnetka Illinois 60093

Dear Ann,

I am submitting this letter in support of the Certificate of Appropriateness for a minor change to the approved Special Use Permit (M-18-2021), which authorized the installation of two new platform tennis courts and an addition to the existing paddle hut. With the Village Manager's support, based on the written order of approval, we look forward to presenting this project to the Design Review Board to obtain approval for the proposed minor change.

As discussed, the Park District is working in partnership with the Winnetka Platform Tennis Club on this project. Securing the amended Special Use Permit is the first step in the process. If approved, we will proceed with the subsequent steps required for permitting with the Village of Winnetka.

If you have any questions, please do not hesitate to reach out. We would be happy to provide any additional information or clarification needed. We look forward to presenting to the Design Review Board on November 20.

Sincerely,

Costa Kutulas
Director of Parks and Maintenance
Winnetka Park District

VILLAGE OF WINNETKA, ILLINOIS
DEPARTMENT OF COMMUNITY DEVELOPMENT

CERTIFICATE OF APPROPRIATENESS APPLICATION

Project Address: 490 B Hibbard Rd, Winnetka, IL 60093

Name of Business(es): Winnetka Platform Tennis Club, Winnetka Park District

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) Exterior changes to an already approved special use permit

Please provide a detailed description of the proposed work (attach additional information such as material specifications, photographs, etc.): Changes to the exterior appearance of the paddle hut building due to minor changes in the design since the November 2021 approval of a special use permit M-18-2021 to expand the footprint and decking of the paddle facility.

I/We hereby certify that as Winnetka Park District (Lessee/Owner) of the property located at 490 B Hibbard Road, Winnetka IL 60093 (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) Shannon Nazzal

ADDRESS 540 Hibbard Road

PHONE NO. (847) 501-2074

EMAIL snazzal@winpark.org

FOR OFFICE USE ONLY

COA applied for (date): _____

COA Case Number: _____

COA Issued (date): _____

COA Fee

\$135

\$575

PRIMARY DESIGN FIRM Midwest Architecture Studio

CONTACT NAME Bryan Bertola

ADDRESS 269 Market Square, Suite A
Lake Forest, IL 60045

PHONE NO. (847) 604-8599

EMAIL bryan@masismore.com



Village of Winnetka and Design Review Board
Community Development Department
510 Green Bay Road
First Floor
Winnetka, IL 60093

November 20, 2025

Subject:
**Certificate of Appropriateness for Exterior Modifications in Regards to
Regarding Ordinance No. M-18-2021 Special Use Permit Additional Platform
Tennis Courts and Additions to a Paddle Hut 11-2-2021**

To Whom it May Concern,

I am writing to you on behalf of the Winnetka Platform Tennis Club Board regarding the expansion of the Platform Tennis Hut at 490 B Hibbard Rd, Winnetka, IL 60093.

The Winnetka Park District received a Special Use Permit, referenced above in the subject line, in November of 2021. Since then, portions of this Special Use Permit have been executed, in particular, the adding of two additional platform tennis courts. However, the hut expansion has yet to come to fruition.

Expansion of the existing building and adding additional elevated deck surfaces to access the building and the current courts are now ready to proceed. Since the time the original Special Use Permit was approved, the expansion to the existing hut has been given additional thought and a solution that better serves the paddle tennis community has been approved by the WPTC board.

While this new architectural solution has changed from that approved in the original Special Use Permit, it has been redesigned in a way that is less impactful from a lot coverage perspective while improving on its overall functionality and maintaining an aesthetic quality that is in line with the original proposal and the current language of the existing structure.

The village staff is currently reviewing this project as a “minor change” under the original special use permit. Due to the changes mentioned above we have been asked to fill out the attached Certificate of Appropriateness (COA) and present our changes to the Design Review Board for review and approval.

We believe that the design we have proposed meets the criteria of the Design Guidelines for the Village of Winnetka and is considered a Secondary Façade that does not have any street facing or pedestrian open space elevation. The building is located within the interior of Skokie Playfield grounds and its only neighboring buildings within 50 feet are the Tennis Shack and the Winnetka Golf Club Building. At the end of this letter we have provided a verbal description of the intended exterior materials that correspond to additional documents listed below under enclosures that will graphically communicate the intent of the new design.

Site work and landscaping have already been reviewed as part of the original Special Use Permit and, therefore, are not included as part of this COA, but will be consistent with the standards of previous Park District projects and complement the existing grounds that boarder the Platform Tennis Hut.

We are asking the Design Review Board (DRB) to review our submittal documents with what was originally approved in the hopes of approving the new design in order to proceed under the original Special Use Permit already granted for this project. Thank you for your consideration.

MIDWEST
ARCHITECTURE
STUDIO

269 MARKET SQUARE SUITE A
LAKE FOREST ILLINOIS 60045
T 847 604 8599
F 847 604 8598
INFO@MASISMORE.COM

Sincerely,



Bryan Berto
Midwest Architecture Studio, Inc.
269 Market Square, Suite A
Lake Forest, IL 60045
Mobile: 224-430-4190
Office: 847-604-8599
bryan@masismore.com

Enclosures: COA application, Material cut sheets, Existing Building Photographs, Neighboring Building Photographs, Architectural Drawings A0-0, A0-2, A1-0, A1-1, A3-0, A3-1

Exterior Material List/Descriptions Corresponding to Elevations & Provide Cut-sheets:

Roofing –

Current roofing material is asphalt shingle. The proposed material is a synthetic cedar shake product that will have a current color profile of the existing roof, but will better complement the architectural style of the proposed building. This product will have a longer product lifecycle and lower maintenance costs than a natural cedar product or asphalt shingles

Siding –

The proposed siding is straight natural red western cedar shingle with an opaque stain/painted finish similar to what is on the existing building. Given all of the viewing glazing there are limited areas where this siding is needed.

Trim –

Eaves, fascia, window and door trim, & exterior soffit beadboard will be Boral Truexterior that is a composite product made of 70% recycled material. This product is low maintenance, has the same installation and workability as wood, and resists rot and moisture. The product has a wood grain and smooth side and will have a painted finish.

Exterior Windows & Doors –

The exterior windows will be large picture windows with direct set insulated and tempered glazing with extruded aluminum exterior cladding that protects wood windows, mimics the profiles of wood, and provides superior durability. The interior finish will be pre-primed pine wood to receive a painted finish. Exterior doors will be selected to match the window package & have the same specifications for inside and out.

Exterior Lighting –

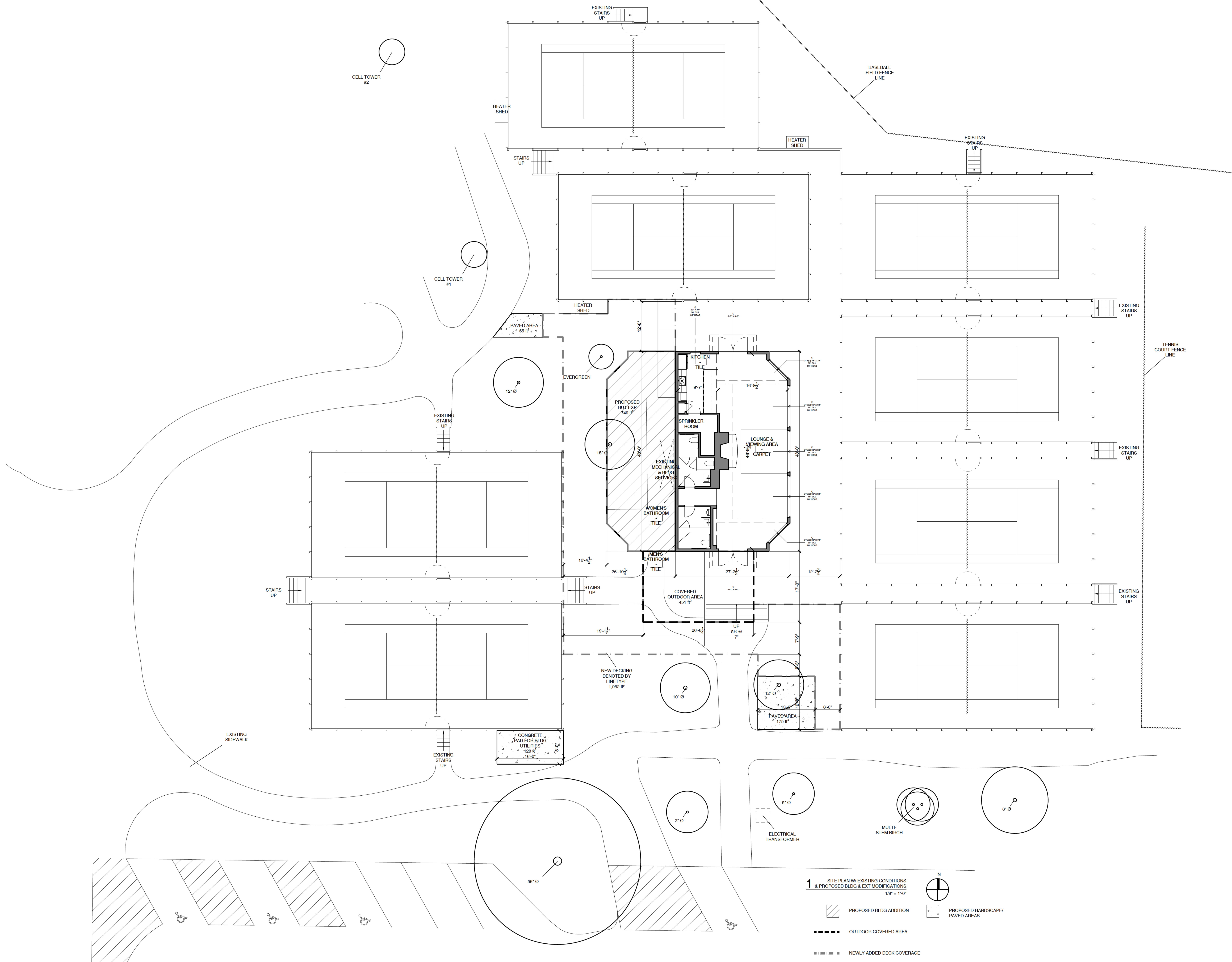
Exposed exterior lighting fixture mounted to the building will be minimized due to the amount of viewing glazing around the buildings perimeter and distraction that can be caused to players. Instead, exterior soffit and ceiling recessed mounted cans will be installed to provide down lighting to covered patio and entry areas.

Miscellaneous Exterior –




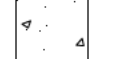
There will be decorative brackets & beams in a natural cedar to receive a stained finish.

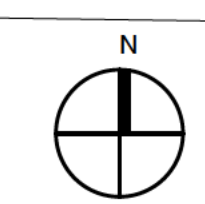
An outdoor prefabricated kitchen made of weather-resistant aluminum framework and hardware in a lightweight, modular design that has outdoor-rated powder coat finishes will create an area to install a grill for cooking and an area to serve prepared meals.

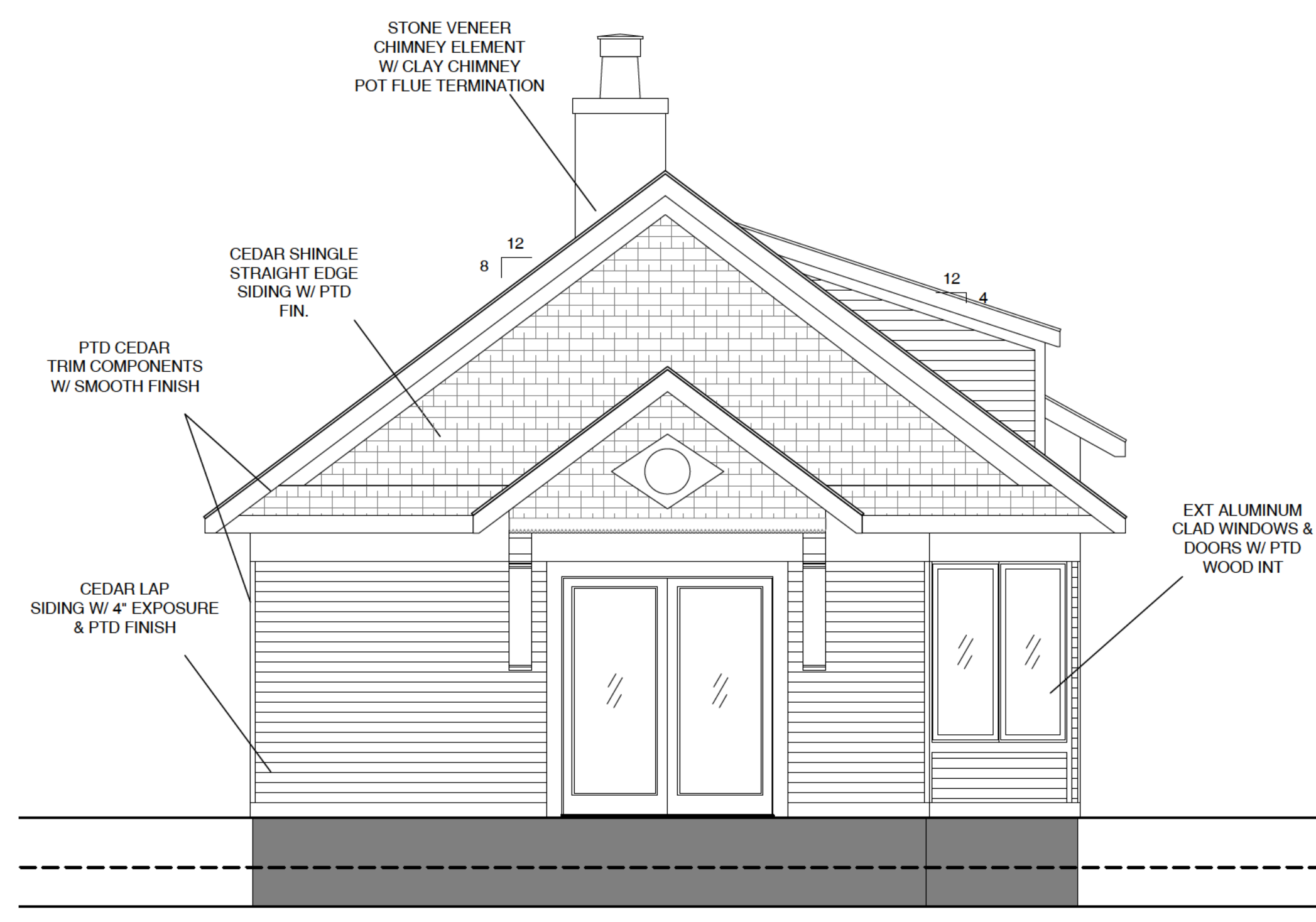
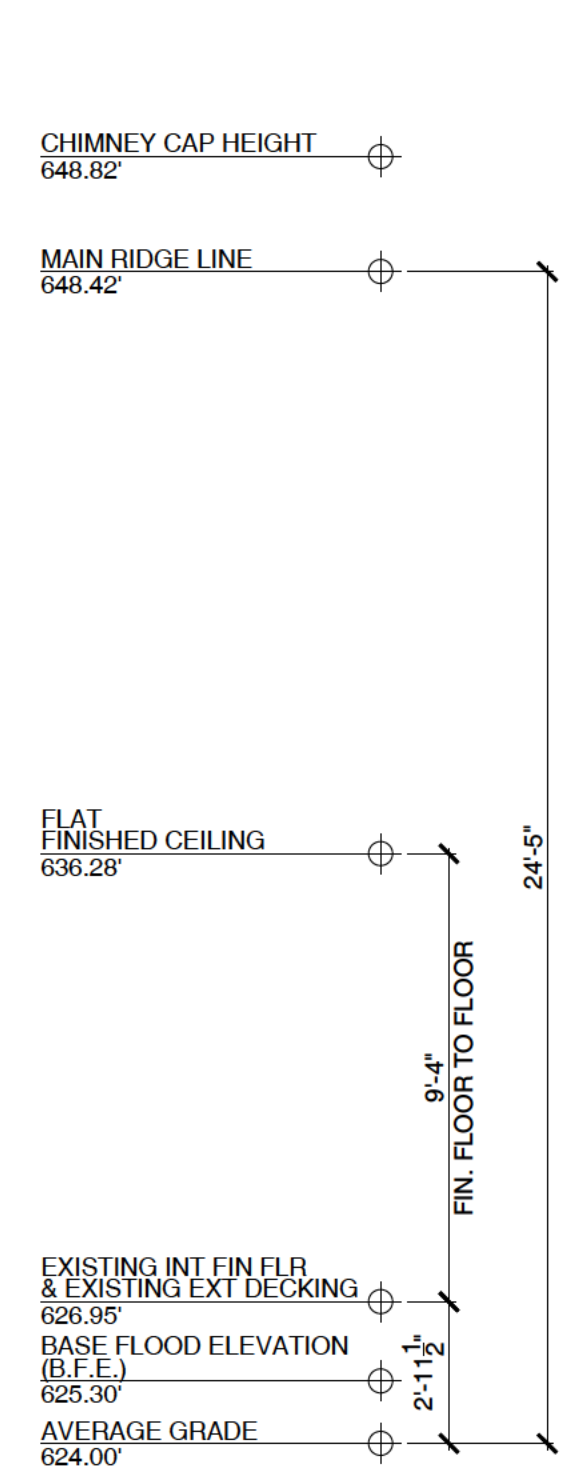
Stone veneer to match the existing interior Platform Tennis Hut stone fireplace surround will be used to create a chimney element on the exterior that will vent an exterior sealed gas fireplace through copper chimney pots above



1 SITE PLAN W/ EXISTING CONDITIONS & PROPOSED BLDG & EXT MODIFICATIONS
 1/8" = 1'-0"

-  PROPOSED BLDG ADDITION
-  OUTDOOR COVERED AREA
-  NEWLY ADDED DECK COVERAGE
-  PROPOSED HARDSCAPE/PAVED AREAS

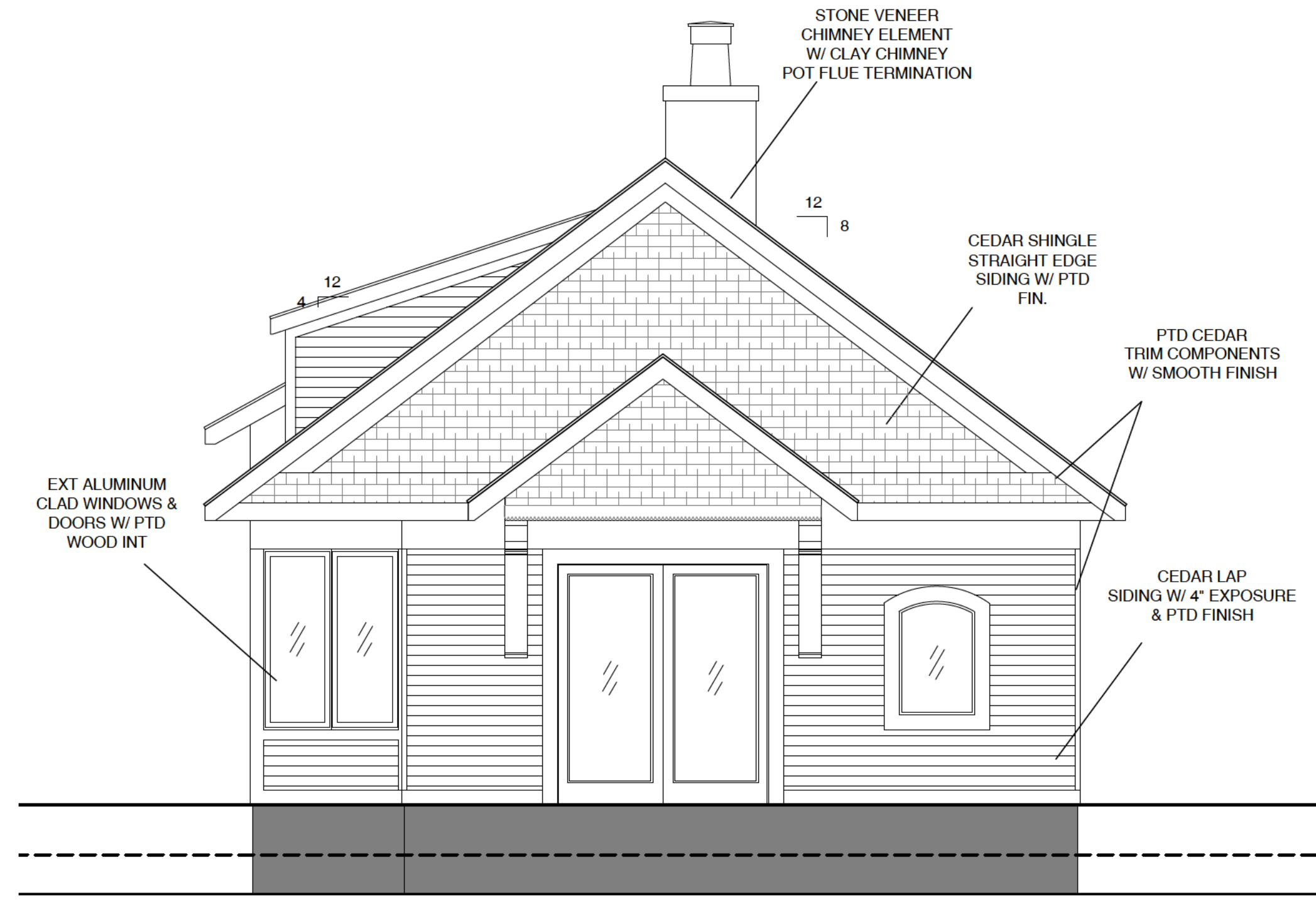
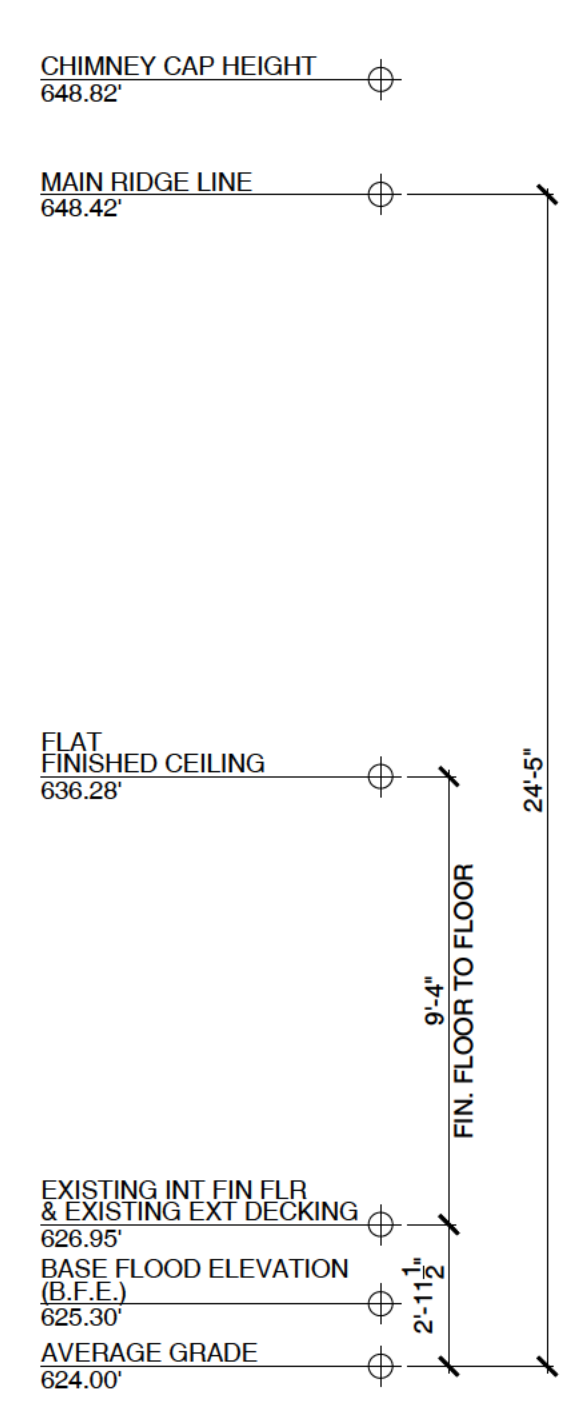




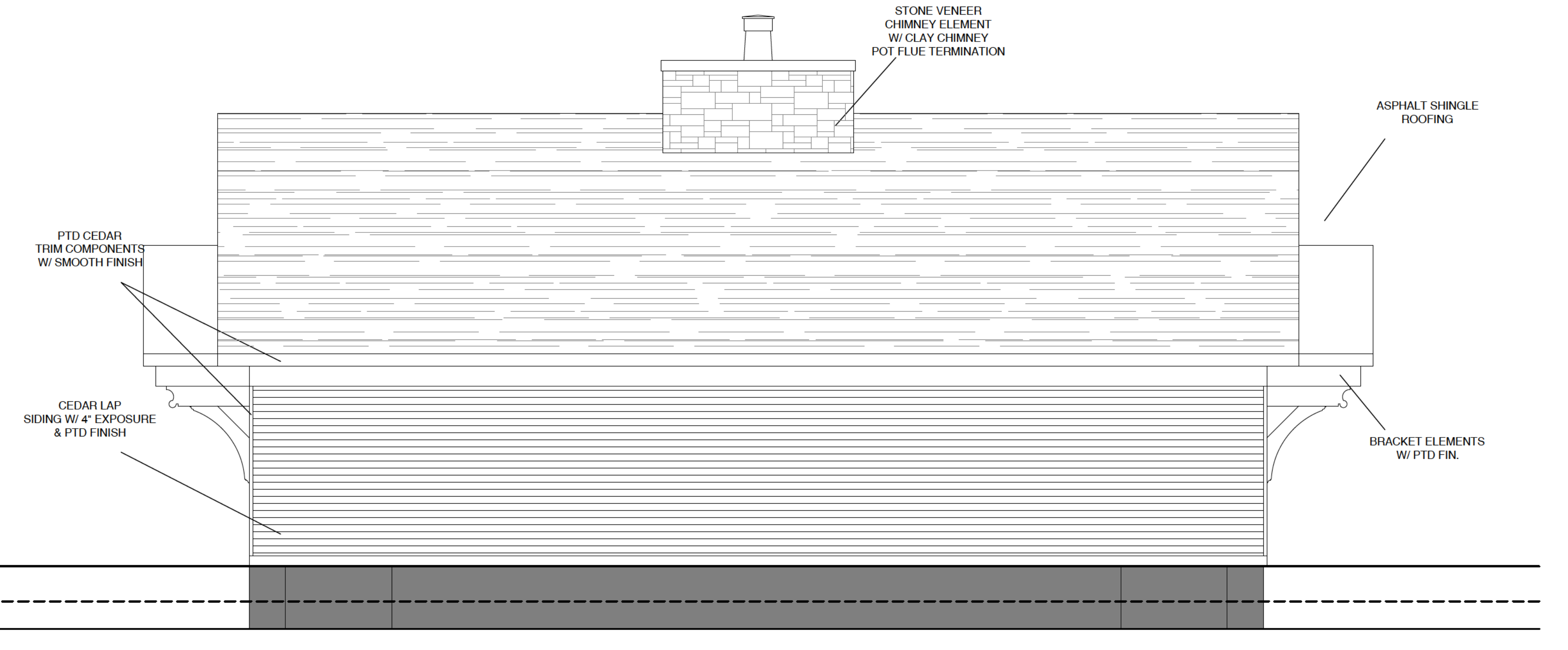
1 EXISTING ELEVATIONS - FRONT ELEVATION (SOUTH) 1/4" = 1'-0"



2 EXISTING ELEVATIONS - EAST ELEVATION 1/4" = 1'-0"

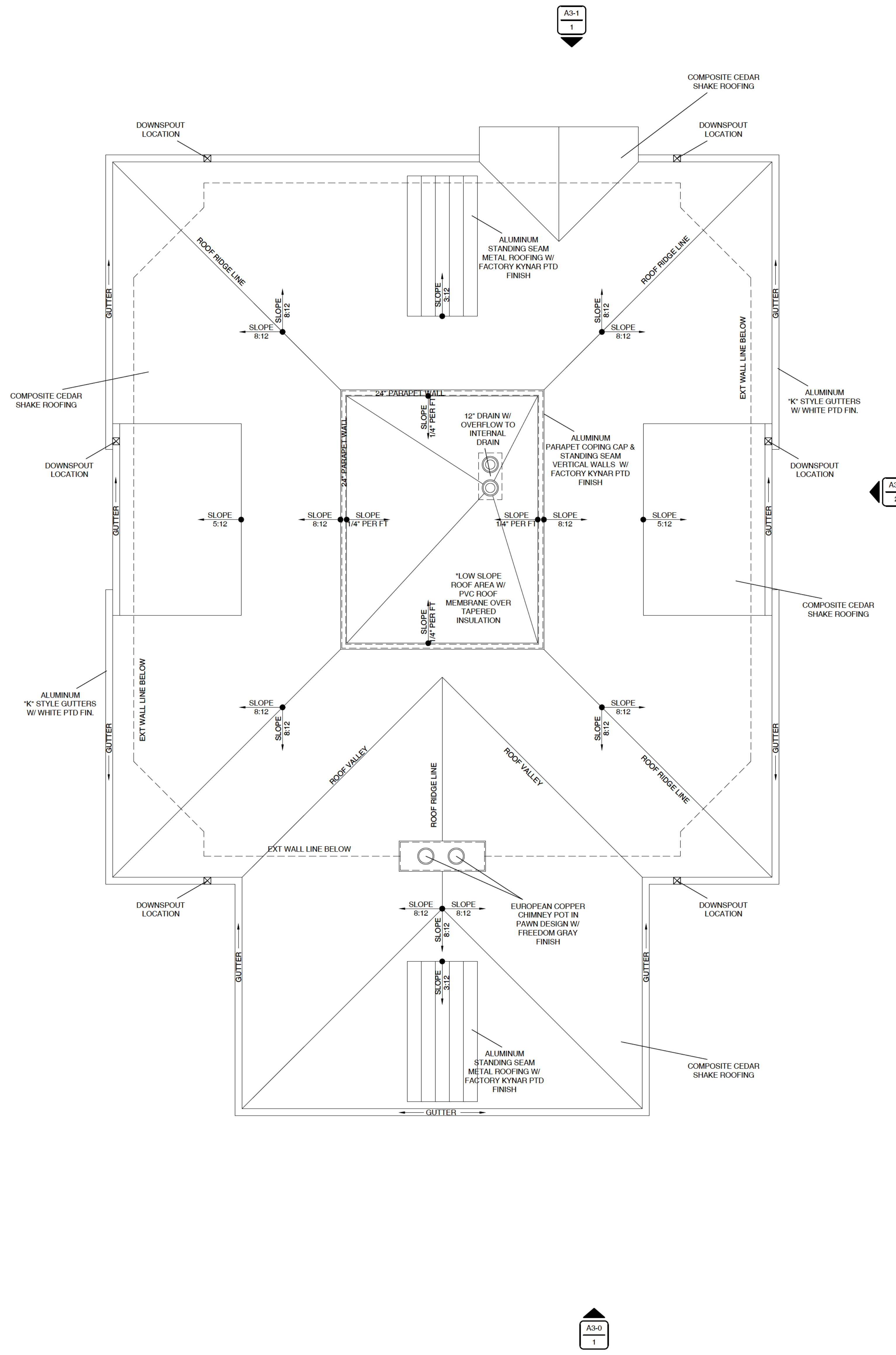


3 EXISTING ELEVATIONS - NORTH ELEVATION 1/4" = 1'-0"



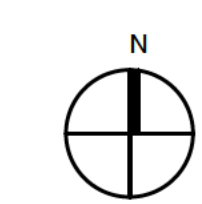
4 EXISTING ELEVATIONS - WEST ELEVATION 1/4" = 1'-0"

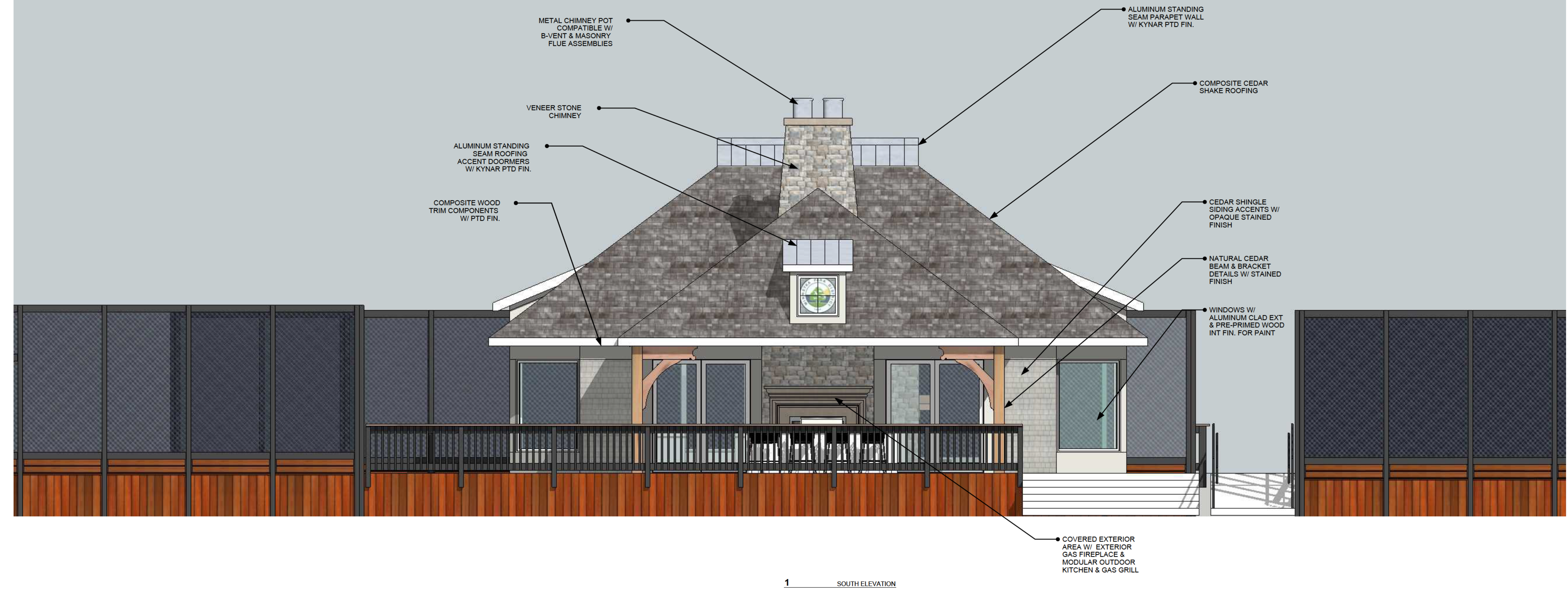
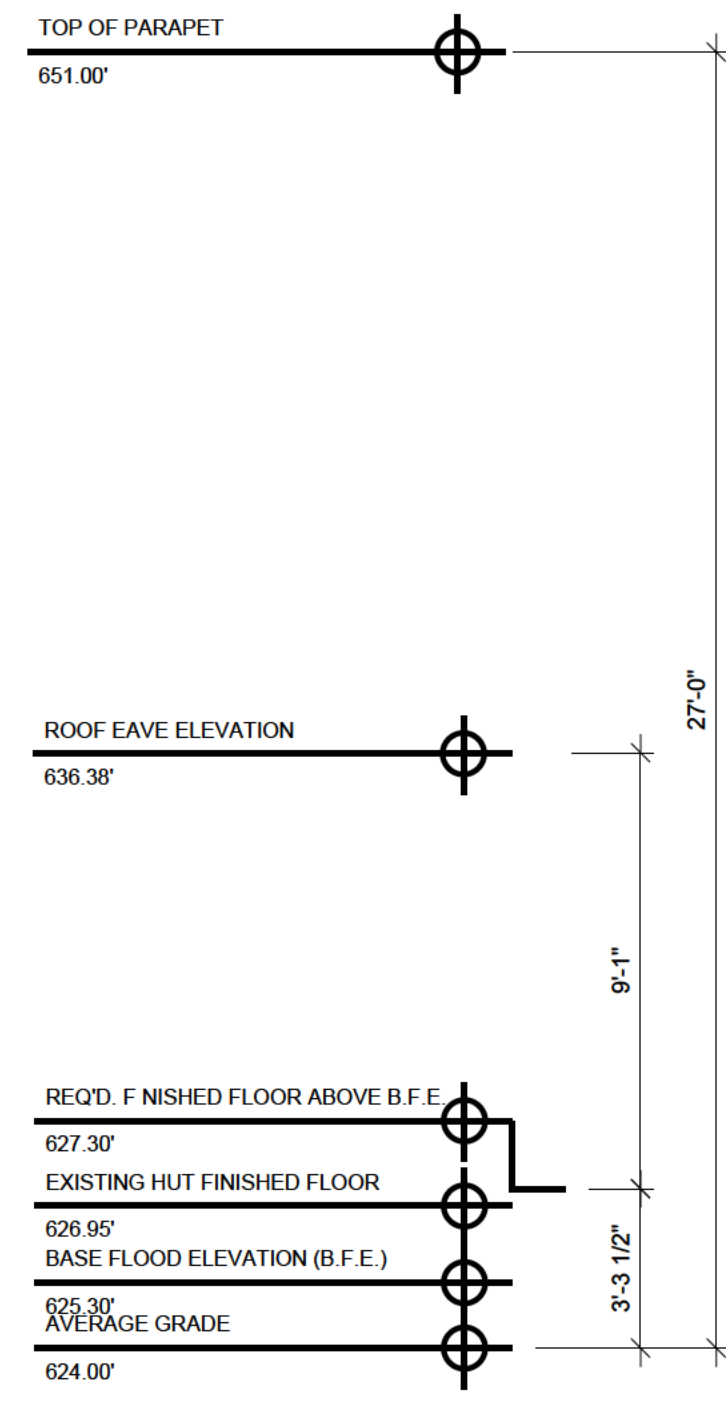
A3-1 2



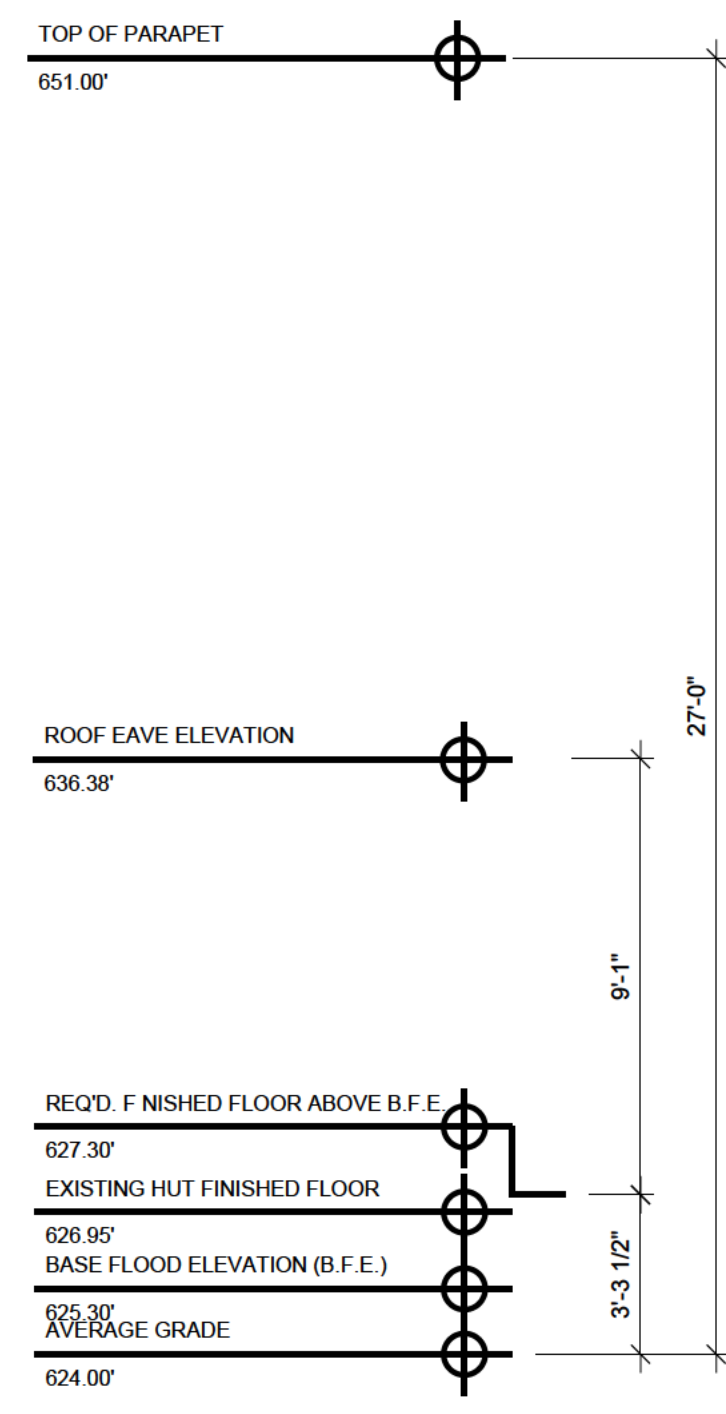
A3-0 2

1 PROPOSED ROOF PLAN 1/4" = 1'-0"

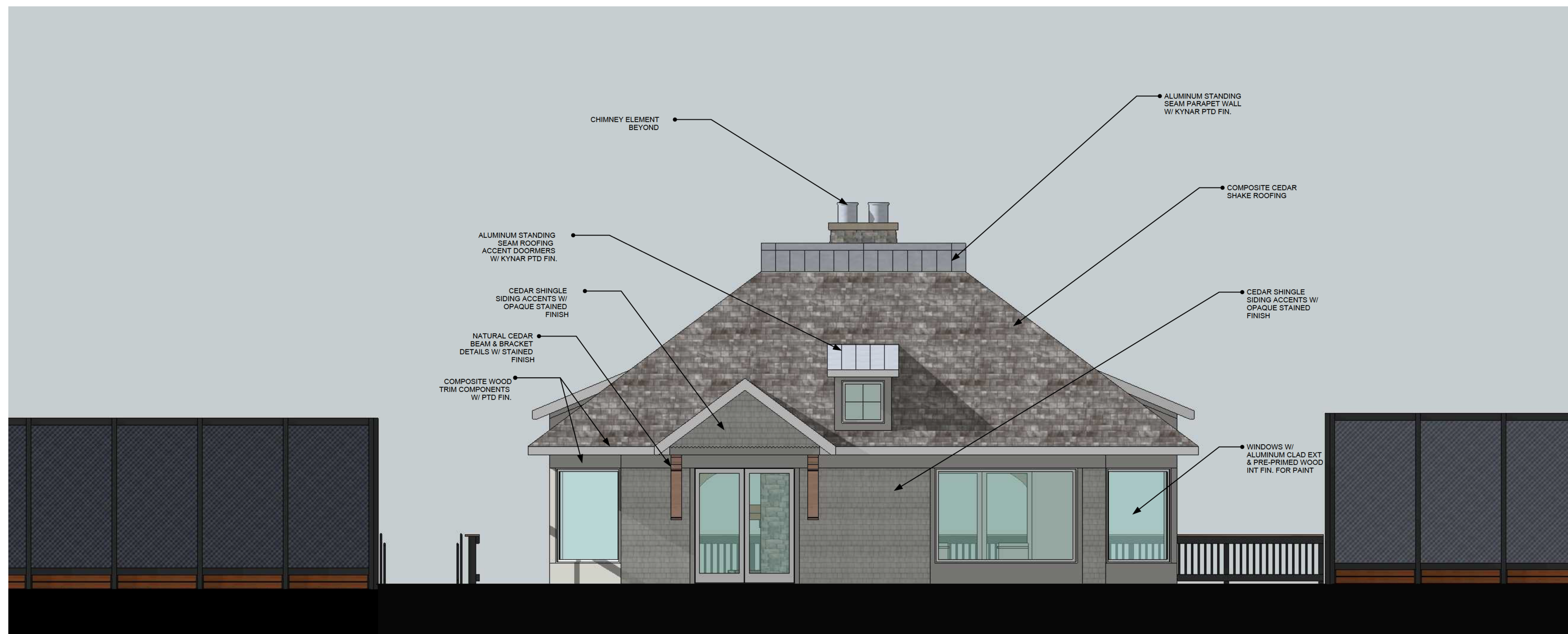
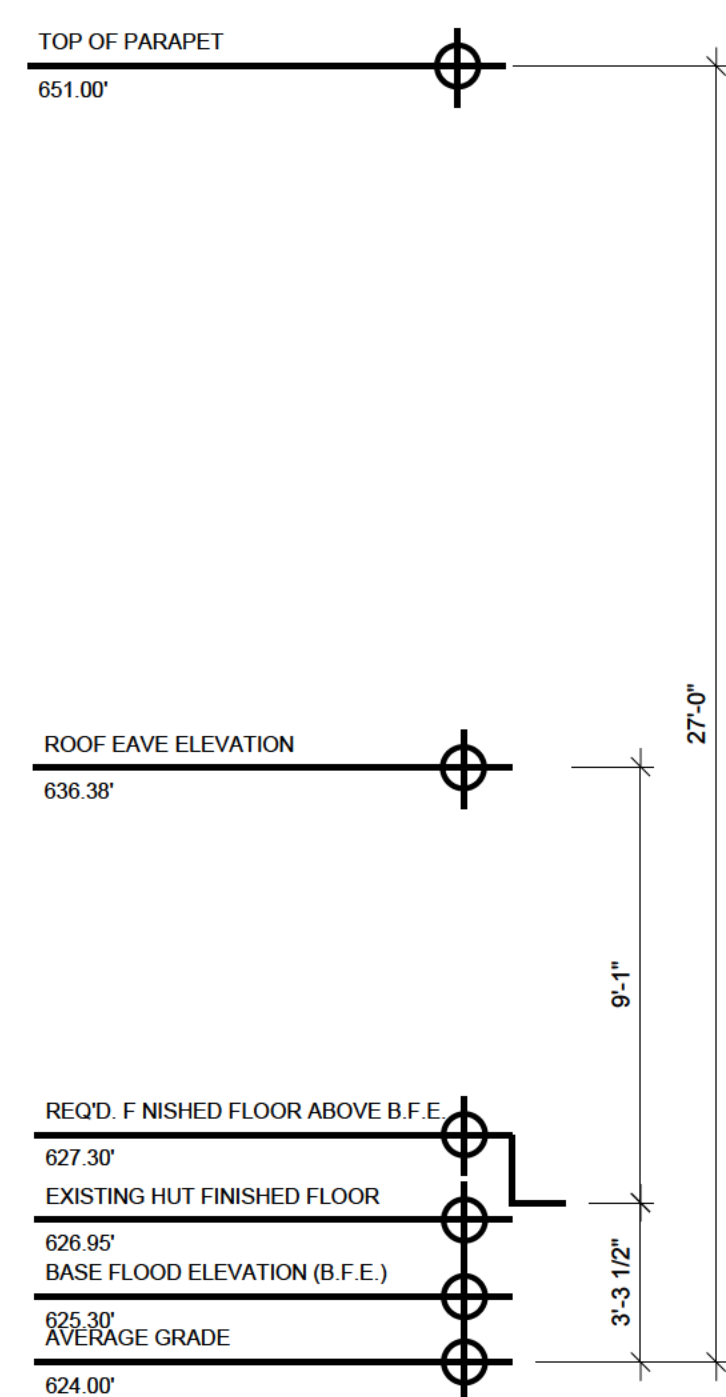




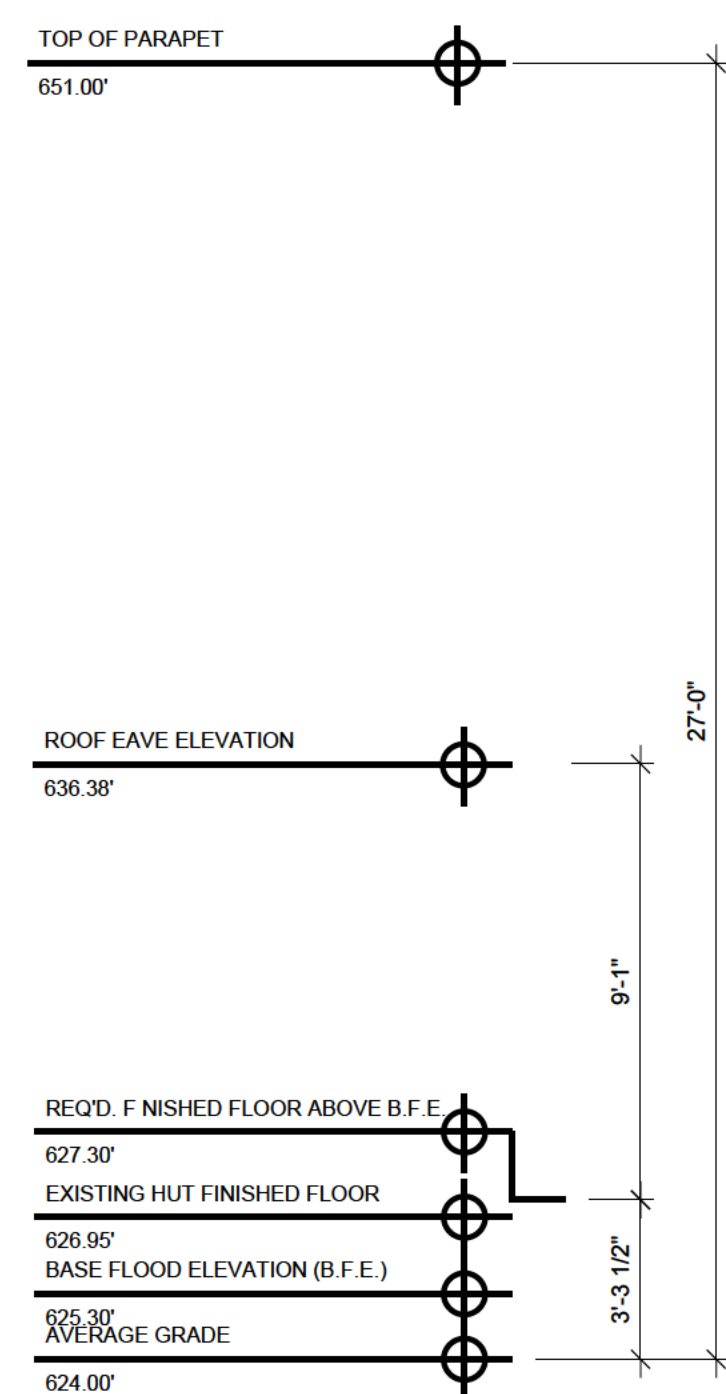
1 SOUTH ELEVATION 1/4" = 1'-0"



2 EAST ELEVATION 1/4" = 1'-0"



1 NORTH ELEVATION
1/4" = 1'-0"



2 WEST ELEVATION
1/4" = 1'-0"











1. Product Name

Enviroshake Roofing

2. Manufacturer

Enviroshake
 650 Riverview Drive
 Chatham, Ontario, N7M 5W8
 Canada
 Phone: 1-(519) 380-9265
 Toll Free: (866) 423-3302
 FAX: 1-(519) 380-0689
 e-mail: info@enviroshake.com .
 URL: <http://www.enviroshake.com>



Enviroshake gazebo roof

3. Product Description

DESCRIPTION

Enviroshake is a composite roof shake that authentically emulates the look of a natural hand split cedar shake that competes in the specialty and premium roof markets.

BASIC USE

Enviroshake composite shakes are used for roofing applications. Properly installed shakes provide long lasting weather protection and a rustic aesthetic look weatherproofing system.

BENEFITS

Enviroshake gives the pleasing aesthetic of cedar shakes with lifetime performance and with minimal amount of maintenance.

The 6 profiles that the Enviroshake comes in are made from the 3D images of real cedar shakes, to ensure the wood grains, thickness, and sizes are all true to nature.

They come in three tones: Silvered Cedar, Aged Cedar, and Multi-Tones that weather with exposure to UV, and as with cedar,

there will be variations in shading to provide a natural look on the roof.

No special tools are needed to install Enviroshake composite shake roofing.

Enviroshake comes in Gold and Standard Level warranties with a lifetime warranty for residential applications and a 50-year warranty for commercial applications. See Warranty Document for more information.

LIMITATIONS

Enviroshake should not be installed over existing asphalt shingles, or OSB or roof slopes less than 2/12.

TYPES AND SIZES

Enviroshake comes in widths of 12 inch, (pre-molded 4 to 8 inch, 8 to 4 inch and 6 to 6 inch profiles) each with a length of 20 inches. Each shake is tapered and measures approximately 1/2 inch at the butt end and narrows to approximately an 1/8 inch (resembling a hand-sawn cedar shake)

The SC shakes are bundled with white wrapping/strapping, and AC shakes are bundles with green wrapping and yellow strapping bearing the Enviroshake script, labeled, and shrink-wrapped on skids (7 square/70 bundles per skid) for shipping. Each bundle contains 13 pieces of varied profiles.

There are 10 bundles to a “Square” at a 9” exposure. Ridge caps are a 12 inch wide one-piece shake, custom formed to the specification of the roof slope and are packaged in bundles of 10 pieces using white strapping for SC and yellow strapping for AC bearing the Enviroshake script.

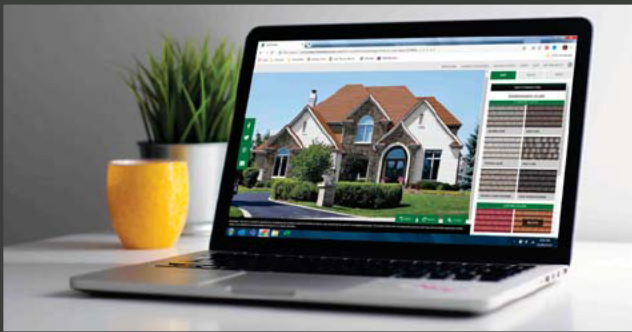
COVERAGE

1 square covers 100 square feet when installed at a 9” exposure. The minimum slope is 2:12. The recommended & maximum exposure is 9 inches, but Enviroshake can be installed at exposures as low as 5” or in a staggered course. There is no limit on the maximum slope.



Try our roof visualizer

Our Roof Visualizer is the perfect way to quickly see how an Enviroshake roof will look on your home. Try it at www.enviroshake.chameleonpower.com



Color Palette

* = CUSTOM COLOR

ENVIROSHAKE



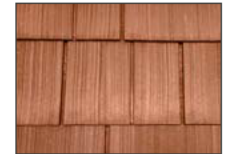
Aged Cedar



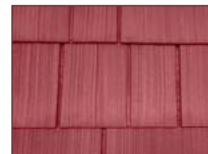
Silvered Cedar



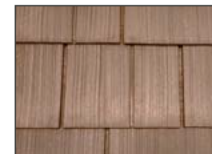
Tropical Silver



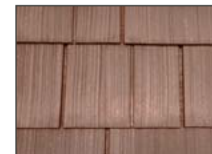
Terracotta*



Ruby Red*



Disney Brown*

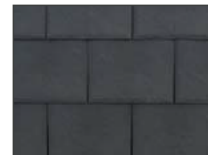


Wonderland Brown*

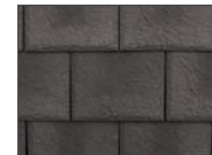


Onyx Black*

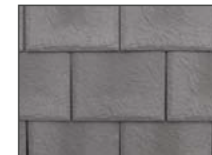
ENVIROSLATE



Onyx Black



Charcoal Grey



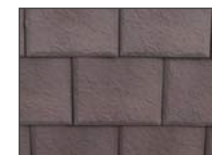
Stone Grey



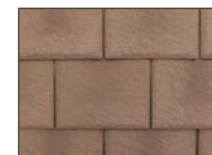
Tropical Silver



Sage Green



Plum Purple

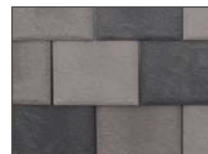


Toasted Brown*



Bermuda White*

MULTI-TONE*



Stone/Charcoal



Green/Grey/Purple



Multi-Brown*




Aged/Silvered

Enviroshake's products are designed to weather and replicate the timeless appearance of natural cedar or slate. While environmentally friendly, Enviroshake is also walkable, resistant to fire, hail and wind, and has been crafted to be one of the most durable alternatives to cedar and slate on the market.

We have made every effort to display as accurately as possible the colours of the products we carry, but cannot guarantee that what you see is an exact representation. We recommend asking your sales representative for current production samples to confirm your colour selection. Multi-tone color combinations are custom. Additional custom colors are available upon request.

4. Technical Data

Copies of test procedures and results are available upon request.

Canadian Construction Materials Centre (CCMC) <i>Technical Guide Master Format Re-evaluated October 2017</i>		International Conference of Building Officials (ICC) <i>Acceptance Criteria for Special Roofing Systems- Protocol AC07</i>		Building Materials Evaluation Commission (BMEC) Dec. 1999	
Testing Procedure	Standard	Testing Procedure	Standard	Testing Procedure	Standard
A. Physical and Mechanical Properties		1. Weatherometer	ASTM G23 ASTM G26 ASTM D790	1. Impact Testing	ASTM D2794
1. Density	ASTM D792	2. Roof classification		2. Water Absorption	ASTM D570
2. Impact Izod	ASTM D256 (Method A (1))	-fire retardant	UBC Standard 15-2 ICBO 4.9	3. Wind Resistance	ASTM D3161
3. Dimensional Stability	CGSB-37.58-M86	Accelerated weathering and ignition/burning rate tests	UBC Standard 26-6 UBC Standard 26-7 ICBO 4.9	4. Tear Strength/Nail Head Resistance	ASTM D1037
4. Water Absorption	CCMC 6.4.1	3. Wind Uplift	Any test (dynamic, static and structural calculations)	5. UV Exposure	ASTM G-53
5. Strain Energy	ASTM D5147, CCMC 6.4.3	4. Wind-Driven Rain	ICBO 4.3	6. Freeze Thaw	ASTM C666
6. Modulus of rupture (static bending)	ASTM D1037	5. Uplift-Bend	ICBO 4.4		
7. Ozone resistance	ASTM D1149	6. Penetration	ICBO 4.2		
B. Performance Roofing System		7. Temperature-cycling	ICBO 4.8	 <p>Enviroshake used in commercial application</p>	
1. Uplift bend	CCMC 6.4.4	8. Flexural strength	ICBO 3.5.2 UBC Standard 15-5		
2. Traffic load	ASTM E661, DADE PA 100-95				
3. Wind uplift	DADE PA 100-95				
4. Dynamic pressure water infiltration	DADE PA 100-95				
5. Nail pull-through	ASTM D1037				
6. Accelerated weathering	ASTM G155, CCMC 6.4.7				
7. Heat ageing	CCMC 6.4.8				
8. Freeze thaw	CCMC 6.4.9				

This technical data sheet is based upon the CSC Manu-Data® format.

January 2018

APPLICABLE STANDARDS

ASTM International

- ASTM D7349/D7349M, Standard Test Method for Determining the Capability of Roofing and Waterproofing Materials to Seal around Fasteners.
- ASTM E108, Standard Test Methods for Fire Tests of Roof Coverings.

Canadian General Standards Board (CGSB)

- CGSB-37.58-M86, Membrane, Elastomeric, Cold-Applied Liquid, for Non-Exposed Use in Roofing and Waterproofing.

Florida Building Code Testing Application Standard (TAS)

- TAS-125- Test for Uplift Resistance on Roof Assemblies

Miami-Dade Construction Standards (DADE)

- DADE PA 100-[2000], Test Procedure for Wind and Wind Driven Rain Resistance of Discontinuous Roof Systems.

Underwriter's Laboratories

- UL 2218, Impact Resistance of Prepared Roof Covering Materials, Class 4.

US Green Building Council

- USGBC: LEED® NC Version 2.2.

APPROVALS

- American Society for Testing and Materials Limited.
- California Building Materials Listing No. 4175-2114:0100
- Florida Building Code FL#16037-R2
- Miami Dade County NOA No. 17-1003.17
- National Building Code of Canada.
- Canadian General Standards Board: Stability Testing - Products are tested

at temperature cycles ranging from -40°F (-40°C) to 160°F (71°C).

- National Building Code of Canada.
- Uniform Building Code: UV Testing - 2000 hours of accelerated weathering tests are completed to ensure no evidence of change in physical properties

ENVIRONMENTAL CONSIDERATIONS

Enviroshake composite roofing shingles are slippery when wet. Do not walk on Enviroshake composite roofing shingles while they are rain, ice, frost or snow covered.

SUSTAINABILITY CONSIDERATIONS

For information on LEED Prerequisites and Credits associated with this product, refer to the "LEED Brochure on the Enviroshake web site at <http://www.enviroshake.com>.

5. Installation

Enviroshake should be installed as a new roofing system.

Install drip edge, valley and ridge flashings, eaves protection and synthetic underlayment before installing shingles (a 36" ice and water shield membrane is used on eaves, valleys, rakes, hips and ridges). Enviroshield synthetic underlayment is a requirement to achieve Gold Level Warranty.

Use double starter course at bottom edges, including vertical and high slope roof surfaces.

Fasten each shake with four 1-1/2 inch stainless steel nails minimum regardless of shake width. Although stainless steel nails

are preferred hot-dipped galvanized nails are also acceptable.

Lay each consecutive row of shakes at 9-inch exposure, ensuring that there is no keyway on keyway, and that there is a 3/8" gap between every shake (including the starter row).

Using a synthetic underlayment negates the need for interweaving.

Cut shakes to fit accurately around roof projections.



Use only uncut factory edges kept flush along rake and gable ends and where ends are exposed.

Install prefinished soffits and fascia material where indicated.

Install roof ventilators and other roofing accessories where indicated.

When using a ridge venting system, drop the ridge cap slope by 1 size.

The minimum roof slope on which Enviroshake is recommended is 2:12. For more detailed installation instructions refer to the Enviroshake Installation Guide.

Refer to Enviroshake Installation Guide videos at <http://www.enviroshake.com/photos-and-video>.

6. Availability and Costs

AVAILABILITY

Order composite roof shakes 2 – 4 weeks before required delivery dates.

COSTS

Contact Enviroshake for current product costs.

7. Warranty

Enviroshake comes in Gold and Standard Level warranties with a 50-year warranty for commercial installations and limited lifetime warranty for residential installations. (Caribbean applications have a 25-year warranty)

Warranty is dependent upon installation by a Factory Trained Enviroshake Installer. Please see Warranty Document for further details.

8. Maintenance

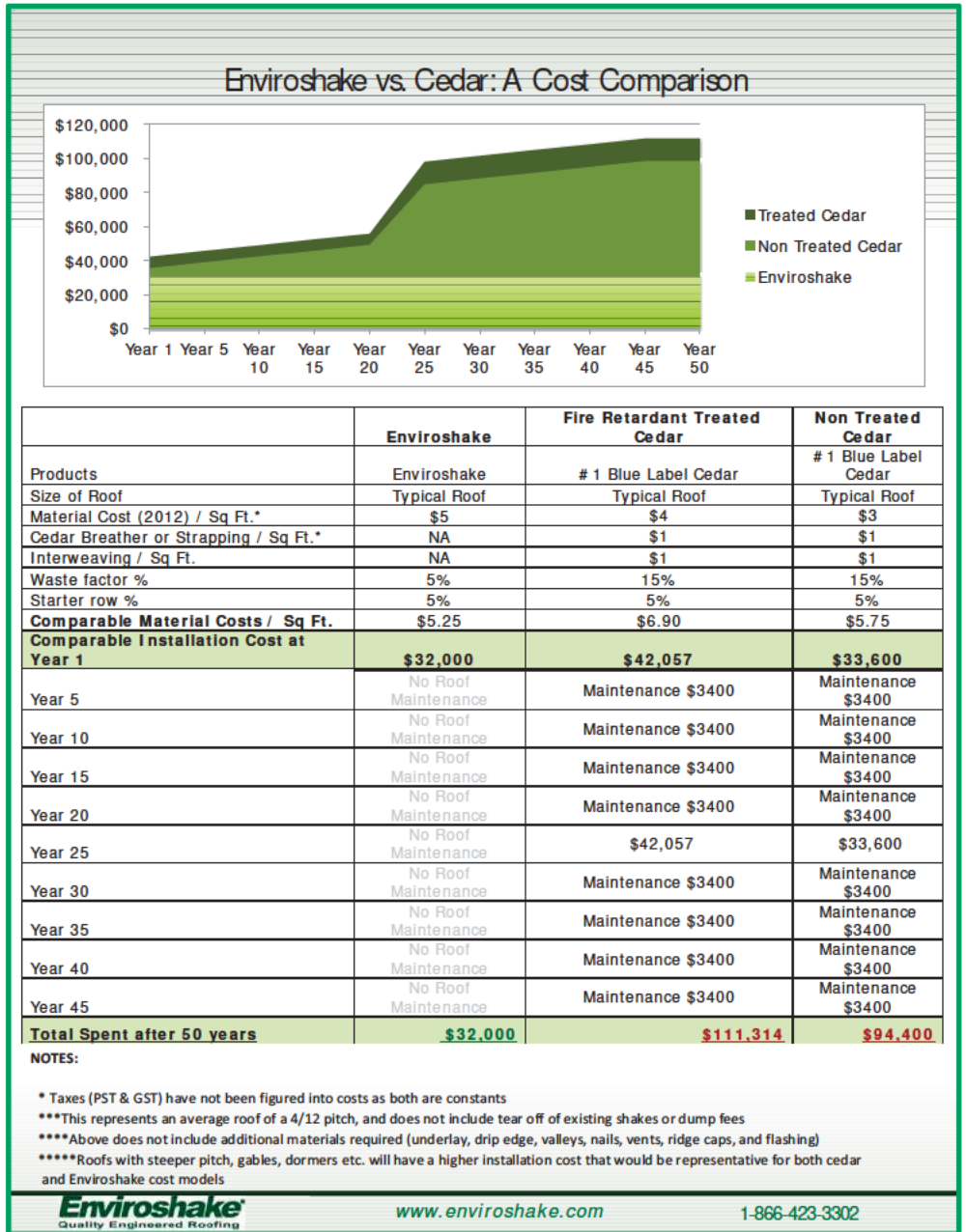
Composite shake roofing should be regularly inspected for organic built up and should be removed from the roof. No special tools are required for roof maintenance.

9. Technical Services

Technical representative will visit project site as required during construction.

10. Filing Systems

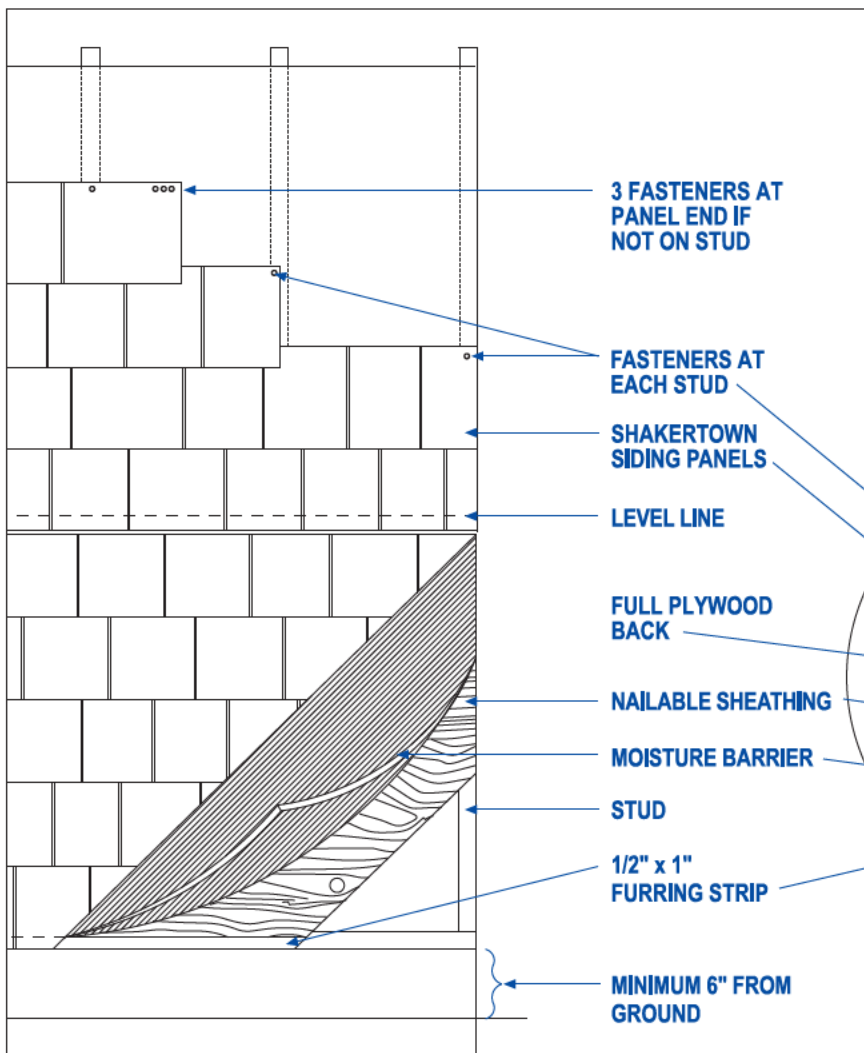
- MasterFormat™ 07 31 34.
- OmniClass™
Table 21 02 10 20 90.
Table 22 07 31 34.
Table 23 13 39 21.



SHAKERTOWN® CRAFTSMAN™ SHINGLE PANEL

concealed nailing for 1-course, 7" and 4-1/2" exposure Craftsman panel

- Shakertown® Craftsman panels may be applied:**
- ▶ Over solid nailable sheathing
 - ▶ Over insulative board
 - ▶ Over spaced sheathing
 - ▶ Mansard applications (at least 20/12 pitch)

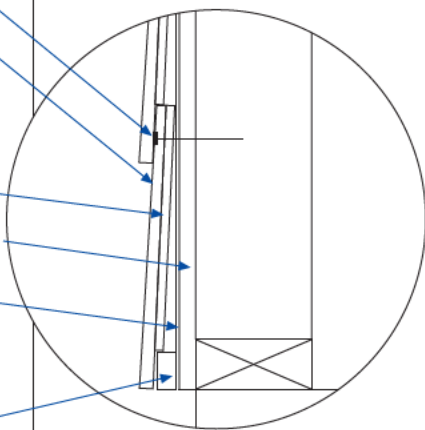


General.

Shakertown's Craftsman panels may be applied over solid nailable sheathing, over insulative board and over spaced sheathing. The shingle panels may be applied to slight curves over solid nailable sheathing provided that each shingle on the panel is nailed with two fasteners 3/4" from each edge, 3/4" to 1" from the top.

Mansard Application.

The Craftsman panels may be applied on mansards of at least 20/12 pitch (60°) over ASTM Type 30 building paper, where codes permit.



General sidewall panel installation



Fasteners.

Shakertown recommends using a corrosion resistant (hot dipped galvanized or stainless steel) 1-3/4" roofing nail for blind nailing. Nails should always be of sufficient length to penetrate the studs a minimum 3/4". Special applications or high wind loads may require optional fasteners. Power nailing is permitted, but care should be taken to set the head flush with the panel. Sinking the heads into the siding panels can affect the long-term performance of the siding. Staples are not recommended.

Corners.

On outside corners use the Shakertown Craftsman corners (see Technical Bulletin 1103) or other corner boards. For inside corners 2X2 cedar is commonly used. (Note: The Shakertown Craftsman shingle panels come 3/4" to 7/8" from the surface of the sheathing. We recommend that all trim and corner boards be a minimum 1" thick.)

1. Staining.

The Shakertown Craftsman panel is available natural, primed or pre-finished all sides. Panels can also be pre-stained on the job site. (Refer to Technical Bulletin 4001, Stains and Finishes.)

2. Weather Barrier.

Apply a suitable weather-resistive barrier, such as type 15 felt or better, in accordance with local code requirements. Use a two-inch head lap and six-inch end lap when fastening barrier.

3. Level Line.

Establish a level line around building. Use a transit, water level or level line and string. Mark the level line about four feet off the ground or at any convenient height. Then simply measure down from the level line to position the first siding course. Begin by nailing a 3/8" x 1" furring strip along the bottom of the house. Keep siding at least 6" from the ground.

4. Flashing.

Proper flashing and caulking are essential. Keep the bottom edge of panels a minimum 1/4" above flashing ledge. At roof junctures, siding should be a minimum 1" above roofing material. Refer to your local building code for stricter guidelines. (Refer to Technical Bulletin 1005, Flashing Details.)

5. Alignment.

Nail a corner in place as alignment. (If you are not using our prefabricated corners, align panel ends with corner stud or corner board.) Be sure that the corner is plumb in both directions. Install the first course of siding. The bottom of each panel sits on top of the previous panel so each course goes up easily, maintaining a consistent exposure. Trim the over-lap of the panel's left end or the under-lap on the panel's right end when butting to window and door trim or corners.

6. Nailing.

Shakertown recommends a corrosion-resistant (hot dipped galvanized or stainless steel) 1-3/4" roofing nail. A pneumatic nail gun will speed up application. Position nails at the studs. **Nail on or below the nailing line which is 7/8" from the top edge of the 7" exposure panels and 3/4" from the top edge of the 4-1/2" exposure panel. Always put one nail 1/2" from the ends of each panel.** If the panel ends miss a stud, place three nails approximately 1" apart at the panel end. Nail each course of panels from one end to the other, **maximum 16" on center.** Never nail from both ends toward the middle. Do not force panels into place.

7. First Course.

Nail up the first course of siding. Take care that the first course is perfectly straight and level. **Allow 1/16" spacing at overlocking end joints to allow for expansion. Allow 1/8" spacing where panels butt against windows and doors,** caulk these joints with non-hardening caulking compound.

8. Subsequent Courses.

Each course of panels will automatically align when laid up. Level should be checked occasionally. Panel end joints should be offset 16 or 24 inches from previous courses.

9. Cutting.

When it comes time to cut a panel, use a portable circular saw and place the panel face down to prevent splintering. Make sure the cut is square. You may cut several panels at once to speed application.

10. Top Course.

Chances are you'll probably have to rip the last siding course to fit. This top course will have to be face nailed, or a trim board can be attached to cover the siding nails.

If you have any questions regarding this or any other topic, please call Shakertown toll free: 1-800-426-8970.

SHAKERTOWN 1992, Inc.

P.O. Box 400, 1200 Kerron Street, Winlock, WA 98596

www.shakertown.com

SHAKERTOWN
CEDAR SHINGLES SIMPLIFIED

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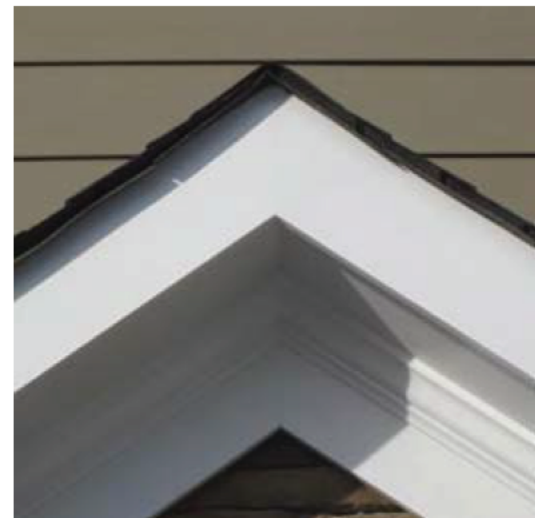


Build something great™



Boral TruExterior® Trim

PRODUCT & INSTALLATION GUIDE



About Boral®

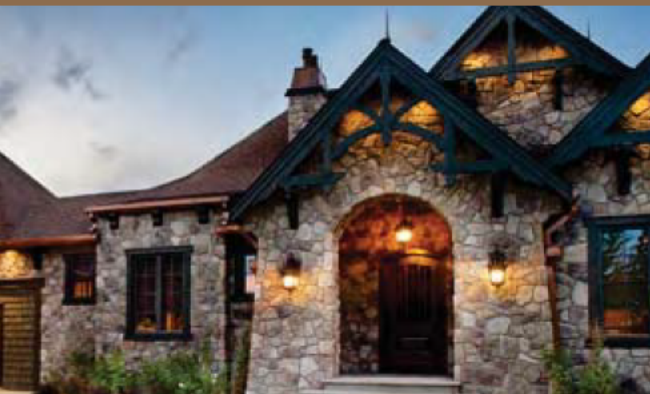
Boral Bricks



Boral Roofing



Cultured Stone® by Boral®



Boral TruExterior® Trim



Boral Limited

Boral is an international building and construction materials group, headquartered in Sydney, Australia. With annual sales over \$5.0 billion, Boral has roughly 14,000 employees working across over 580 operating sites. Boral produces and distributes a broad range of Construction Materials including quarry products, cement, fly ash, pre-mix concrete and asphalt; and Building Products including clay brick, clay and concrete roof tiles, masonry products, plasterboard, windows and timber. Boral serves customers in the building and construction industries in three key geographical markets - Australia, the USA and Asia.

Boral USA

Headquartered in Roswell, Georgia, Boral USA has been in operation for more than 30 years—with a focus on being a leading manufacturer and supplier of building products and construction materials.

- Boral USA currently holds a variety of leadership positions in the building products and construction materials markets.
- The company is active in categories that show long-term growth opportunities.
- Boral USA is a leading manufacturer and marketer of:

Boral Bricks – #1 brand of clay brick

Boral Roofing – Largest manufacturer of clay & concrete roof tiles in the U.S.

Cultured Stone® by Boral® – #1 brand of manufactured stone veneer

Boral Material Technologies – A leading marketer of fly-ash

Boral Composites - Producer of Boral TruExterior® Trim and other innovative poly-ash products



Boral TruExterior® Trim has created an entirely new category of exterior trim, bringing new levels of performance, features, and benefits. It truly is like no other.

A New Category of Exterior Trim

A New Category of Exterior Trim

- The first and only Poly-ash trim product, consisting of a blend of proprietary polymers and coal combustion products (ash).
- Poly-ash composition provides consistency throughout the material with virtually no moisture cycling[†] or expansion and contraction[†].
- Developed with years of rigorous internal and 3rd party testing, proven with thousands of installations.
- Composed of more than 70% recycled materials.
- Boral TruExterior® Trim is a product you can trust to provide exceptional performance, superior workability and a lasting appearance for exterior applications.

An Excellent Exterior Trim Alternative

Like Wood, Boral TruExterior® Trim...

- is easy to handle (similar weight)
- is reversible with an authentic wood grain and smooth side
- is easy to cut, rout, drill and fasten
- can be installed with the same tools

Unlike Wood, Boral TruExterior® Trim...

- is a low maintenance product
- has exceptional durability
- is resistant to rotting, cracking, splitting from moisture and virtually free from termites[†]
- offers excellent workability

Unlike most other trim products, Boral TruExterior® Trim...

- maintains a high level of dimensional stability during periods of moisture and temperature change[†]
- is suitable for ground contact
- does not require end-sealing, special adhesives or other cumbersome and costly installation techniques
- can be painted any color
- contains one of the highest levels of recycled content



[†]Please see Boral TruExterior® Trim Limited Warranty and Product Data Sheets for proprietary test results located at www.BoralTruExterior.com

Like No Other

Boral TruExterior® Trim satisfies the exterior trim customer's need for a product that is:

- **Easy to install**
- **Long-lasting, withstanding nature's elements**
- **Competitively priced compared to other products in the marketplace**

Superior Workability

Boral TruExterior® Trim is creating an entirely new category of reliable exterior trim that offers phenomenal performance, remarkable workability, and a lasting look without the limitations that plague other exterior trim products. Plus it can be installed using proven woodworking tools and methods.

Applications

Designed to be used in non-structural applications, Boral TruExterior® Trim is suited for ground contact, which makes it ideal for exterior trim applications such as:

- **Corners**
- **Soffits**
- **Fascia**
- **Batten strips**
- **Frieze boards**
- **Rake boards**
- **Garage door casings**
- **Window surrounds**
- **Door trim**
- **Other non-structural exterior trim applications**



Boral TruExterior® Beadboard



Boral TruExterior® Beadboard

Complimenting the 1x and 5/4 profiles, Boral TruExterior® Beadboard offers the traditional look of wood beadboard without the problems that plague wood products, such as rotting, cupping and twisting. Boral TruExterior® Beadboard can be installed in either parallel, perpendicular, or diagonal directions. And its high level of dimensional stability[†] allows fastening up to 24" on center without the need for additional support backing.

Boral TruExterior® Beadboard is designed for non-structural applications and is ideal for soffits, porch ceilings, decorative wall applications and other moisture-prone areas.



Boral TruExterior® Beadboard Facts

- Maintains high level of dimensional stability[†]
- No need to prime end or field cuts
- Easily accepts paint of any color
- Reversible edge & center bead and V-groove profiles
- Workability exceeds wood beadboard
- Resists rot and termite attacks[†]
- Installs with standard woodworking tools and methods
- No cracking or splitting from moisture
- Accepts a wide variety of fasteners
- Spans up to 24" on center and can be ran parallel to the house for soffit applications
- Made in the USA
- 20-year limited warranty



[†]Please see Boral TruExterior® Trim Limited Warranty and Product Data Sheets for proprietary test results located at www.BoralTruExterior.com

Boral TruExterior® Trim

Available Sizes

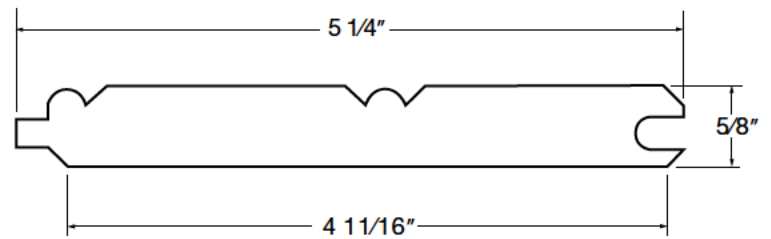
Boral TruExterior® Trim is reversible with wood grain on one side and a smooth finish on the reverse. It comes in 16' lengths and is available in both 4/4 and 5/4 thicknesses (3/4" and 1" actual, respectively).

4/4 Nominal Thickness <i>nominal size</i>	3/4" Actual Thickness <i>actual size</i>	5/4 Nominal Thickness <i>nominal size</i>	1" Actual Thickness <i>actual size</i>	2" Nominal Thickness <i>nominal size</i>	1 1/2" Actual Thickness <i>actual size</i>
1 x 4	3/4" x 3 1/2"	5/4 x 4	1" x 3 1/2"	2 x 4	1 1/2" x 3 1/2"
1 x 5*	3/4" x 4 1/2"	-	-	-	-
1 x 6	3/4" x 5 1/2"	5/4 x 6	1" x 5 1/2"	2 x 6	1 1/2" x 5 1/2"
1 x 8	3/4" x 7 1/4"	5/4 x 8	1" x 7 1/4"	2 x 8	1 1/2" x 7 1/4"
1 x 10	3/4" x 9 1/4"	5/4 x 10	1" x 9 1/4"	2 x 10	1 1/2" x 9 1/4"
1 x 12	3/4" x 11 1/4"	5/4 x 12	1" x 11 1/4"	2 x 12	1 1/2" x 11 1/4"

*Subject to regional availability.

Beadboard Product Dimensions

Nominal Dimensions	Actual Dimensions
5/8 x 6 x 16	5/8" x 5 1/4" x 16'



The Exterior Trim Landscape

Boral TruExterior® Trim compared to Other Trim Options

	BORAL TRUEXTERNAL® TRIM	WOOD TRIM	CELLULAR PVC TRIM	FIBER CEMENT TRIM	ENGINEERED/ COMPOSITE TRIM
No Special Tools Required	•	•	•		•
Easily Routed	•	•	•	✓	✓
Consistent Density	•		✓	•	
Fasten Close to Edge of Product	•		•		
Readily Accepts Wide Variety of Fasteners	•	✓	✓		
No Special Paint Needed For Light or Dark Colors	•	•		•	•
No Additional Safety Precautions Needed While Cutting	•	•	•		•
Installs the Same Way at All Temperatures	•	•		•	•
No Need to Prime End or Field Cuts	•		•		
No Need for Adhesives to Limit Movement	•	•		•	•
Dimensionally Stable After Installation ⁺	•	✓		•	
Suitable for Ground and Masonry Contact	•		•		
No Cracking or Splitting from Moisture ⁺	•		•	✓	✓
Resistant to Fungal Decay ⁺	•		•		
Over 70% Recycled Content ⁺	•				
Made in the USA	•	✓	✓	✓	✓

● All in Category ✓ Some in Category

⁺Please see Boral TruExterior® Trim Limited Warranty and Product Data Sheets for proprietary test results located at www.BoralTruExterior.com

The Sustainable Solution

In the U.S., Boral continues the company's mission of being a leader in sustainability by engaging in such areas as alternative fuel sources and waste water management systems.



- Boral is committed to global environmental stewardship, which is reflected in Boral TruExterior® Trim – the first and only exterior trim product to be awarded a Cradle to Cradle certification (C2C). C2C is a multi-attribute, eco-label that assesses a product's safety to humans, environment and design for future life cycles. Within the terms of the certification program, this means pursuing the following ideals:
 - Using material that is safe for human health and the environment
 - Designing products and systems for material recovery and reutilization, such as recycling or composting
 - Using renewable energy
 - Efficiently using water and realizing maximum water quality associated with production
 - Instituting strategies for social responsibility

For more information on Cradle to Cradle Certification, please visit www.C2Ccertified.com

Cradle to Cradle Certified™ is a certification licensed by the Cradle to Cradle Products Innovation Institute.



- Boral TruExterior® Trim boasts the highest recycled content among all exterior trim products with a SCS Global Certified minimum 70% recycled content. The SCS Recycled Content certification is designed to help manufacturers make credible claims about their products by increasing the use of recycled materials which reduces solid waste and natural resource consumption. All claims are certified in accordance with U.S. Federal Trade Commission's Guides for the Use of Environmental Marketing.

For more information on SCS Global, please visit www.SCSglobalservices.com



- Coal Combustion products are endorsed by the U.S. Green Building Council for use in construction materials.

For more information on the U.S. Green Building Council, please visit www.USGBC.org

- Boral TruExterior® Trim is produced in a state of the art LEED Silver Certified facility in East Spencer, NC.



Warranty

This express Limited Product Warranty (“Warranty”) covers performance of trim product (“Trim Product”) manufactured by Boral Composites Inc. (“BCI”). This Warranty extends only to the original owner of the structure in which the Trim Product is installed (“Qualified Owner”).

BCI warrants to the Qualified Owner that each Trim Product will be free from manufacturing defects such that the Trim Product: 1) will not decay due to rot; 2) will not excessively swell from moisture; and 3) will resist termite damage in each case to the extent such properties are proven in the tests set forth in the Boral TruExterior® Trim Product Data Sheet, as amended from time to time, which is located at the www.BoralTruExterior.com website. The duration of this Warranty is twenty (20) years from the date the Trim Products were originally purchased from an approved BCI vendor. This warranty is conditioned on and subject to the additional terms and conditions set forth below.

To make a Warranty claim, the Qualified Owner must: (1) notify BCI in writing within ninety (90) days after the facts on which the claim is based become known, (2) provide BCI an opportunity to investigate and approve the claim, and (3) provide BCI an opportunity to inspect and test the Trim Product, its installation, and the environment in which it was used prior to removal by the original purchaser. Warranty claims must be made during the duration of the Warranty. Failure to comply with these notice and inspection provisions shall void this Warranty.

If BCI finds that any of your Trim Product does not meet the Warranty set forth herein, after inspecting and testing the Trim Product, BCI will furnish at its sole option new Trim Product, free of charge, to replace each defective area of Trim Product or refund the purchase price of the defective Trim Product. These remedies are the Qualified Owner’s exclusive remedies for breach of warranty. BCI shall not be responsible for labor costs and shall not be liable for any other losses or damages.

Specific Exclusions: This Warranty does not cover (a) damage to the Trim Product caused during installation; (b) Trim Product not installed in accordance with appropriate local building codes and acceptable trade practices in that specified area; (c) damage caused due to failure to follow painting guidelines provided by BCI; (d) intentional or unintentional misuse of or damage to the Trim Product; (e) damage to Trim Product or structure caused by impact of foreign objects, earthquakes, fire, flood, lightning, ice, tornado, hurricane, windstorm, or any other Acts of God; (f) movement, settlement, distortion, warping or cracking of the Trim Product’s structural supports or accessories used in connection therewith; (g) physical abuse, vandalism, riot, insurrection, improper maintenance, use of incompatible accessories; (h) color fading, color changes or variations of

the color hue or physical deterioration of the color for any reasons including, but not limited to pollution, mold, mildew, acid rain, weathering, oxidation, air pollutants, or application of harmful chemicals or vapors to the Trim Product. This Warranty also does not cover trim manufactured by others, accessory materials, or installation labor provided by others.

This is the entire Warranty between BCI and the Qualified Owner with respect to Trim Product. This Warranty supercedes all prior and contemporaneous agreements, representations, or understandings, whether oral or written, relating to Trim Products. Statements contained in BCI’s advertising materials do not constitute a warranty. THIS WARRANTY IS THE SOLE WARRANTY GIVEN BY BCI WITH RESPECT TO THE TRIM PRODUCTS. BCI DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. SOME STATES DO NOT ALLOW LIMITATIONS ON HOW LONG AN IMPLIED WARRANTY LASTS, SO THE ABOVE LIMITATION MAY NOT APPLY TO YOU. IF YOU LIVE IN A STATE WHERE THE DISCLAIMER OF IMPLIED WARRANTIES IS NOT ALLOWED, THEN THE DURATION OF ANY IMPLIED WARRANTY IS HEREBY LIMITED TO THE DURATION OF THE EXPRESS WARRANTIES. OTHERWISE, THIS WARRANTY IS THE QUALIFIED OWNER’S SOLE AND EXCLUSIVE REMEDY.

BCI reserves the right, in its sole discretion, to modify or withdraw this Warranty, in which event this Warranty will not be applicable to any purchases of Trim Products that occur after the date of modification or withdrawal.

BCI shall in no event be liable under any circumstances for incidental, punitive, consequential, exemplary or other damages, or for any damages to any structure or its contents or its occupants, whether any such claim is based upon theories of contract, warranty, negligence, tort, strict liability or otherwise. This express Warranty excludes all costs of labor, installation, reinstallation, freight, taxes or any other charge related to defective Trim Product. Some states do not allow the exclusion or limitation of incidental or consequential damages, so the above limitation may not apply to you.

This Warranty gives the Qualified Owner specific legal rights, and the Qualified Owner may have other rights which may vary from state to state.

For further information concerning this Warranty or to report claims, contact:

Boral Composites Inc.
Attention: Director of Sales and Marketing
200 Mansell Court East, Suite 305
Roswell, Georgia 30076

Installation Guidelines

The following information offers typical installation techniques when working with Boral TruExterior® Trim. This product should never be used in structural or load bearing applications. These directions are guidelines. As with installing any building material, care should be taken to adhere to local code requirements and construction best practices to ensure installation is adequate for each specific application.

Storage and Handling

Boral TruExterior® Trim should be stored on a flat, level surface. Pallets are shipped from the manufacturing facility in a protective covering and each board has a factory applied primer, so care should be taken to keep the board covered and free of dirt and debris. If the board gets dirty, make sure to clean and dry it prior to painting.

Working With Boral TruExterior® Trim

This product is an excellent replacement for wood trim and can be installed using proven woodworking tools and methods. For ease of use, consider the following before working:

- **Cutting** – Boral TruExterior® Trim can be cut using standard saw blades. However, for longer tool life carbide tipped blades are recommended.
- **Routing & Drilling** – Boral TruExterior® Trim can be drilled and routed using standard woodworking tools, but a carbide tipped router and drill bits are recommended.
- **Fastening**
 - Use fasteners designed for exterior trim and siding
 - Use 2 fasteners per every framing member and 3 fasteners for all 12" wide boards.
 - Fasteners should be installed every 24" OC or less. For best results, place fasteners within 2" of the edge of each board.

For 2x applications:

- Use a fastener that is long enough to penetrate a solid wood substrate a minimum of 1 1/2"
- Fasteners should penetrate a framing member. Sheathing alone may not provide adequate support or holding power.
- **Safety** – In working with any product that may cause airborne debris such as nuisance dust, be sure to take proper measures to protect against eye and inhalation hazards.

Standard nail guns and screws can be used to install Boral TruExterior® Trim as it takes a variety of fasteners with ease and does not mushroom at the screw head nor require pre-drilling.

Boral TruExterior® Trim is a non-structural building material and should never be used in load-bearing or structural applications. Fasteners should be installed every 24" OC or less. For best results, be sure to place fasteners within 2" of the end of every board. Proper care should be taken to understand the desired application and ensure that proper framing and fasteners are adequate for the installation.

Expansion and Contraction – Boral TruExterior® Trim is very stable⁺ during periods of temperature and moisture change; no special precautions are necessary to control or limit movement.

Use at Grade – Since Boral TruExterior® Trim is virtually impervious to water absorption, termite attacks and won't rot⁺, it is approved for ground contact.

Nail Holes and Repair – Filling nail and screw holes or repairing any minor damage caused by handling may be done using high-grade acrylic caulk or wood fillers.

Painting Boral TruExterior® Trim is a requirement, and failure to do so will void the warranty. As in preparing for any painting project, be sure the surface of the product is free of dirt, debris or other contaminants prior to paint application. Boral TruExterior® Trim can be painted using any high grade exterior paint. Make sure to follow the paint manufacturer's application recommendations.

More information can be found in Boral's technical bulletin for paint or in the product warranty. Both documents can be found at www.BoralTruExterior.com.

Boral TruExterior® Trim may be painted any color without special precaution as the product is not prone to excessive movement due to heat buildup.⁺

Boral TruExterior® Trim is virtually impervious to moisture⁺, so there is no need to prime or paint end-cuts or field-cut edges.

Moisture cycling is a primary cause for paint failure on wood products. Since Boral TruExterior® Trim is resistant to this moisture cycling⁺; paint will perform better.

⁺Please see the Boral TruExterior® Trim Product Data Sheet at www.BoralTruExterior.com for property test results.

ULTIMATE VENTING PICTURE



ULTIMATE CASEMENT VENTING PICTURE WINDOW IN DESIGNER BLACK

MARVIN SIGNATURE COLLECTION



ULTIMATE CASEMENT VENTING PICTURE WINDOW IN DESIGNER BLACK

ULTIMATE VENTING PICTURE

The Ultimate Venting Picture window-exclusive to Marvin-is a beautiful way to bring natural light and fresh air into a room. Designed with a patented hidden screen system, it opens evenly on all sides for passive air exchange, adding comfort and air flow to your home.



INTERIOR

EXTERIOR

VENTILATION SCREEN

ULTIMATE PICTURE



ULTIMATE CASEMENT PICTURE WINDOW IN DESIGNER BLACK



ULTIMATE PICTURE WINDOW IN WHITE

ULTIMATE PICTURE

The non-operable Ultimate Picture window is a beautiful way to bring natural light into a room or highlight an unobstructed view. With consistent sizing and profiles, the Picture window makes a perfect complement to the Ultimate double hung, single hung, and casement windows. The non-operable Direct Glaze Picture window provides a clean, contemporary look with a larger daylight opening.



DIRECT GLAZE PICTURE WINDOW INTERIOR VIEW

IN-SASH PICTURE WINDOW INTERIOR VIEW

DIRECT GLAZE
Direct glaze refers to a window with no sash. The glass is glazed directly into the frame and is stationary.

IN-SASH
In-sash Picture windows are non-operable, and they can match the profiles of windows with operable sash.

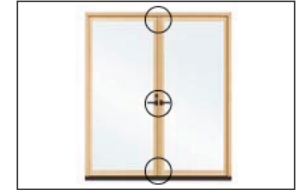
DOOR FEATURES + OPTIONS



BEAUTY WITH PERFORMANCE
Designed for durability and to minimize air and water infiltration. Many of our door products are certified to a light commercial rating of PG40.



SOLID WOOD PANELS + FRAMES
The sound of a Marvin door closing is a quiet statement of quality. Wood in the panels and frames make for an elegant, crafted look and feel, and provides a weather-tight closure for outstanding energy efficiency.



MULTI-POINT LOCKING SYSTEM
Concealed stainless steel head and foot bolts within the door secure it solidly at three points. Choose either a keyed or non-keyed lever handle. Multi point lock comes standard.

ADJUSTABLE HINGE
Standard on swinging doors, an adjustable hinge makes it easy to fine-tune the fit of a swinging door over the door's lifetime. Available in a variety of finishes, plus coastal options.

SILLS
Our Performance and Accessibility Sills are made of durable Ultrex fiberglass and provide solutions for varying applications.

RAISED AND FLAT PANELS
Raised and flat panels add depth and style to sliding and swinging French doors, including arch top swinging doors. This option changes the overall aesthetic of your door when less than a full lite of glass is desired.



ACCESSIBILITY SILL



PERFORMANCE SILL



ULTIMATE MULTI-SLIDE DOOR IN EBONY

MARVIN SIGNATURE® COLLECTION

ULTIMATE SWINGING NARROW PROFILE DOOR



ULTIMATE INSWING DOOR IN HAZELNUT WITH UNEQUAL PANEL WIDTHS AND MINIMALIST HANDLE IN MATTE BLACK



ULTIMATE INSWING DOOR IN PINE WITH MATTE BLACK HARDWARE

ULTIMATE SWINGING NARROW PROFILE DOOR

The Ultimate Swinging Narrow Profile door, available in both inswing and outswing, is expertly crafted to provide industry-leading performance with narrow sightlines and robust 2 ¼ inch standard panel thickness. Featuring contemporary 3 inch stiles and rails along with square interior and exterior glazing profiles. Choose from one or two operating panels in configurations up to 4 panels. Sizes up to 10 feet high and 14 feet wide.



INSWING
INTERIOR



INSWING
EXTERIOR



MINIMALIST HANDLE
IN MATTE BLACK

ULTIMATE SWINGING FRENCH DOOR G2



ULTIMATE INSWING FRENCH DOOR G2 WITH OIL RUBBED BRONZE HARDWARE

MARVIN SIGNATURE® COLLECTION



ULTIMATE INSWING FRENCH DOOR G2 AND ELEVATE DIRECT GLAZE WINDOW IN WHITE WITH SIMULATED DIVIDED LITES

ULTIMATE SWINGING FRENCH DOOR G2

The Ultimate Swinging French door G2, available in both inswing and outswing, delivers a traditional aesthetic with a 4 3/4 inch stile and top rail and a 4 3/4 inch or 8 1/8 inch bottom rail. Select sizes up to 10 feet high and 14 feet wide to maximize views and access to the outdoors. Choose up to 4 panels with an Ogee interior glazing profile.



INSWING INTERIOR



INSWING EXTERIOR



INTERIOR FINISH OPTIONS

PINE

VERTICAL GRAIN
DOUGLAS FIR

MIXED GRAIN
DOUGLAS FIR

CHERRY

WHITE OAK

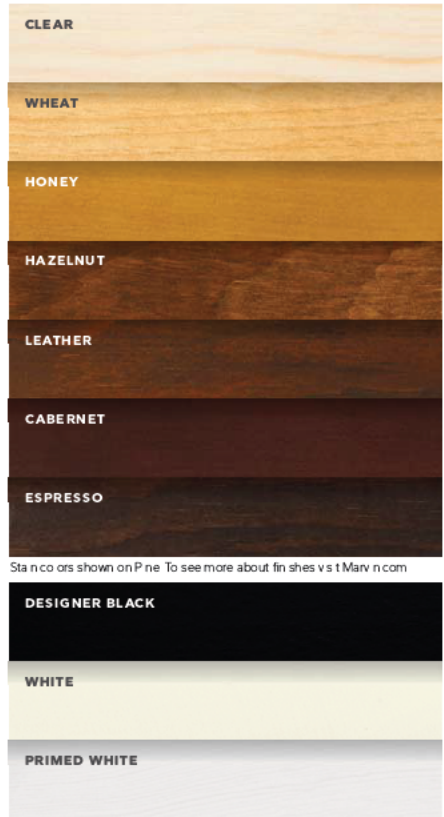
HONDURAN MAHOGANY

WOOD SPECIES

Offering a rich, warm look, many custom options, and design versatility, wood is a premium choice. Wood can be used on both the interior and exterior of our Ultimate windows and doors and provides great insulation. Treatments such as stain and paint work well when applied. Marvin sources the best, highest quality raw wood and uses refined techniques to process it.

STAIN + PAINT

Compared to painting or staining on the job site, our factory finishes provide consistent quality and performance. Our extensive knowledge about wood as a material and how it handles stains and paints, and the many years we've spent perfecting our finishing process, ensures your windows and doors arrive ready to install.



Stain colors shown on Pine. To see more about finishes visit Marvin.com

EXTERIOR FINISH OPTIONS

STONE WHITE

COCONUT CREAM

SIERRA WHITE

CASHMERE

PEBBLE GRAY

HAMPTON SAGE

CADET GRAY

CLAY

CASCADE BLUE

SUEDE

GUNMETAL

WINEBERRY

BRONZE

BAHAMA BROWN

EVERGREEN

EBONY

BRIGHT SILVER (PEARLESCENT)

COPPER (PEARLESCENT)

LIBERTY BRONZE (PEARLESCENT)

CUSTOM COLOR: ANY COLOR YOU WANT

EXTRUDED ALUMINUM

Extruded aluminum is an extremely tough cladding that protects wood windows, mimics the profiles of wood, and provides superior durability. It is the most commonly ordered exterior material for our Ultimate products.

Select from our palette of 19 durable extruded aluminum colors, including a spectrum of rich hues and three pearlescent finishes. If you have more specialized needs, we can also work with you to create a custom color.

WOOD

Wood is a premium material for windows and doors, offering classic aesthetic appeal, many options for customization, and design versatility.

We treat exposed millwork with a water repellent wood preservative to help it last longer. Choose from one of the four options below. Each is ready to be finished to match your project's exacting requirements.

PINE

VERTICAL GRAIN
DOUGLAS FIR

MAHOGANY

WESTERN RED CEDAR
Exterior trim package only

MARVIN®



Double Hung G2 window in Ebony



Double Hung G2 window in Suede



Outdoor Kitchens & Carts

Assembly & Installation

Thank You!

Thank you for purchasing a Stoll Outdoor Kitchen! We are confident this quality product will last you for years to come. If you need further help or additional information regarding installation, please reach out to your local dealer for assistance.

Included Parts & Tools

The following parts and tools are included with your outdoor kitchen.

Leveling Legs: 4

Storm Tie-down Straps: 4

Photos of Completed Products

We would love to see pictures of your finished and installed project! Please send images to photos@stollindustries.com. High quality images will likely be featured on our social media or website!

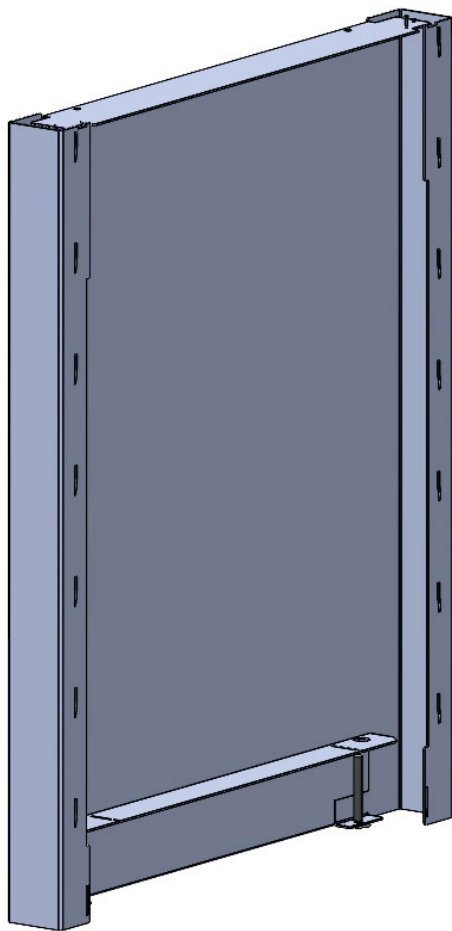


Shell Construction

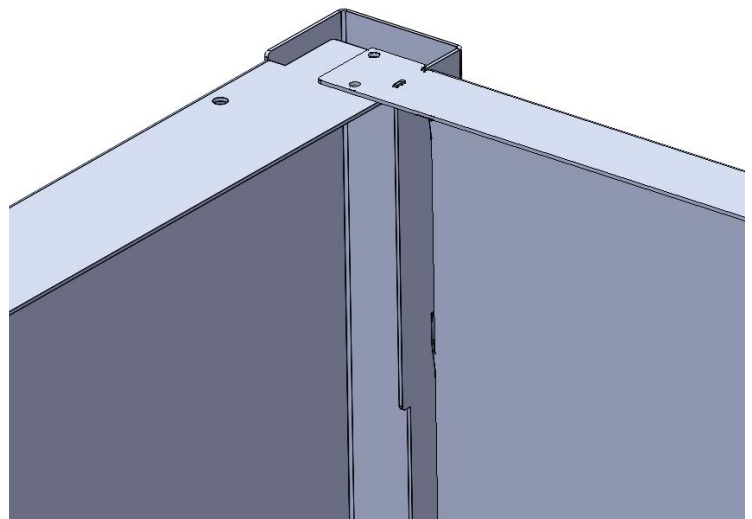
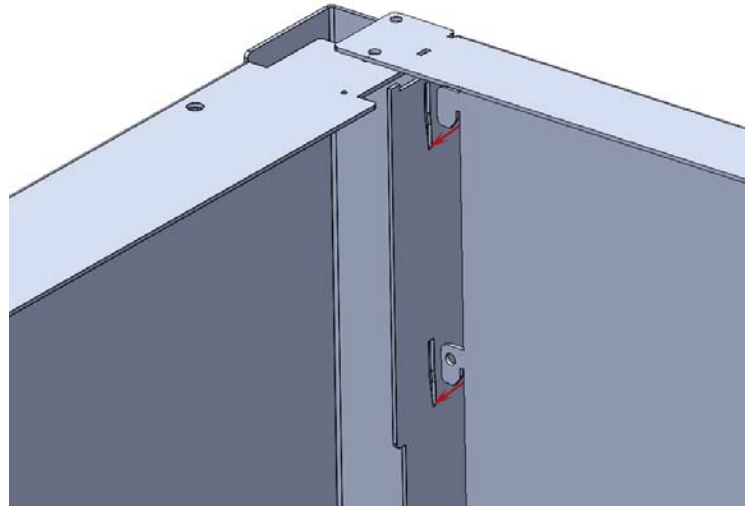
Your kitchen should arrive pre-assembled, however large kitchens may arrive in multiple sections. If your kitchen contains multiple sections please see the following instructions. Otherwise, skip to page 4.

The primary fastening mechanism is a slot and cleat system that is laser cut in the supports and panels. The vertical supports will have slots cut in them that correspond with cleats that are cut in the front and back panels.

Connect your kitchen sections by sliding the cleat system of each section into the corresponding slots of the adjoining section. Using a rubber mallet, ensure cleats are fully seated.

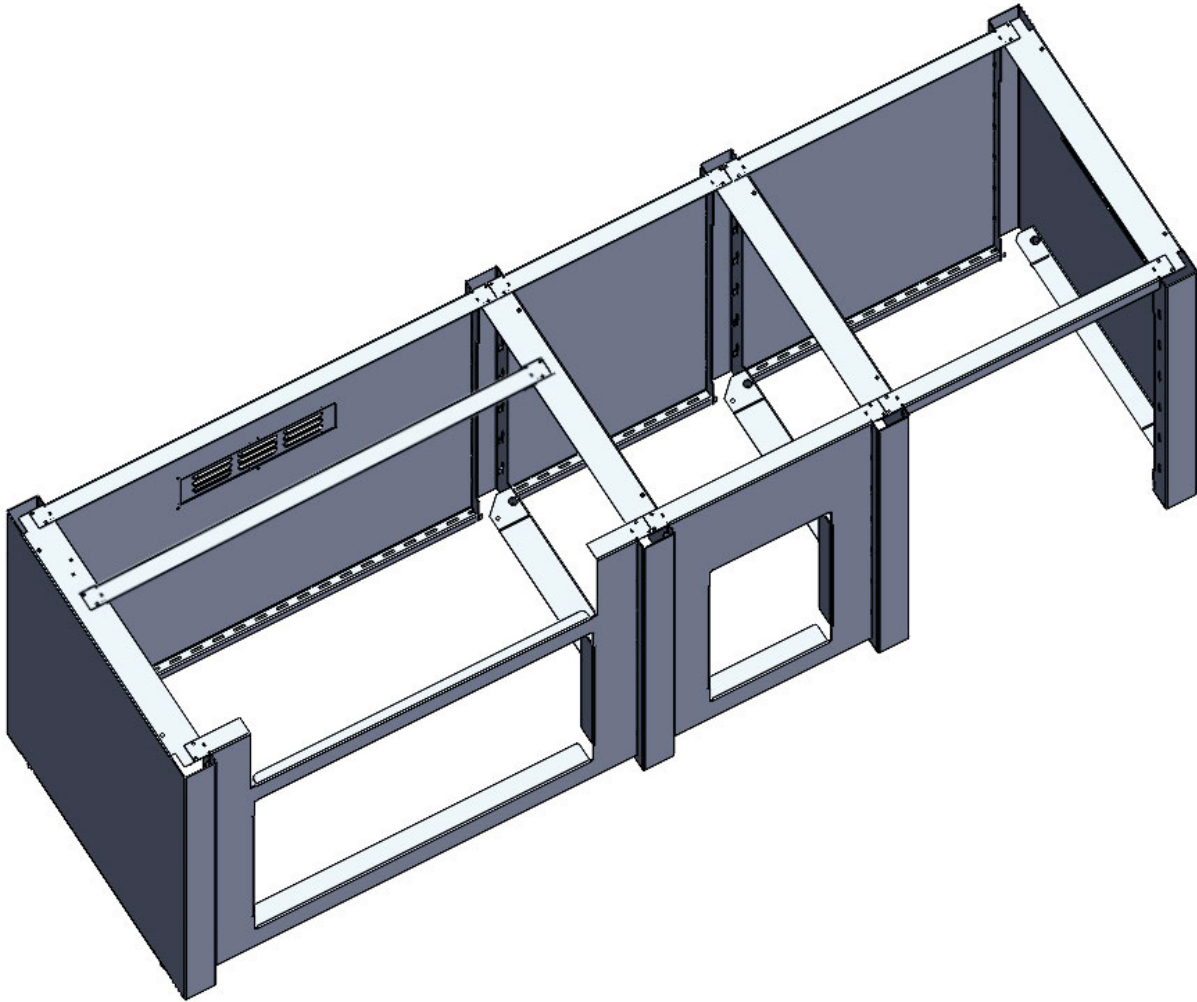


Vertical Support

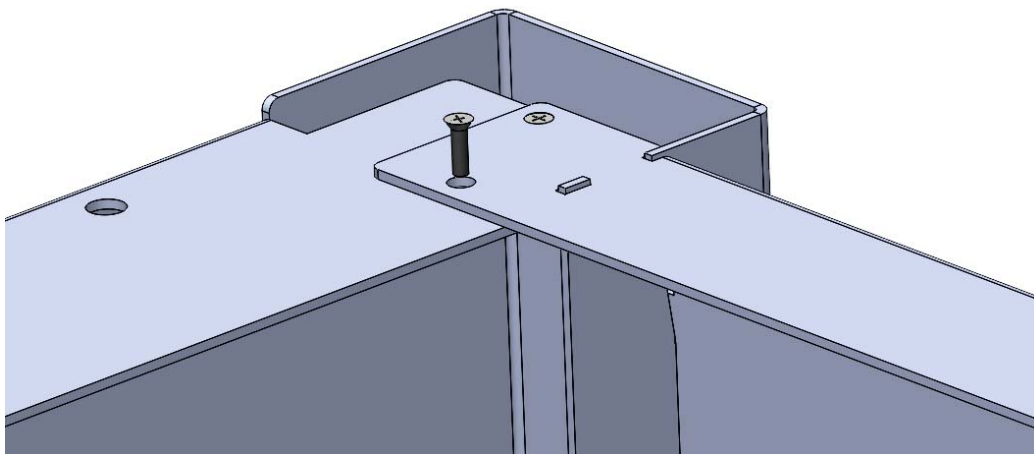


Shell Construction Continued

Although your kitchen design and layout may vary, always follow the same process for each adjoining section. Repeat this process until all sections are connected.



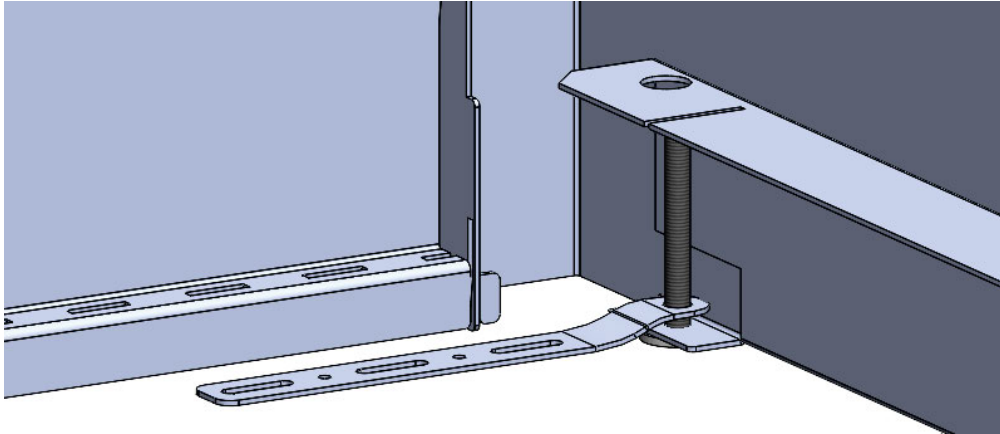
Using the provided screws, fasten each Support and Panel together in the corners of each section.



Leveling System

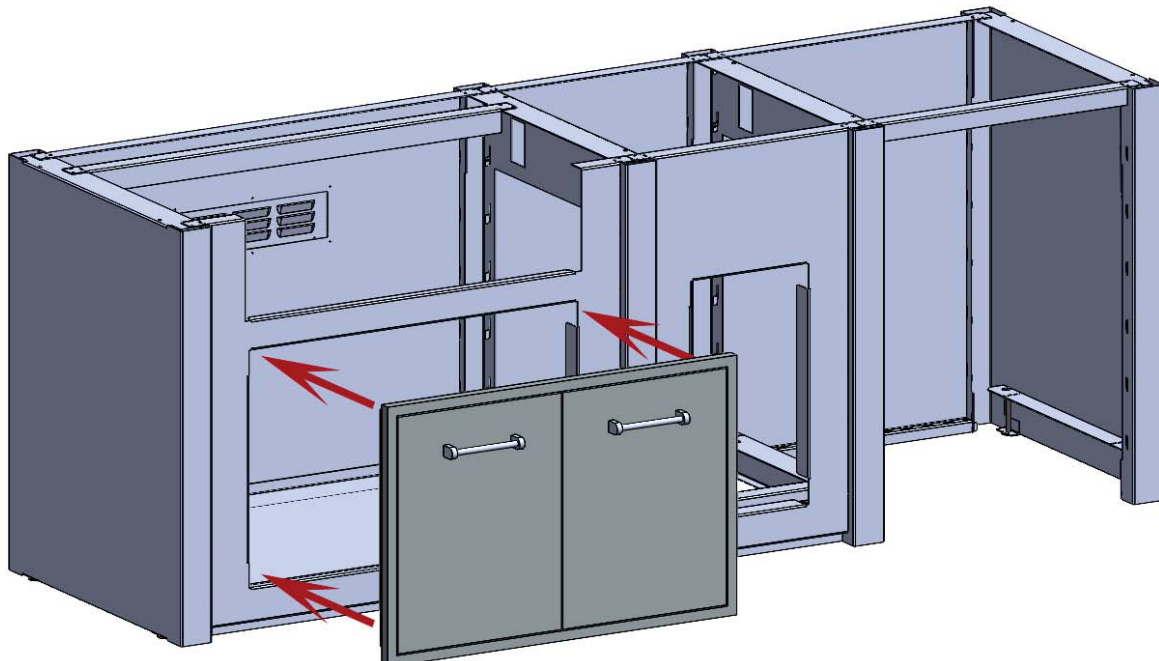
Each unit will come with an adjustable leveling kit. If desired, adjust with the included allen wrench as needed to achieve level. *Using the leveling feet will be at the discretion of the installer, Stoll Industries does not require that the feet be used to elevate the product.*

If desired, insert included storm tie-down straps over leveling legs, and secure in place with the appropriate fasteners (*not included*).



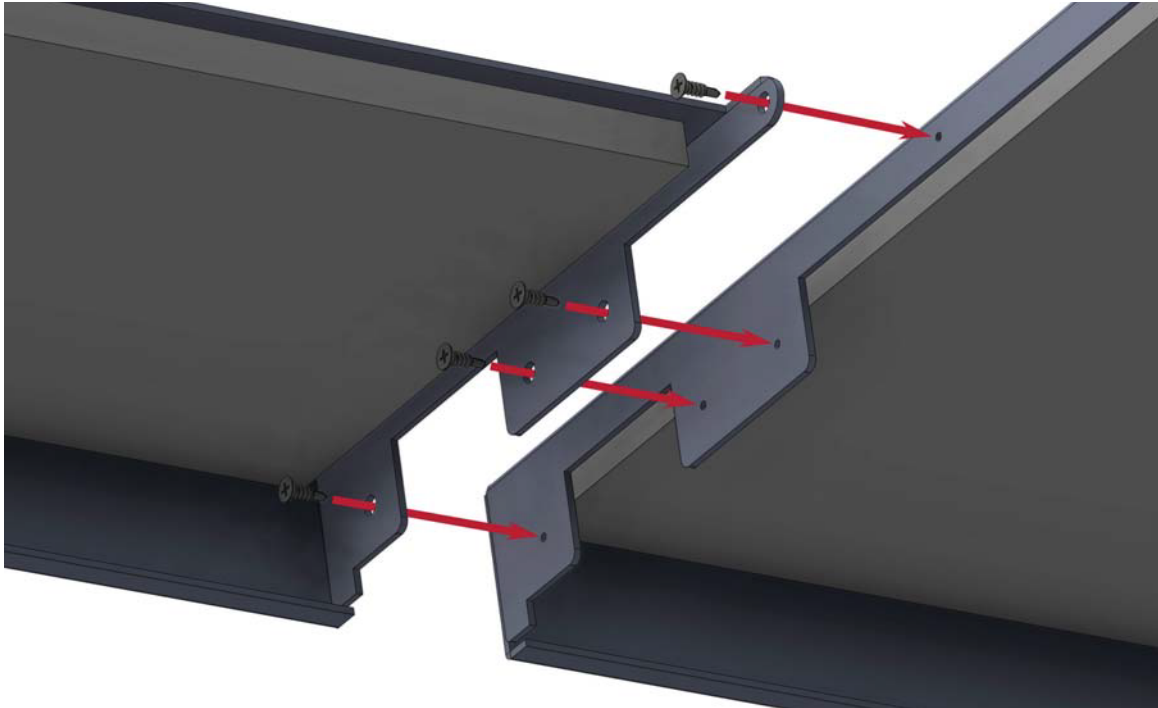
Component Installation

Stoll Components will come pre-installed. If you purchased 3rd party Components, please follow the manufacturer instructions for installation. Typically, the component will be fastened to the formed return in each opening.

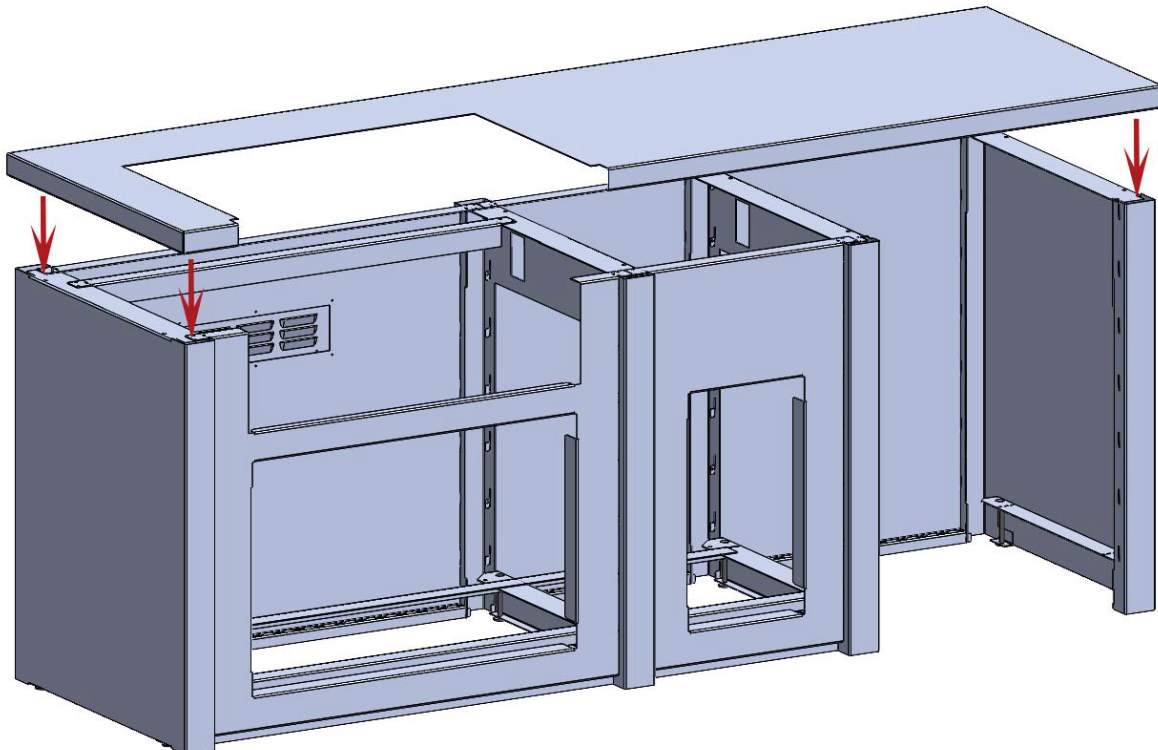


Countertop Installation

If your countertop has multiple sections, fasten them together with the provided screws. Each section has pre-drilled holes corresponding with the next section.

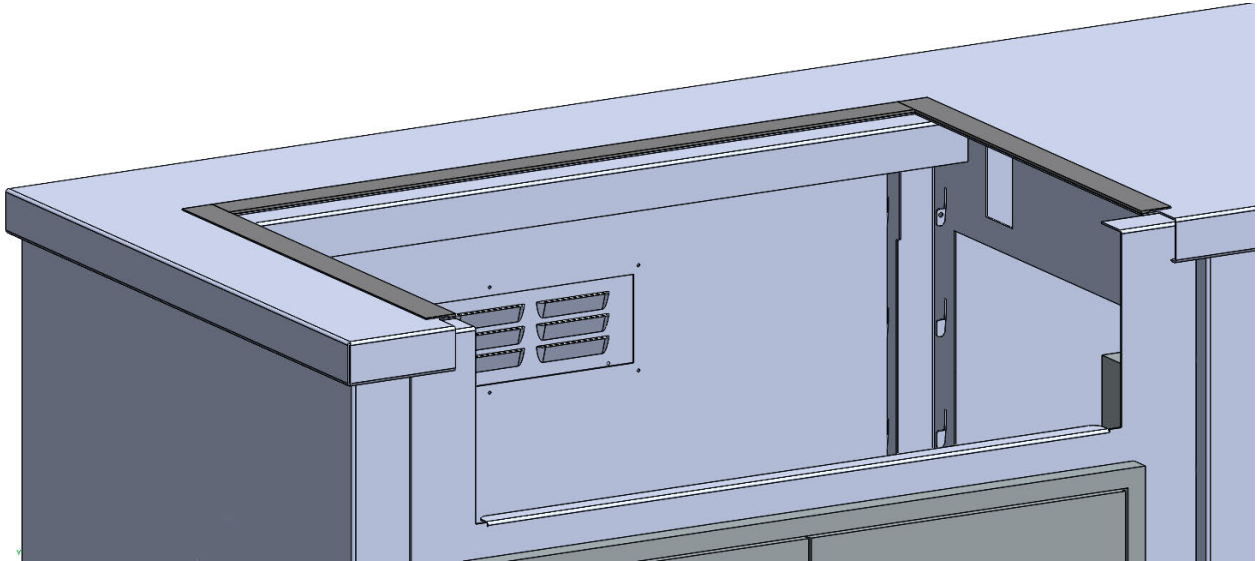


Lower the countertop into place on top of the kitchen. The countertop should cover the top of the kitchen shell, and overlap downwards several inches on all sides. *Glue or silicone may be used to secure the countertop, but will make it very difficult to remove in the future to replace panels or disassemble the kitchen.*



Grill Installation

Your countertop will be pre-cut to the specifications provided for your specific grill. Please trim the provided Gasket as needed for your application. Following any specific instruction provided by the manufacturer, install your Grill into the countertop.



Completion

Install any remaining components, and enjoy!



Operation & Maintenance

To ensure a lifetime of use, and extend the longevity and beauty of your product, we recommend regular care and cleaning of your Outdoor Kitchen.

Routine cleaning can be accomplished by rinsing away dirt and debris, and then gently wiping with a damp, non-abrasive cloth or sponge using warm water. Towel drying will help prevent water spotting. If additional cleaning is necessary, mild household cleaners can be used. The use of solvents or abrasive cleaners may damage the product's finish, always test any cleaning solution in an inconspicuous area before applying to the entire product.

Storing objects on the surface for extended periods of time may trap moisture and debris, and dis-color or damage the finish.

Placing hot items directly on any surface of your outdoor kitchen may damage the finish. Hot ashes and exposure to ash debris over long periods of time may also cause damage.

Appliance and stainless steel cleaning solvents should never come in contact with your outdoor kitchen surface. Spray the solvent onto a cloth and wipe only on the appliance surface to help eliminate overspray.

Light or superficial scratches to the finish are likely to occur during normal use and do not affect the integrity of the product. Using your outdoor kitchen surfaces as a cutting board for food, or sliding items such as grilling tools, utensils, and abrasive or ceramic items across the surface may also cause wear and tear.

Warranty

Your Stoll Products are covered by a 7 year limited warranty. For more information, please visit www.stollindustries.com/resources. All warranty claims must be placed through your local dealer.

WARNING

This product can expose you to chemicals including Carbon Black, which is known to the state of California to cause Cancer. For more information go to www.P65Warnings.ca.gov

EUROPEAN COPPER

Pawn



Our smallest chimney pot, the Pawn makes a nice addition to chimneys that are small in scale.

Fits up to a 13" x 13" flue.

Base: 1'-8"

Height: 2'-2'

Weight: 21 lbs

Overview

Quick Specs

Installation Instructions

Fireplace Compatibility:

- Clay Tile/ Masonry
- Pre-engineered

- B-vent

Approved Fireplace Systems

Specifications (for architects)

Proportion Recommendations

Ways to Use Our Chimney Pots

Approved for Use with These Fireplace Systems:

- Fire Rock
 - Heat N Glo
 - Kozy Heat
 - Mason Lite
 - Napoleon
 - Rumsford
 - Sonoran
 - Vermont Castings
 - UL-approved for standard masonry fireplaces
 - FMI/Desa
-
- Isokern
 - Lennox
 - Mendota
 - Quadra-Fire
 - Selkirk
 - Town and Country
 - Heatilator
 - Kingsman
 - Majestic

- Monessen
- Regency
- Simpson Duravent Travis Industries



Copper Finish



Freedom Grey Finish

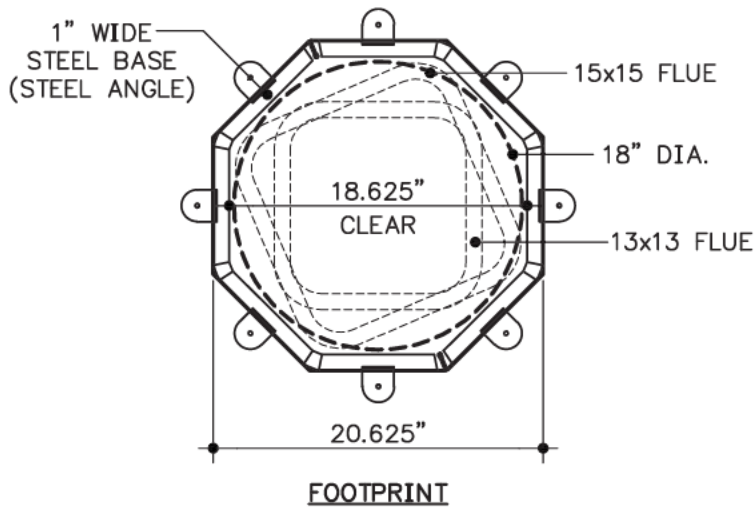
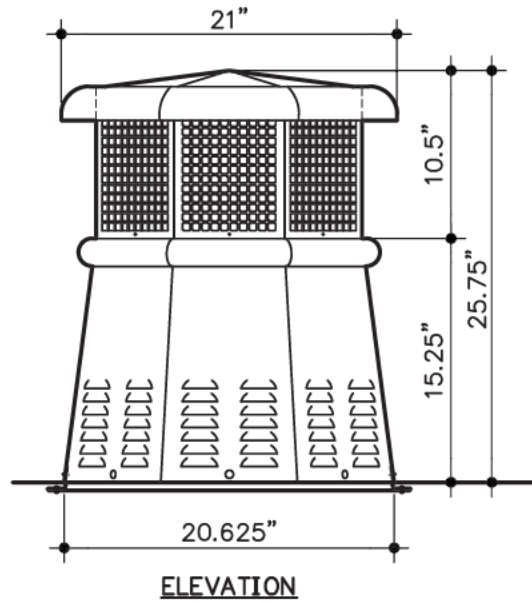
CALL 800-391-0014 FOR MORE INFORMATION.

U.S. Patent Numbers:

6,926,600

D535,010S

7,179,164



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COPPER
PAWN
EC-O-1924-1

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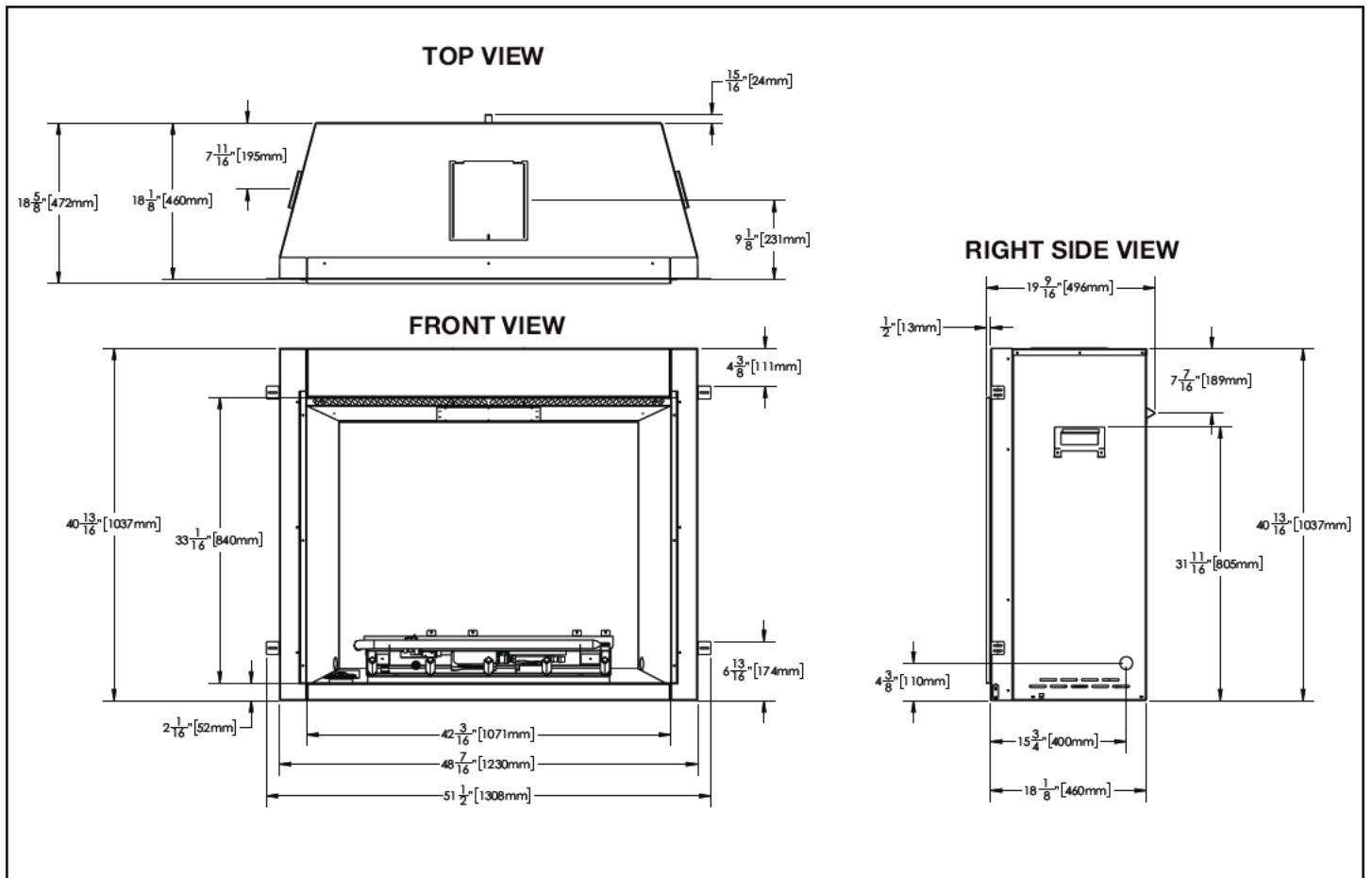
RSS42 CLEAN FACE OUTDOOR GAS FIREPLACE



Specifications

Model	BTU	Width		Height		Depth		Viewing Area
		Actual	Framing	Actual	Framing	Actual	Framing	
RSS42	60,000	48 7/16"	49"	40 13/16"	41 1/2"	18 1/8"	19 9/16"	42 3/16" X 33 1/16"

Dimensions



Appliance Location

Fig. 1

Fig. 2

Fig. 3

Ensure at least 30% of the outdoor living space periphery is open and unobstructed.

Any enclosure (shelter) in which the appliance is used must comply with one of the following:

With walls on all sides, but at least one permanent opening at ground level and no overhead cover (**FIG. 1**).

Within a partial enclosure which includes an overhead cover and no more than two sidewalls. These sidewalls may be parallel, as in a breezeway, or at right angles to each other (**Fig. 2**).

Within a partial enclosure which includes an overhead cover and three sidewalls, as long as 30 percent or more of the horizontal periphery of the enclosure is permanently open (**Fig.3**).

W415-10001318 / --1 / 05.15.24

RSS42 CLEAN FACE OUTDOOR GAS FIREPLACE



Product information provided is not complete and is subject to change without notice. Please consult the installation manual for the most up to date installation information.

Framing

Minimum Enclosure Clearances

RSS42	
A	19 9/16" (497mm)
B	49" (1245mm)
C	41 1/2" (1054mm)
D	72" (1829mm)

This appliance requires a minimum enclosure height of 72" (1829mm). For temperature requirements, the enclosure space around and above the appliance must be left unobstructed.

Minimum Clearance to Combustible Enclosures

Do not put objects in front of the appliance (minimum distance of 4 feet)

note:
There are two gas inlet locations one on either side of the firebox enclosure. Identify the preferred inlet and remove the corresponding knock out prior to install.

Combustible Mantel Clearances

MANTEL HEIGHT

MANTEL DEPTH

FIRE PLACE OPENING

TOP OF APPLIANCE

MANTEL

FINISHING TRIM

MAX. 4" PROTRUSION DEPTH

35 1/8" (892mm)

With 4" non-combustible protrusion clearances.

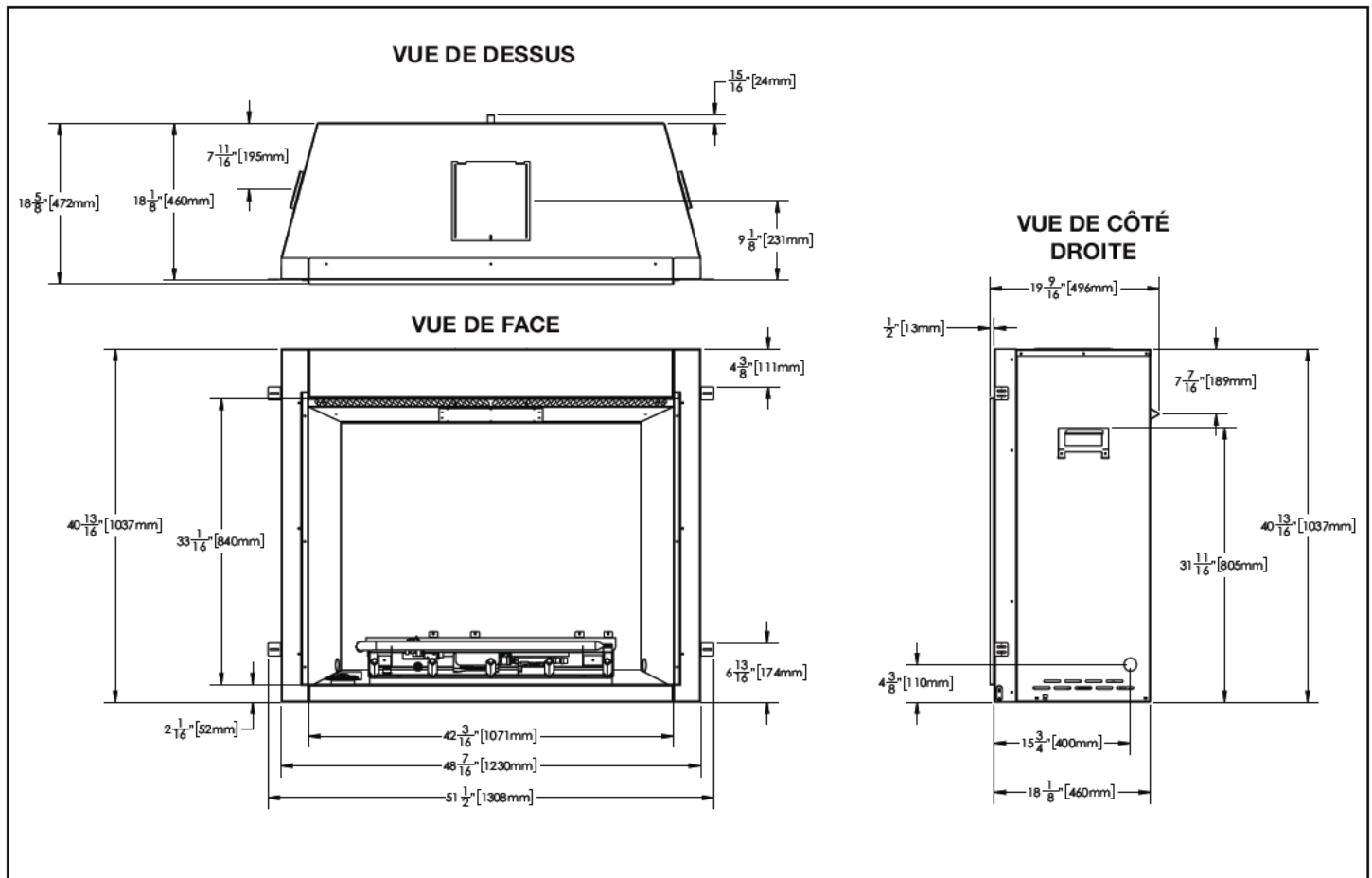
FOYER AU GAZ EXTÉRIEUR RSS42 PLEINE VISION



Spécifications

Modèle	BTU	Largeur		Hauteur		Profondeur		Dimensions de Vision
		Réel	Ossature	Réel	Ossature	Réel	Ossature	
RSS42	60 000	48 7/16"	49"	40 13/16"	41 1/2"	18 1/8"	19 9/16"	42 3/16" X 33 1/16"

Dimensions



Emplacement de l'Appareil

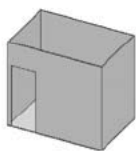


Fig. 1

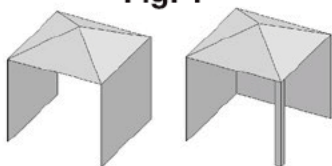


Fig. 2

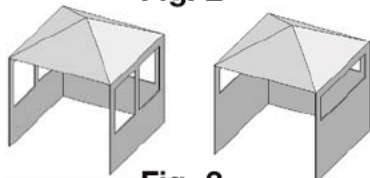


Fig. 3

Veiller à ce qu'au moins 30 % de la périphérie de l'espace de vie extérieur soit ouverte et dégagée.

Toute enceinte (abri) dans laquelle l'appareil est utilisé doit être conforme à l'une des dispositions suivantes :

Installation à l'intérieur d'une enceinte qui comporte des murs de chaque côté, mais au moins une ouverture permanente au niveau du sol et aucun recouvrement sur le dessus (Fig. 1).

Installation à l'intérieur d'une enceinte partielle qui comprend un recouvrement sur le dessus et deux murs latéraux au maximum. Ces murs peuvent parallèles l'un par rapport à l'autre, comme dans un passage couvert, ou former un angle droit (Fig. 2).

L'installation à l'intérieur d'une enceinte partielle qui comprend un recouvrement sur les dessus et trois murs latéraux, dans la mesure où 30 pour cent plus de la périphérie horizontale de l'enceinte est ouverte en permanence (Fig.3).

FOYER AU GAZ EXTÉRIEUR RSS42 PLEINE VISION



Information du produit fourni n'est pas complet et est sujet de changer sans préavis. Consultez le manuel d'installation pour information d'installation actuel.

Ossature

Dégagements Minimaux de l'Enceinte

RSS42	
A	19 9/16" (497mm)
B	49" (1245mm)
C	41 1/2" (1054mm)
D	72" (1829mm)

L'enceinte de l'appareil doit avoir une hauteur minimale de 72" (1829mm). Afin de respecter les contraintes de température, l'espace à l'intérieur de l'enceinte, autour de l'appareil et au-dessus doit demeurer sans obstructions.

Dégagements Minimaux de l'Enceinte Combustibles

Ne placez pas d'objets devant l'appareil (distance minimale de 4 pieds).

note:
Il y a deux emplacements d'entrée de gaz, un de chaque côté de l'enceinte de la chambre de combustion. Identifiez l'entrée préférée et retirez l'obturateur correspondant avant l'installation.

Dégagements Minimaux de la Tablette

HAUTEUR DE LA TABLETTE

PROFONDEUR DE LA TABLETTE

OUVERTURE DE LA CHEMINÉE

DESSUS DE L'APPAREIL

TABLETTE

MAX. 4" PROFONDEUR DE SAILLIE

FINITION DE LA GARNITURE

35 1/8" (892mm)

Avec un dégagement de 4 pouces pour les saillies non combustibles.



**SPECIAL USE PERMIT – MINOR CHANGE
490 HIBBARD ROAD
WRITTEN ORDER OF APPROVAL**

WHEREAS, The Winnetka Platform Tennis Club (the “Applicant”), with the consent of the Winnetka Park District, the owner of the property located at 490 Hibbard Road, (the “Subject Property”) has filed an application seeking the following approval:

1. A Minor Change to a special use permit to allow changes to the previously approved paddle hut additions and decking on the Subject Property.

WHEREAS, the Subject Property, which is 162.91 acres in size, is located on the west side of Hibbard Road, between Cherry and Pine Streets and contains the Winnetka Park District Campus. The location of the eight (8) existing platform tennis courts and paddle tennis hut are located immediately west of the tennis courts (see Figure 2).

WHEREAS, The Winnetka Park District has been operating on the Subject Property for many years. The facilities and activities offered over the years have expanded several times and site improvements have been made. There are ten (10) previous zoning cases on file for the Subject Property, three of which are related to the existing platform tennis courts and paddle hut:

1. Ordinance M-15-2004 was adopted in April 2004 by the Village Council, granting an amendment to an existing Special Use Permit to allow construction of what is now the existing paddle tennis hut;
2. Ordinance M-12-2007 was adopted in August 2007 by the Village Council, granting an amendment to an existing Special Use Permit to allow construction of two additional platform tennis courts; and
3. Ordinance M-18-2021 was adopted in November 2021 by the Village Council, granting an amendment to an existing Special Use Permit to allow construction of two additional platform tennis courts and additions to the existing paddle hut.

WHEREAS, the amended design represents a decrease of 451 square feet of gross floor area and 856 square feet of impermeable lot coverage. The roofed lot coverage remains the same.

WHEREAS, Pursuant to Section 17.56.130.B. of the Zoning Ordinance, a Minor Change in a special use may be approved by the Village Manager, following receipt of a report and recommendation from the Director of Community Development. A Minor Change does not require separate approval by the Village Council.

NOW, THEREFORE BE IT RESOLVED, by the Village Manger of the Village of Winnetka, Cook County, Illinois, THAT:

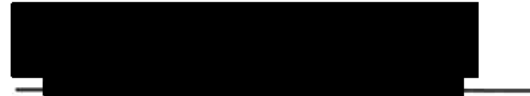
Findings: The Village Manager hereby finds that the requested change to allow the reconfiguration of an addition to an existing structure does qualify as a Minor Change to the Special Use as provided in Section 17.56.130 of the Zoning Ordinance because it: (i) is consistent with the standards and conditions applicable to the special use; (ii) does not alter the concept or intent of the special use; and (iii) does not materially:

1. increase the special use's density;
2. increase the special use's operational intensity;
3. change programming in a way that alters the fundamental character of the existing special use;
4. change the use or add new uses;
5. increase the extent of the measurement of any applicable bulk regulation;
6. reduce open space;
7. expand, relocate, or add new parking areas;
8. relocate pedestrian walkways or access points;
9. alter alignment of roads, utilities, or drainage; or
10. change or conflict with any standard or condition imposed by the Village Council in approving the special use.

Approval: The Requested Minor Change to the Special Use for the Subject Property is hereby approved with the following condition:

- a. Subject to the Design Review Board's approval of the Certificate of Appropriateness; and

APPROVED THIS 22nd day of October, 2025



Kristin Kazenas, Village Manager

AN ORDINANCE GRANTING A SPECIAL USE PERMIT FOR THE CONSTRUCTION OF AN ADMINISTRATION BUILDING FOR THE WINNETKA PARK DISTRICT (490 Hibbard)

WHEREAS, the Winnetka Park District is the owner of the following described real estate (the “Subject Property”):

The South half of the Northeast Quarter of the Northeast Quarter of Section 19, Township 42 North, Range 13, East of the Third Principle Meridian in the Village of Winnetka, Cook County, Illinois

commonly known as 490 Hibbard, Winnetka, Illinois, which is located in the R-2 Single-Family Residential Zoning District provided in Winnetka Zoning Ordinance, Title 17 of the Winnetka Village Code; and

WHEREAS, Subject Property is a 135-acre parcel that is part of the Skokie Play Fields, and is improved, in part, with a paddle hut located behind the A.C. Nielsen Tennis Center, which is on the west side of Hibbard Road north of Oak Street; and

WHEREAS, pursuant to Section 17.56.010 of the Winnetka Zoning Ordinance, the Winnetka Park District has applied for an amendment to its existing special use permit, to allow the construction of a new paddle tennis hut that will have a larger footprint and will be located just to the west of the existing hut; and

WHEREAS, the proposed new paddle hut will replace the existing 496-square foot paddle tennis hut with a 1,439-square foot building that will include a meeting and viewing room, a kitchen, a fireplace, and men’s and women’s restrooms that comply with the Americans With Disabilities Act; and

WHEREAS, the proposed new facility will also include a 1,550-square foot deck around the building, replacing an existing 680-square foot deck; and

WHEREAS, on March 29, 2004, pursuant to due notice thereof, the Zoning Board of Appeals conducted a public hearing on the requested special use and, by the unanimous vote of the six members of the Board then present, has reported to the Council, recommending that the requested special use be granted; and

WHEREAS, the proceedings of the Zoning Board of appeals complied with all applicable procedural requirements, including allowing the cross-examination of witnesses by interested parties, as provided in the rules of the Zoning Board of Appeals; and

WHEREAS, on March 18, 2004, on due notice thereof, the Design Review Board considered the proposed building plans and issued favorable comment on the proposed design; and

WHEREAS, on February 25, 2004, pursuant to due notice thereof, the Plan Commission considered the special use application and, by the favorable vote of seven of the nine members then present, with one member opposed and one member abstaining, found that the proposed special use is consistent with the Comprehensive Plan, *Winnetka 2020*; and

WHEREAS, although the Plan Commission made favorable findings, the members expressed some concern about the impact of the expanded building on parking and suggested that further information be gathered regarding parking demands and the adequacy of the existing parking facilities; and

WHEREAS, the Village Council accepts the Plan Commission’s finding that the proposed special use is consistent with the Comprehensive Plan’s goals of preserving or expanding the quantity, quality and distribution of open space and recreational opportunities, and of protecting the Village’s natural features and environmental resources; and

WHEREAS, the Village Council accepts the Plan Commission’s finding that the proposed special use is consistent with the Winnetka Comprehensive Plan’s Village Character and Appearance Objective of encouraging organizations in their efforts to beautify the Village and of using high quality design materials when constructing public improvements; and

WHEREAS, the Village Council accepts the Plan Commission’s finding that the proposed special use is consistent with the Winnetka Comprehensive Plan’s Village Parks, Open Space, Recreation and Environment Objective of supporting the development of recreational facilities to meet the needs of residents of all ages; and

WHEREAS, the Village Council accepts the Plan Commission’s finding that the proposed special use is consistent with the recommendation stated in Section 4.3.6 of the Comprehensive Plan to ensure that proposals do not have an adverse impact on the residential character of the surrounding residential neighborhoods; and

WHEREAS, the Village Council accepts the Plan Commission’s finding that the proposed special use is consistent with the recommendation stated in Section 4.3.6 of the Comprehensive Plan to cooperate with the Winnetka Park District in achieving the District’s goal of providing Village residents with high quality recreational programs and open space; and

WHEREAS, the Village Council accepts the Plan Commission’s finding that the proposed special use is consistent with the recommendation stated in Section 4.3.6 of the Comprehensive Plan to work with the Park District to minimize the impact of existing programs on adjacent neighborhoods; and

WHEREAS, the Village Council accepts the Plan Commission’s finding that the proposed special use is consistent with the recommendation stated in Section 4.3.6 of the Comprehensive Plan to coordinate planning for any new facilities and programs to balance recreational needs of the community with the residential character of the surrounding neighborhood; and

WHEREAS, the Village Council accepts the Plan Commission’s finding that the proposed special use is consistent with the recommendation stated in Section 4.3.6 of the Comprehensive Plan to ensure that street and parking infrastructure are adequate and that other ancillary effects such as artificial lighting, noise and water run-off are held to acceptable levels, subject to the concerns expressed by the Plan Commission about potential negative impacts on the parking; and

WHEREAS, the proposed paddle hut will not be detrimental to the public health, safety, comfort, morals or general welfare of the Village, in that the proposed tennis hut is necessary to the operation of the Winnetka Park District and the provision of services to Winnetka residents, and the expanded, improved tennis hut will enable the paddle tennis program to continue, while providing ADA-compliant multi-purpose facilities; and

WHEREAS, the proposed paddle hut will not be substantially injurious to the use and enjoyment of other property in the immediate vicinity, nor will it substantially diminish or impair property values in the immediate vicinity, as the proposed addition will not alter the existing use of the Subject Property and will be located along the west side of the A. C. Nielsen Tennis Center, set well back from Hibbard Road and from the nearest residential property line; and

WHEREAS, the proposed paddle hut will not impede the normal and orderly development or improvement of other property in the immediate vicinity for uses permitted under applicable zoning regulations in that: (a) the size of the hut is small in relation to both the size of the Skokie Play Fields and to the established Park District facilities on the Subject Property; (b) the proposed paddle hut is consistent with the established use of the Subject Property; and (c) the proposed paddle hut is not in close proximity to any residential properties; and

WHEREAS, subject to the terms and conditions set forth in Section 3 of this ordinance, there is adequate parking on the Subject Property for the proposed paddle hut; and

WHEREAS, subject to the terms and conditions set forth in Section 3 of this ordinance, the proposed paddle hut will not alter the amount of parking on or the ingress or egress to the Subject Property, nor will it have a negative impact to vehicular or pedestrian traffic on the surrounding street system, in that the facility will be used from September 15 through April and thus will not coincide with the golf season, which ends at the end of September; and

WHEREAS, adequate utilities, access roads, drainage and other facilities necessary to the existing special use already exist on the Subject Property, and the proposed tennis hut will not require any additions to such facilities, as they will be attached to the A. C. Nielsen Tennis Center; and

WHEREAS, subject to the terms and conditions set forth in Section 3 of this ordinance, the special use will, in all other respects, conform to the applicable regulations of this and other Village ordinances and codes.

NOW, THEREFORE, the Council of the Village of Winnetka do ordain as follows:

SECTION 1: The foregoing recitals are hereby incorporated as the findings of the Council of the Village of Winnetka, as if fully set forth herein.

SECTION 2: Pursuant to Section 17.56.010 of the Zoning Ordinance, Title 17 of the Winnetka Village Code, the special use permit for the Subject Property, which is located in the R-2 Single-Family Residential Zoning District provided in said Zoning Ordinance, and is commonly known as 490 Hibbard Road, is hereby amended to permit the Winnetka Park District to replace the existing paddle hut with an enlarged tennis hut that will be located just to the west of the existing hut, near the rear of the A. C. Nielsen Tennis Center building, in accordance with the site plans and elevations submitted with the application for special use permit.

SECTION 3: The amended special use permit granted by this Ordinance is subject to the following terms conditions:

- A. The construction of the paddle hut shall commence within 12 months after the date of the adoption of this Ordinance.
- B. The parking for the enlarged paddle hut shall be re-evaluated by the Village Council in one year to determine whether it is adequate for the additional uses proposed for the paddle hut.
- C. The Park District shall monitor parking related to all uses of the paddle tennis hut through one complete season and shall report its findings to the Village Council. The report shall identify (i) any increases in parking demand resulting from the enlarged and enhanced use of the paddle hut and (ii) any conflicting demands for parking between the enlarged and enhance paddle hut and other activities on the Subject Property.

SECTION 4: Pursuant to Section 17.56.010(G) of the Zoning Ordinance, all stipulations, conditions and restrictions set forth in this Ordinance as part of the terms under which the special use is granted, may be modified or revised from time to time by the Village Council following public notice and hearing, using the same procedures set forth in the Zoning Ordinance or processing the original special use application.

SECTION 5: This Ordinance shall take effect immediately upon passage, approval and posting.

ADOPTED this 20th day of April, 2004, pursuant to the following roll call vote:

AYES: Trustees Abell, Eilers, Greenough, Ritchell and Tucker

NAYS: None

ABSENT: Trustee Webster

APPROVED this 20th day of April, 2004.

Signed:

//s//Michael F. Duhl

Village President

Countersigned:

//s//Douglas G. Williams

Village Clerk

Introduced: Waived

Posted: __

Passed and Approved: April 20, 2004

Posted: April 21, 2004

ORDINANCE NO. M-12-2007

AN ORDINANCE GRANTING A SPECIAL USE PERMIT TO ALLOW THE WINNETKA PARK DISTRICT TO CONSTRUCT TWO ADDITIONAL PLATFORM TENNIS COURTS (490 Hibbard)

WHEREAS, the Village of Winnetka is a home rule municipality in accordance with Article VII, Section 6 of the Constitution of the State of Illinois of 1970, pursuant to which it has the authority, except as limited by said Section 6 of Article VII, to exercise any power and perform any function pertaining to the government and affairs of the Village; and

WHEREAS, the Council of the Village of Winnetka (“Village Council”) find that establishing and applying standards for the use and development of lands and buildings within the Village are matters pertaining to the affairs of the Village; and

WHEREAS, the Winnetka Park District is the beneficial owner of the following described real estate (the “Subject Property”), which is commonly known as 490 Hibbard, Winnetka, Illinois:

The South half of the Northeast Quarter of the Northeast Quarter of Section 19, Township 42 North, Range 13, East of the Third Principal Meridian in the Village of Winnetka, Cook County, Illinois; and

WHEREAS, the Subject Property is located in the R-2 Single-Family Residential District provided in Chapter 17.24 of the Winnetka Zoning Ordinance, Title 17 of the Winnetka Village Code; and

WHEREAS, the Winnetka Park District is a body corporate and politic of the State of Illinois and operates a tennis complex on the Subject Property, which is a 135-acre parcel that is part of the Skokie Play Fields, and is improved, in part, with a paddle hut and four platform tennis courts that are located north of Oak Street on the west side of Hibbard Road and behind the A.C. Nielsen Tennis Center; and

WHEREAS, park facilities are permitted as special uses in the R-2 Single-Family Residential District, subject to the conditions and requirements pertaining to special uses, as set forth in Chapter 17.56 of the Winnetka Zoning Ordinance; and

WHEREAS, the Winnetka Park District (“Applicant”) has filed an application for an amendment to its existing special use permit pursuant to Section 17.56.010 (I) of the Winnetka Zoning Ordinance, to allow the construction of two additional platform tennis courts to the north and west of the existing four-court complex at Skokie Playfield; and

WHEREAS, the proposed addition to the platform tennis facilities will add a total of 3,996 square feet of lot coverage, consisting of 1,800 square feet for each of the two new courts, 376 square foot for a new elevated pathway and 20 square feet of access steps between the two new courts; and

WHEREAS, the small area to be covered by the proposed new facilities is not immediately in the public view and is located in a part of the Subject Property that has little other use, thereby preserving larger, more visible expanses of open space; and

WHEREAS, on May 17, 2007, on due notice thereof, the Design Review Board considered the design of the proposed improvements and the four members then present issued favorable comment on the design of the additional courts and suggested minor changes to the landscaping plan; and

WHEREAS, on June 11, 2007, on due notice thereof, the Zoning Board of Appeals held a public hearing to consider the amendment to the special use permit for the proposed new platform tennis courts, and by the unanimous vote of the Board’s seven members, has recommended that the requested special use permit be granted; and

WHEREAS, no owners of property located within 250 feet of the Subject Property have filed written objections to the special use application; and

WHEREAS, on June 27, 2007, on due notice thereof, the Plan Commission convened to consider the proposed additional facilities, at which time 10 members of the Plan Commission were present; and

WHEREAS, the Applicant’s representative member of the Plan Commission recused himself from the consideration of the application, whereupon the remaining nine members considered the requested special use and, by the favorable vote of eight of the nine participating members, found the proposed special use to be consistent with the Comprehensive Plan, *Winnetka 2020*, and have reported to the Council recommending that the special use be granted; and

WHEREAS, the proposed special use is consistent with the Comprehensive Plan’s objective to ensure that commercial, institutional and residential development is appropriate to the character of, and minimizes the adverse impact on, its surrounding neighborhood, in that the additional courts are set away from the street and away from the single family residential properties in the neighborhood, and the design of the new facilities is consistent with the design of the existing platform tennis court facilities; and

WHEREAS, the proposed special use is consistent with the Comprehensive Plan’s objective to use high quality design and materials when constructing public improvements; and

WHEREAS, the proposed special use is consistent with the Comprehensive Plan’s objective to support the development of recreational facilities to meet the needs of residents of all ages, in that the new courts will increase the number of platform tennis courts by 50%; and

WHEREAS, the proposed special use is consistent with the Comprehensive Plan’s objective to engage in a public process that balances institutional goals and minimizes any adverse impact to the character of the adjacent residential neighborhood; and

WHEREAS, the proposed special use is consistent with the objective to foster greater cooperation among all institutions in the joint use of their recreational facilities; and

WHEREAS, the Village Council accepts the Plan Commission’s finding that the proposed special use is consistent with the recommendations stated in Section 4.3.6 of the Comprehensive Plan to cooperate with the Winnetka Park District in achieving the

District's goal of providing Village residents with high quality recreational programs and open space, to work with the Park District to minimize the impact of existing programs on adjacent neighborhoods, and to coordinate planning for new facilities and programs to balance recreational needs of the community with the residential character of the surrounding neighborhood; and

WHEREAS, the Council finds that the proposal to construct two new platform tennis courts and related walkway and stairs is consistent, overall, with the Comprehensive Plan, *Winnetka 2020*; and

WHEREAS, the special use will not impede the normal and orderly development and improvement of other property in the immediate vicinity for uses permitted by right in the zoning district, nor will it substantially diminish or impair property values in the immediate vicinity, as the proposed new platform tennis courts will not alter the existing use of the Subject Property and are not in close proximity to any of the single family residential uses in the neighborhood; and

WHEREAS, adequate parking, utilities, access roads, drainage and other facilities necessary for the operation of the special use either exist or will be provided, in that the Subject Property is served by all utilities, the new courts have been designed to address current usage needs and the parking and site access will remain the same; and

WHEREAS, the proposed new platform tennis courts will not be substantially injurious to the use and enjoyment of other property in the immediate vicinity, in that the Park District is an established presence in the neighborhood, the proposed new tennis courts will alleviate crowded conditions at the platform tennis court facility, and the expanded facilities will not be in close proximity to any of the single family residential uses in the neighborhood; and

WHEREAS, the special use in all other respects conforms to the applicable regulations of the Winnetka Zoning Ordinance and other Village ordinances and codes; and

NOW, THEREFORE, the Council of the Village of Winnetka do ordain as follows:

SECTION 1: The foregoing recitals are hereby incorporated as the findings of the Council of the Village of Winnetka, as if fully set forth herein.

SECTION 2: That, pursuant to Sections 17.56.010 of the Winnetka Zoning Ordinance, Title 17 of the Winnetka Village Code, a special use permit is hereby granted with respect to the Subject Property, which is located in the R-2 Single-Family Residential Zoning District, to allow the construction of two new platform tennis courts to the north and west of the existing four-court complex at Skokie Playfield.

SECTION 3: That, pursuant to Section 17.56.010 (G) of the Winnetka Zoning Ordinance, all stipulations, conditions and restrictions set forth in this Ordinance as part of the terms under which the special use is granted, may be modified or revised from time to time by the Village Council following public notice and hearing, using the same procedures set forth in the Zoning Ordinance for processing the original special use application.

SECTION 4: This Ordinance is passed by the Council of the Village of Winnetka in the exercise of its home rule powers pursuant to Section 6 of Article VII of the Illinois Constitution of 1970.

SECTION 5: This Ordinance shall take effect immediately upon its passage, approval and posting as provided by law.

PASSED this 7th day of August, 2007, pursuant to the following roll call vote:

AYES: Trustees Behles, Berger, Eilers, Poor, Ritchell, Tucker

NAYS: None

ABSENT: None

APPROVED this 7th day of August, 2007.

Signed:

//s//Edmund C. Woodbury

Village President

Countersigned:

//s//Douglas G. Williams

Village Clerk

Introduced: July 17, 2007

Posted: July 18, 2007

Passed and Approved: August 7, 2007

Posted: August 9, 2007



VILLAGE OF WINNETKA

Incorporated in 1869

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

I, the undersigned, do hereby certify that I am the duly appointed, qualified and Deputy Village Clerk of the Village of Winnetka, Cook County, Illinois (the "Village") and as such officer I am the keeper of the official journal of proceedings, books, records, minutes, and files of the Village and of the Council (the "Village Council") thereof.

I do further certify that attached hereto is a full, true, and complete copy of an Ordinance entitled:

ORDINANCE NO. M-18-2021

**AN ORDINANCE GRANTING AN AMENDMENT TO A SPECIAL USE PERMIT FOR
THE CONSTRUCTION OF ADDITIONAL PLATFORM TENNIS COURTS AND
ADDITIONS TO A PADDLE HUT
WITHIN THE R-2 SINGLE FAMILY RESIDENTIAL ZONING DISTRICT
(490 Hibbard Road)**


Adopted by the Winnetka Village Council on November 2, 2021.

I do further certify that the deliberations of the Council on the adoption of said Ordinance were taken openly; that the vote on the adoption of said Ordinance was taken openly; that said meeting was held at a specified time and place convenient to the public; that notice of said meeting was duly given to all of the news media requesting such notice of said meeting; that said meeting was called and held in strict accordance with the provisions of the Open Meetings Act of the State of Illinois, as amended; and that the Council have complied with all of the applicable provisions of said Act, their procedural rules and the Village charter in the adoption of said Ordinance.

IN WITNESS WHEREOF, I have hereunto affixed my official signature and the seal of the Village this 2nd day of November, 2021.

[SEAL]



By: 
Kristin Kazenas
Deputy Village Clerk

510 Green Bay Road, Winnetka, Illinois 60093

ORDINANCE NO. M-18-2021

**AN ORDINANCE GRANTING AN AMENDMENT TO A
SPECIAL USE PERMIT FOR THE CONSTRUCTION OF ADDITIONAL PLATFORM
TENNIS COURTS AND ADDITIONS TO A PADDLE HUT
WITHIN THE R-2 SINGLE FAMILY RESIDENTIAL ZONING DISTRICT
(490 Hibbard Road)**

WHEREAS, the Winnetka Park District ("*Owner*") is the record title owner of the property commonly known as 490 Hibbard Road, Winnetka, Illinois, and legally described in **Exhibit A** attached to and, by this reference, made a part of this Ordinance ("*Subject Property*"); and

WHEREAS, the Subject Property is located within the R-2 Single-Family Residential District of the Village ("*R-2 District*"); and

WHEREAS, the Subject Property consists of approximately 162.91 acres improved, in part, with six platform tennis courts and a paddle hut ("*Hut*") operated by the Winnetka Platform Tennis Club Inc. ("*Applicant*"), which improvements were built pursuant to special use permits granted by Ordinance M-15-2004, An Ordinance Granting a Special Use Permit for the Construction of an Administration Building for the Winnetka Park District and Ordinance M-12-2007, An Ordinance Granting a Special Use Permit to Allow the Winnetka Park District to Construct Two Additional Platform Tennis Courts. ("*Special Use*"); and

WHEREAS, the Applicant desires to improve the Subject Property by: (i) constructing two additional platform tennis courts to be located immediately west of the Hut, (ii) constructing two additions to the Hut on the south side and the northwest corner of the Hut, and (iii) expanding the decking surrounding the Hut (collectively, the "*Proposed Improvements*"); and

WHEREAS, pursuant to Section 17.56.020 of the Winnetka Zoning Ordinance ("*Zoning Ordinance*"), the operation of a non-essential public use is not permitted within the R-2 District without a special use permit; and

WHEREAS, pursuant to Section 17.56.090 of the Zoning Ordinance, no special use may be enlarged or extended by structural alteration of a building or structure without a special use permit; and

WHEREAS, the Applicant desires to amend the Special Use to allow for the construction of the Proposed Improvements; and

WHEREAS, the Applicant, with the consent of the Owner, filed an application for an amendment to the Special Use pursuant to Section 17.24.020 and Chapter 17.56 of the Zoning Ordinance to allow for the construction of the Proposed Improvements on the Subject Property ("*Special Use Amendment*"); and

WHEREAS, on September 13, 2021, after due notice thereof, the Zoning Board of Appeals ("*ZBA*") conducted a public hearing on the proposed Special Use Amendment and, by a vote of four in favor and none against, recommended that the Village Council approve the Special Use Amendment; and

November 2, 2021

M-18-2021

WHEREAS, on September 22, 2021, after due notice thereof, the Plan Commission conducted a public hearing on the proposed Special Use Amendment and, by a vote of five in favor and none against, recommended that the Village Council approve the Special Use Amendment; and

WHEREAS, on September 29, 2021, after due notice thereof, the Design Review Board met to consider a Certificate of Appropriateness for the Proposed Improvements, and by a vote of five in favor and none opposed, recommended that the Village Council issue a Certificate of Appropriateness for the Proposed Improvements; and

WHEREAS, the Village Council has determined that approval of the proposed Special Use Amendment satisfies the standards for the approval of special use permits within the R-2 District set forth in Chapter 17.56 of the Zoning Ordinance; and

WHEREAS, the Village Council has determined that approval of the Special Use Amendment and Certificate of Appropriateness for the construction and operation of the Proposed Improvements on the Subject Property within the R-2 District is in the best interest of the Village and its residents;

NOW, THEREFORE, the Council of the Village of Winnetka do ordain as follows:

SECTION 1: RECITALS. The foregoing recitals are hereby incorporated into this Section 1 as the findings of the Village Council of the Village of Winnetka, as if fully set forth herein.

SECTION 2: APPROVAL OF SPECIAL USE AMENDMENT. Subject to, and contingent upon, the terms and conditions set forth in Section 4 of this Ordinance, the Special Use Amendment is hereby granted, pursuant to Chapter 17.56 and Section 17.24.020 of the Zoning Ordinance and the home rule powers of the Village, to allow the construction and operation of the Proposed Improvements within the R-2 District.

SECTION 3: APPROVAL OF CERTIFICATE OF APPROPRIATENESS. Subject to, and contingent upon, the terms, conditions, restrictions, and provisions set forth in Section 4 of this Ordinance, the Certificate of Appropriateness is granted for the Subject Property, pursuant to Section 15.40.010 of the Village Code and the home rule powers of the Village.

SECTION 4: CONDITIONS. The approvals granted by Sections 2 and 3 of this Ordinance are subject to, and contingent upon, compliance by the Applicant with the following conditions:

- A. **Commencement of Construction.** The Applicant must commence the construction of the Proposed Improvements as follows:
 - 1. Construction of the additional platform tennis courts must commence no later than 12 months after the effective date of this Ordinance; and
 - 2. Construction of the additions to the Hut and the expansion of the decking surrounding the Hut must commence no later than five years after the effective date of this Ordinance.

- B. Compliance with Regulations. The development, use, and maintenance of the Proposed Improvements on the Subject Property must comply at all times with all applicable Village codes and ordinances, as they have been or may be amended over time.
- C. Compliance with Plans. The development, use, and maintenance of the Proposed Improvements must be in strict accordance with the following documents and plans, except for minor changes and site work approved by the Director of Community Development or the Director of Public Works (within their respective permitting authority) in accordance with all applicable Village codes, ordinances, and standards:
1. That certain Proposed Paddle Tennis Courts Site Plan, prepared by Richard M. Schram, consisting of five sheets, and with a latest revision date of August 3, 2021, attached to and, by reference made a part of this Ordinance as **Exhibit B**;
 2. That certain Winnetka Platform Tennis Club Expansion Site Plan, prepared by DDCA Architects, consisting of one sheet, and with a latest revision date of August 5, 2021, attached to and, by reference made a part of this Ordinance as **Exhibit C**;
 3. That certain Winnetka Platform Tennis Club Expansion Floor Plan, prepared by DDCA Architects, consisting of one sheet, and with a latest revision date of August 5, 2021, attached to and, by reference made a part of this Ordinance as **Exhibit D**;
 4. That certain Winnetka Platform Tennis Club Expansion Aerial View Plan, prepared by DDCA Architects, consisting of two sheets, and with a latest revision date of August 5, 2021, attached to and, by reference made a part of this Ordinance as **Exhibit E**; and
 5. That certain Winnetka Platform Tennis Expansion Elevation Plan, consisting of two sheets, and with a latest revision date of August 5, 2021, attached to and, by reference made a part of this Ordinance as **Exhibit F**.
- D. Continued Effect of Special Use Permit. The Special Use, as amended by the Special Use Amendment, remains in full force and effect; provided, however, that in the event of any conflict between the Special Use and the Special Use Amendment, the provisions of the Special Use Amendment will control.
- E. Reimbursement of Village Costs. In addition to any other costs, payments, fees, charges, contributions, or dedications required under applicable Village codes,

ordinances, resolutions, rules, or regulations, the Applicant must pay to the Village, promptly upon presentation of a written demand or demands therefor, of all fees, costs, and expenses incurred or accrued in connection with the review, negotiation, preparation, consideration, and review of this Ordinance. Payment of all such fees, costs, and expenses for which demand has been made shall be made by a certified or cashier's check. Further, the Applicant must pay upon demand all costs incurred by the Village for publications and recordings required in connection with the aforesaid matters.

SECTION 5: RECORDATION; BINDING EFFECT. A copy of this Ordinance shall be recorded with the Recording Division of the Cook County Clerk. This Ordinance and the privileges, obligations, and provisions contained herein inure solely to the benefit of and are binding upon the Applicant and each of its heirs, representatives, successors, and assigns.

SECTION 6: FAILURE TO COMPLY. Upon the failure or refusal of the Applicant to comply with any or all of the conditions, restrictions, or provisions of this Ordinance, in addition to all other remedies available to the Village, the approvals granted in Sections 2 and 3 of this Ordinance will, at the sole discretion of the Village Council, by ordinance duly adopted, be revoked and become null and void; provided, however, that the Village Council may not so revoke the approvals granted in Sections 2 and 3 of this Ordinance unless it first provides the Applicant with two months advance written notice of the reasons for revocation and an opportunity to be heard at a regular meeting of the Village Council. In the event of revocation, the development and use of the Subject Property will be governed solely by the regulations of the applicable zoning district and the applicable provisions of the Zoning Ordinance, as the same may be amended from time to time. Further, in the event of such revocation, the Village Manager and Village Attorney are hereby authorized and directed to bring such zoning enforcement action as may be appropriate under the circumstances.

SECTION 7: FUTURE AMENDMENT OF SPECIAL USE PERMIT. Any future amendments to the Special Use, as amended by the Special Use Amendment, that may be requested by the Applicant after the effective date of this Ordinance may be granted only pursuant to the procedures, and subject to the standards and limitations, provided in the Zoning Ordinance.

SECTION 8: EFFECTIVE DATE.

A. This Ordinance will be effective only upon the occurrence of all of the following events:

1. Passage by the Village Council in the manner required by law;
2. Publication in pamphlet form in the manner required by law; and
3. The filing by the Applicant and Owner with the Village Clerk of an Unconditional Agreement and Consent in the form of **Exhibit G** attached to and, by this reference, made a part of this Ordinance, to accept and abide by each and all of the terms, conditions, and limitations set forth in this Ordinance and to indemnify the Village for any claims that may arise in connection with the approval of this Ordinance.

B. In the event that the Applicant and Owner do not file with the Village Clerk a fully executed copy of the unconditional agreement and consent described in Section 8.A.3 of this Ordinance within 60 days after the date of passage of this Ordinance by the Village Council, the Village Council shall have the right, in its sole discretion, to declare this Ordinance null and void and of no force or effect.

PASSED this 2nd day of November, 2021, pursuant to the following roll call vote:

AYES: Trustees Apatoff, Dalman, Dearborn and Mancini

NAYS: _____

ABSENT: Trustees Cripe and Swierk

APPROVED this 2nd day of November, 2021.



Village President

Countersigned:



Village Clerk

Published by authority of the President and Board of Trustees of the Village of Winnetka, Illinois, this 4th day of November, 2021.

Introduced: November 2, 2021

Passed and Approved: November 2, 2021

EXHIBIT A
LEGAL DESCRIPTION OF SUBJECT PROPERTY

The South Half of the Northeast Quarter of the Northeast Quarter of Section 19, Township 42 North, Range 13, East of the Third Principal Meridian in the Village of Winnetka, Cook County, Illinois

Commonly known as 490 Hibbard Road, Winnetka, Illinois.

PINS: 05-18-401-016-0000, 05-18-401-017-0000, 05-18-400-013-0000, 05-18-401-028-0000, 05-18-401-019-0000, 05-18-402-078-0000, 05-19-200-001-0000, 05-19-200-002-0000, 05-19-200-003-0000, 05-19-201-001-0000, 05-19-203-016-0000, 05-19-203-017-0000, 05-19-203-025-0000, and 05-19-203-026-0000.

EXHIBIT B

SITE PLAN

(SEE ATTACHED EXHIBIT B)

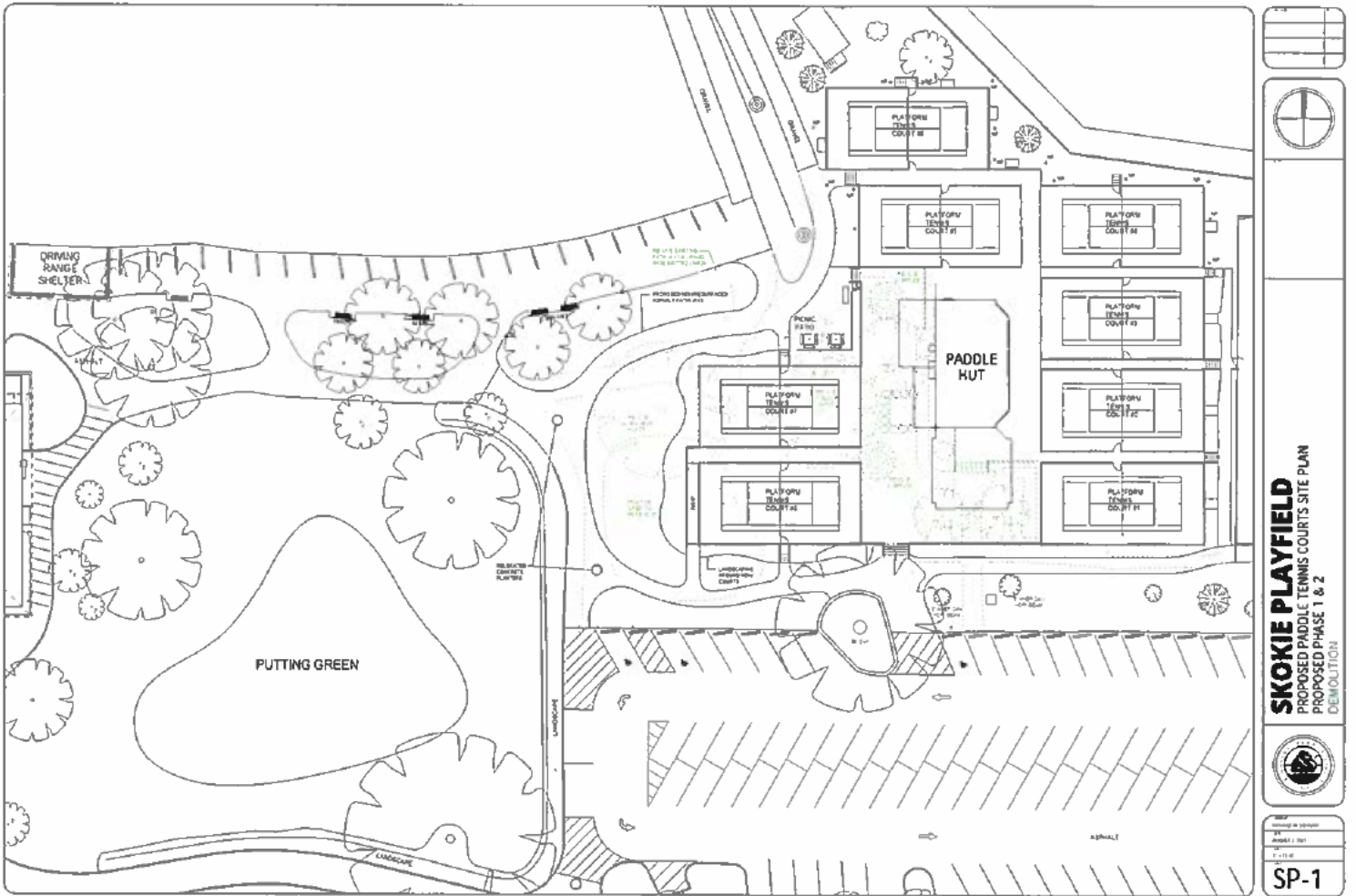


SKOKIE PLAYFIELD
 PROPOSED PADDLE TENNIS COURTS SITE PLAN
 PROPOSED PHASE 1 & 2



DATE: 05/11/2010
 DRAWN BY: J. J. JONES
 CHECKED BY: J. J. JONES
 SCALE: 1" = 20'-0"

SP-1

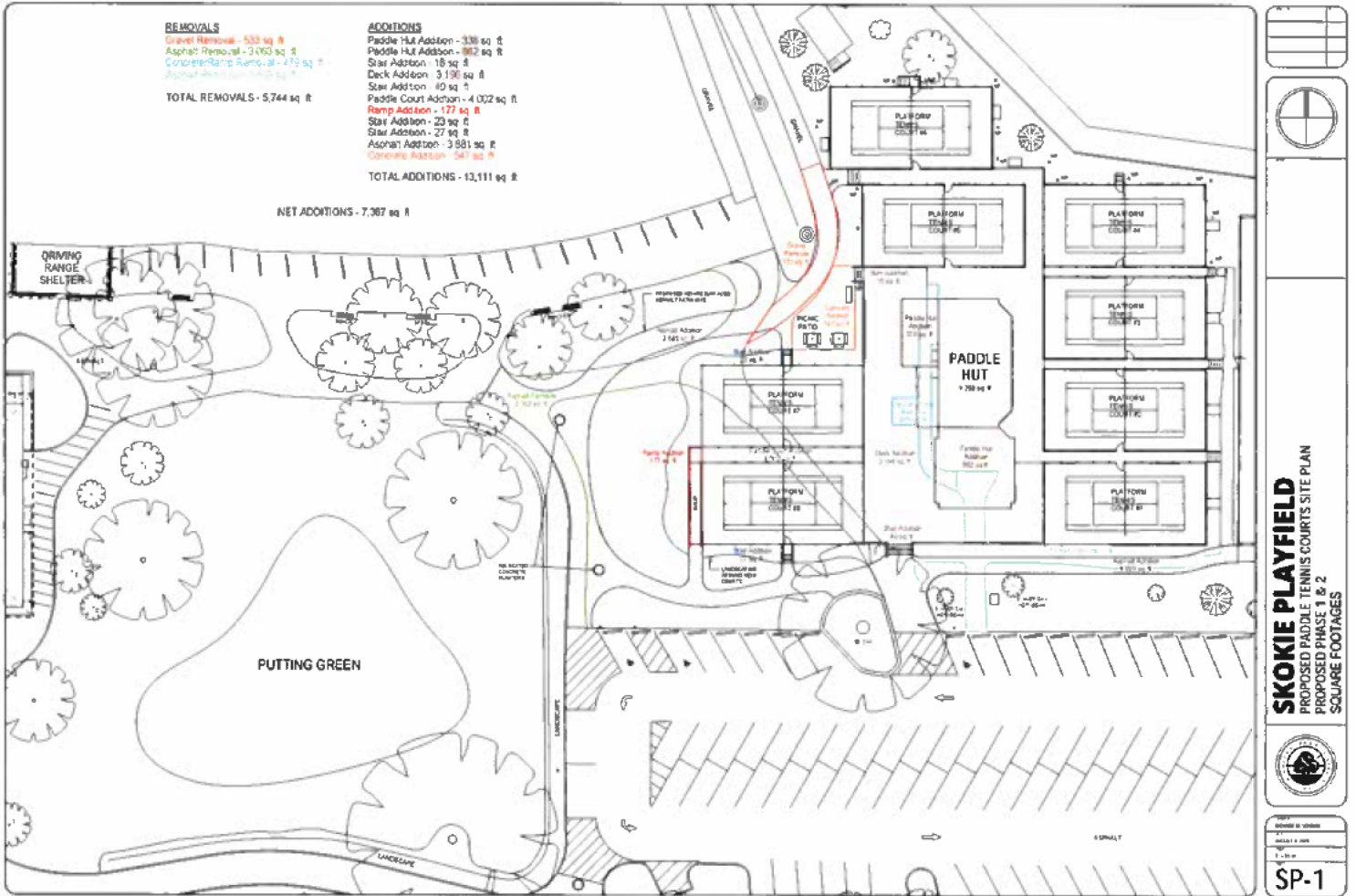


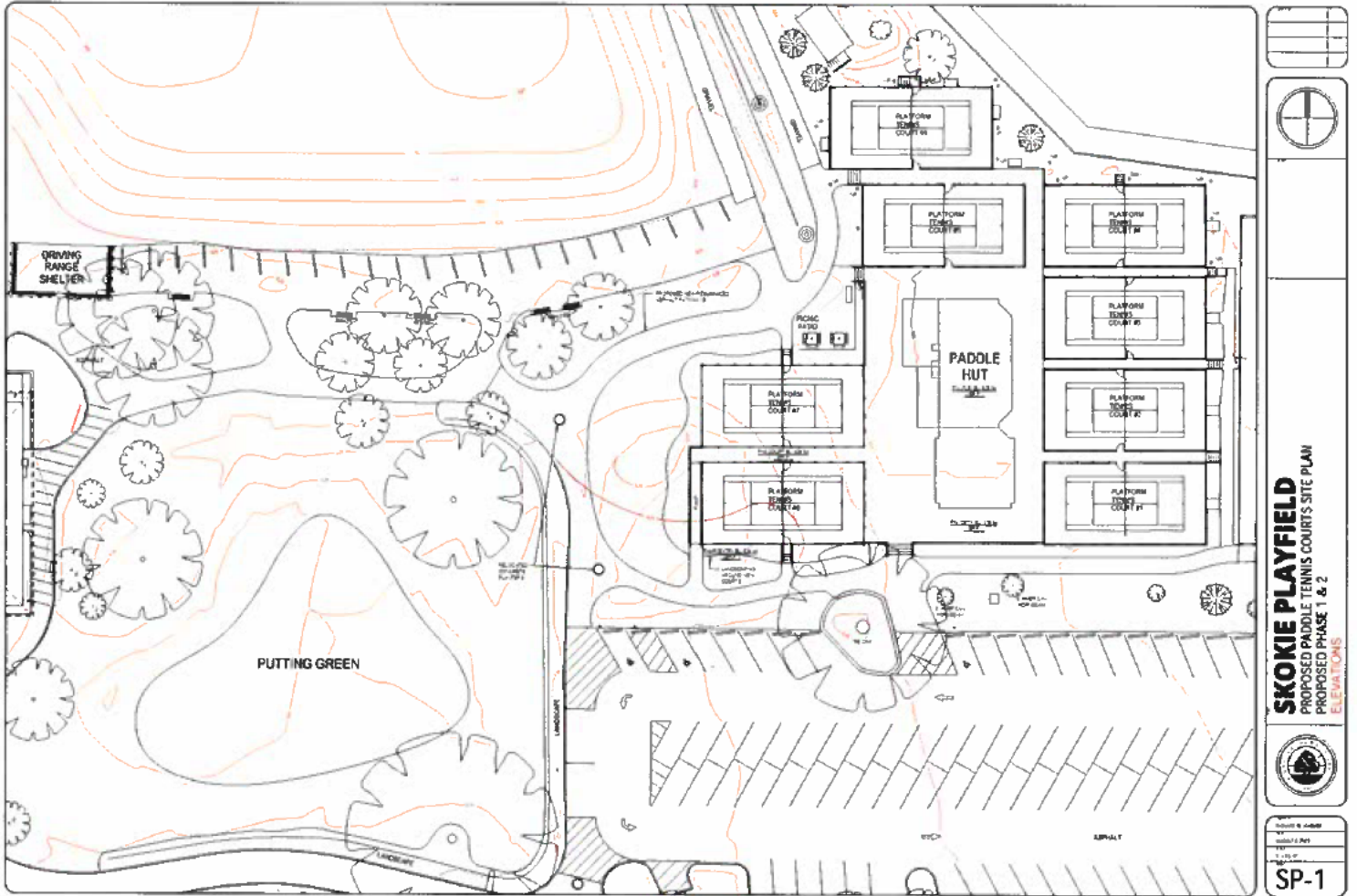
SKOKIE PLAYFIELD
 PROPOSED PADDLE TENNIS COURTS SITE PLAN
 PROPOSED PHASE 1 & 2
 DEMOLITION



DATE: 11/11/11
 DRAWN BY: J. B. [unreadable]
 CHECKED BY: [unreadable]
 SCALE: 1" = 10'-0"

SP-1





SKOKIE PLAYFIELD
 PROPOSED PADDLE TENNIS COURTS SITE PLAN
 PROPOSED PHASE 1 & 2
 ELEVATIONS



DATE: 6/20/2018
 DRAWN BY: J. PERI
 CHECKED BY: J. PERI
 SCALE: AS SHOWN
SP-1

EXHIBIT C
EXPANSION SITE PLAN
(SEE ATTACHED EXHIBIT C)

EXHIBIT C



SITE PLAN.



WINNETKA PLATFORM TENNIS CLUB
EXPANSION

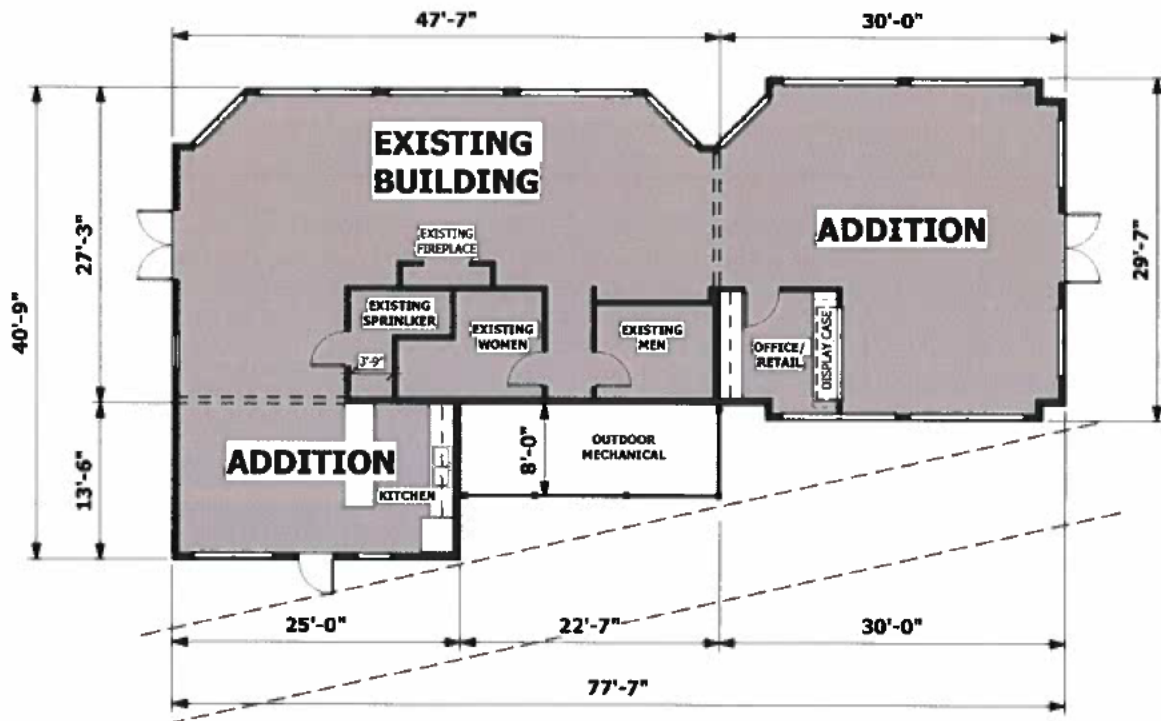
120173
2021.08.05

P1

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EXHIBIT D
EXPANSION FLOOR PLAN
(SEE ATTACHED EXHIBIT D)

EXHIBIT D



FLOOR PLAN.



EXHIBIT E
EXPANSION AERIAL VIEW PLAN
(SEE ATTACHED EXHIBIT E)



AERIAL VIEW 1



AERIAL VIEW 2

DDCA
architects

WINNETKA PLATFORM TENNIS CLUB
EXPANSION

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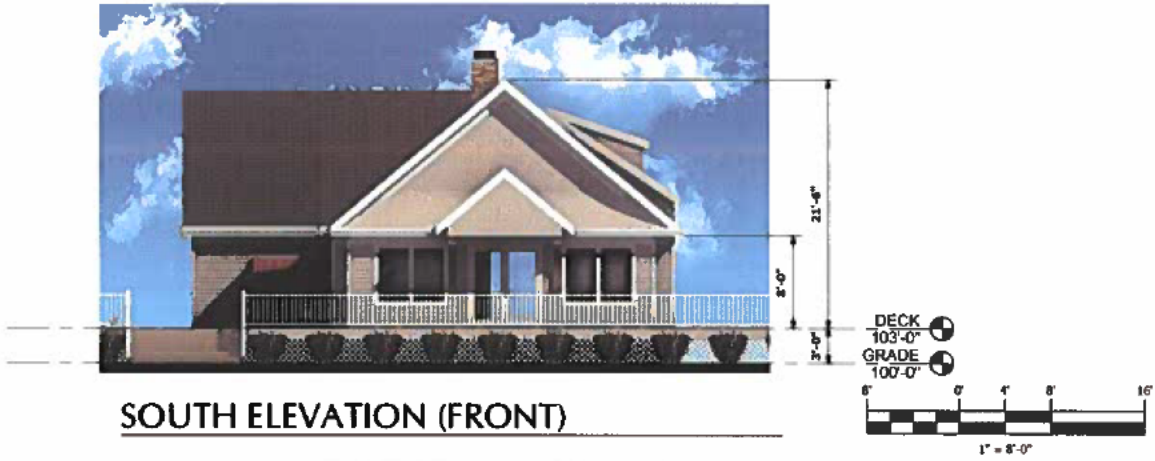
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EXHIBIT F
EXPANSION ELEVATION PLAN
(SEE ATTACHED EXHIBIT F)

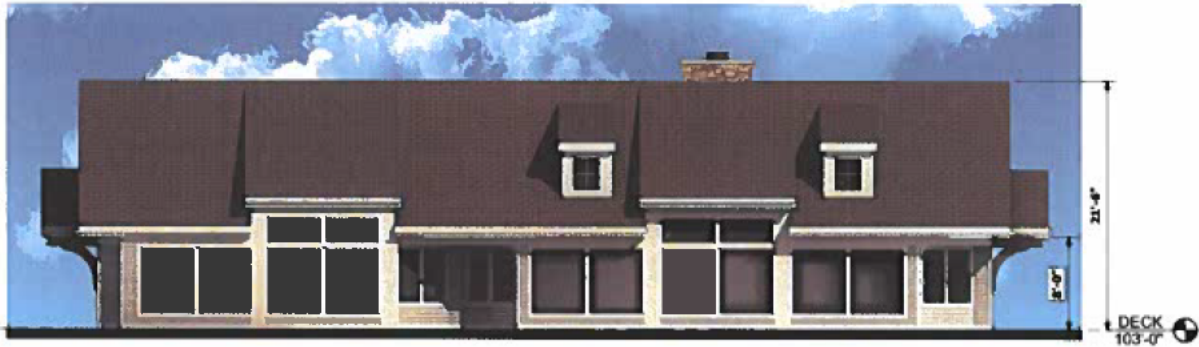


NORTH ELEVATION (REAR)

NOTE:
 ALL EXTERIOR MATERIALS
 AND COLORS SHALL MATCH
 THE EXISTING BUILDING
 INCLUDING SIDING, ROOF
 COVERING, WINDOW/DOOR
 TRIM, BUILDING TRIM,
 FASCIA, FRIEZE, SOFFITS,
 GUTTERS AND DOWNSPOUTS.



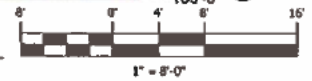
SOUTH ELEVATION (FRONT)



EAST ELEVATION



WEST ELEVATION



WINNETKA PLATFORM TENNIS CLUB
EXPANSION

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2021.08.05



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EXHIBIT G
UNCONDITIONAL AGREEMENT AND CONSENT

TO: The Village of Winnetka, Illinois ("*Village*");

WHEREAS, Winnetka Park District ("*Owner*") is the record title owner of the property commonly known as 490 Hibbard Road in the Village ("*Subject Property*"); and

WHEREAS, Owner and Winnetka Platform Tennis Club Inc. ("*Applicant*") operate six platform tennis courts and a paddle hut on the Subject Property pursuant to a special use permit ("*Special Use Permit*"); and

WHEREAS, Applicant desires to improve the Subject Property by: (i) constructing two additional platform tennis courts to be located immediately west of the paddle hut, (ii) constructing two additions to the paddle hut along the south side and northwest corner of the paddle hut, and (iii) expanding the decking surrounding the paddle hut (collectively, the "*Proposed Improvements*"); and

WHEREAS, Ordinance No. M-18-2021, adopted by the Village Council on November 2, 2021 ("*Ordinance*"), grants an amendment to the Special Use Permit ("*Special Use Amendment*") and a Certificate of Appropriateness (collectively, "*Requested Relief*") to Applicant to permit the construction of the Proposed Improvements on the Subject Property; and

WHEREAS, Section 8 of the Ordinance provides, among other things, that the Ordinance will be of no force or effect unless and until Applicant and Owner have filed, within 60 days following the passage of the Ordinance, their unconditional agreement and consent to accept and abide by each and all of the terms, conditions, and limitations set forth in the Ordinance;


NOW, THEREFORE, Applicant and Owner do hereby agree and covenant as follows:


1. Applicant and Owner do hereby unconditionally agree to accept, consent to, and abide by each and all of the terms, conditions, limitations, restrictions, and provisions of the Ordinance.
2. Applicant and Owner acknowledge that public notices and hearings have been properly given and held with respect to the adoption of the Ordinance, have considered the possibility of the revocation provided for in the Ordinance, and agree not to challenge any such revocation on the grounds of any procedural infirmity or a denial of any procedural right.
3. Applicant and Owner acknowledge and agree that the Village is not and will not be, in any way, liable for any damages or injuries that may be sustained as a result of the Village's grant of the Requested Relief for the Subject Property or its adoption of the Ordinance, and that the Village's approvals do not, and will not, in any way, be deemed to insure the Applicant or Owner against damage or injury of any kind and at any time.
4. Applicant and Owner do hereby agree to hold harmless and indemnify the Village, the Village's corporate authorities, and all Village elected and appointed officials, officers, employees,


agents, representatives, and attorneys, from any and all claims that may, at any time, be asserted against any of such parties in connection with the Village's adoption of the Ordinance granting the Requested Relief for the Subject Property.

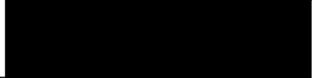
5. Applicant and Owner hereby agree to pay all expenses incurred by the Village in defending itself with regard to any and all of the claims mentioned in this Unconditional Agreement and Consent. These expenses will include all out-of-pocket expenses, such as attorneys' and experts' fees, and will also include the reasonable value of any services rendered by any employees of the Village.

Dated: January 17, ~~2021~~ 2022 (10)

ATTEST:
By: 
Its: W. PUD-

WINNETKA PLATFORM TENNIS CLUB INC.
By: 
Its: President

ATTEST:
By: 
Its: Office Associate

WINNETKA ^APARK DISTRICT
By:  Janet Peterson
Its: Executive Director