



DESIGN REVIEW BOARD REGULAR MEETING

THURSDAY, JULY 18, 2019 - 7:00 p.m.

WINNETKA VILLAGE HALL COUNCIL CHAMBERS – 510 GREEN BAY ROAD

AGENDA

1. Call to Order
2. Approval of June 20, 2019 meeting minutes.
3. Public Comment.
4. **Case No. 19-17-DR: 540 Hibbard Road – Winnetka Park District:** Consideration of Certificate of Appropriateness for proposed signage. **(At the request of the applicant, continued from May 16, 2019 meeting.)**
5. **Case No. 19-20-DR: 908 Green Bay Road – The Shade Store:** Consideration of Certificate of Appropriateness for proposed signage and window replacements.
6. **Case No. 19-24-DR: 520 Green Bay Road – BMO Harris Bank Building:** Consideration of Certificate of Appropriateness for proposed awnings.
7. **Case No. 19-25-DR: 950 Green Bay Road – Allure Nails and Spray Tanning:** Consideration of Certificate of Appropriateness to recover the existing awning valence.
8. **Case No. 19-15-DR: 985 Green Bay Road – Mino's:** Consideration of revisions to approved Certificate of Appropriateness for proposed expansion of outdoor dining patio.
9. **Comprehensive Plan Workshop Session:** The Design Review Board will hold a workshop session to discuss ideas for inclusion in a new comprehensive plan.
10. Other Business.
11. Adjournment

Note: Public comment is permitted on all agenda items.

NOTICE

All agenda materials are available at villageofwinnetka.org (Government > Boards & Commission > Agenda Packets).

The Village of Winnetka, in compliance with the Americans with Disabilities Act, requests that all 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).

510 Green Bay Road, Winnetka, Illinois 60093

Administration and Finance (847) 501-6000 Fire (847) 501-6029 Police (847) 501-6034 Community
Development (847) 716-3520

Public Works (847) 716-3568 Water and Electric (847) 716-3558

**Winnetka Design Review Board/Sign Board of Appeals
June 20, 2019**

Members Present:

Michael Klaskin, Acting Chairman
Paul Konstant
Brad McLane
Michael Ritter

Members Absent:

Kirk Albinson
Brooke Kelly
Maggie Meiners

Village Staff:

Christopher Marks, Associate Planner

Call to Order:

Chairman Klaskin called the meeting to order at 7:01 p.m. He noted the Board is expecting one more Board Member to attend.

Approval of May 16, 2019 meeting minutes.

Chairman Klaskin asked for a motion to approve the May 16, 2019 meeting minutes. A motion was made by Mr. Ritter and seconded by Mr. McLane. A vote was taken and the motion unanimously passed.

Public Comment

Chairman Klaskin asked if there was any public comment. No comments were made at this time.

Case No. 19-18-DR: 552 Lincoln Avenue – Games on Lincoln, Beat Street, Adelheidi's and Hoffmann CRE: Sign permit applications and Sign Code Variation for four projecting blade signs.

Dan Burns informed the Board he works with Hoffmann Commercial Real Estate. He stated the business was recently opened at 552 Lincoln for an arcade and on behalf of the tenant, Beat Street put up blade signs on the building. Mr. Burns stated this type of request is what Jen Epstein would normally handle but she is unavailable. He then stated there is a sign variation application because the signs used come out further than the allowed 2 feet and they wanted to match the Galleria blade signs and for there to be continuation from one building to the next. Mr. Burns added there are images in the packet of materials.

Mr. McLane asked if the Galleria received a variance or if the signs were eyeball measured. Mr. Burns responded they were put up well before this building. He also stated they are not a full 3 feet from the building and indicated they may be 2.5 feet out from the building. Mr. Marx stated he would have to confirm if there was a variation.

Mr. McLane stated he walked along the area and it is consistent. He also stated it would add to the building and there would clearly be nice elegant signs and he is not bothered by the request. Mr. Konstant stated they would be located above the sidewalk at 8 feet and moved to issue a Certificate of Appropriateness to approve the request as submitted. Mr. Ritter and Mr. McLane seconded the motion. A vote was taken and the motion unanimously passed.

AYES: Klaskin, Konstant, McLane, Ritter

NAYS: None

Case No. 19-19-DR: 555 Chestnut Street – Bunny & Babe: Consideration of Certificate of Appropriateness for proposed decorative grills on storefront transoms, exterior lighting, window signs and an awning.

Michael Hershenson introduced himself as the architect for Peyton and Christopher Merrill and stated they are proposing modest adjustments to the existing façade. He stated there would be a new awning, grills in the upper transoms of the façade, new lighting and normal signage. Mr. Hershenson described the awning as challenging because the awnings next to them are existing nonconforming with regard to heights and they had to put the awning on their property at 8 feet in height above the sidewalk. He also stated they want to vary the color from that of the neighbors. Mr. Hershenson noted they would be keeping the window system white and the trim would be consistent with the rest of the building facade. He added they would not be painting the brick and would keep the consistency while making their own statement.

Mr. Marx pointed out in the supplement distributed before the meeting; there was an update the applicant provided to him within the past two days. He stated they would be updating the lighting fixture and referred to the rendering with the supplement which featured a slightly different gooseneck lighting fixture which would shine the light directly down. Mr. Marx noted all of the other information and renderings remain the same.

Mr. McLane stated there is compliance with all aspects. He then stated he had a question relating to the planters and the way they are rendered made the door less accessible. Mr. Hershenson commented that is a good point and stated they will push them further away from door 1.5 feet. Mr. McLane indicated it may be a zoning issue. Mr. Konstant commented he liked the light and added the scallop is nice as well. He also stated he liked the relationship of the planter boxes to the windows and transom above the windows. Mr. Konstant then stated while they are not supposed to have divided lights on the main windows, he liked them, the scallop and awning which he described as appropriate for the business. He then asked if the planter box is blue. The applicant Peyton Merrill responded that is correct. Mr. Konstant stated he had no problem with the proposal and moved to issue a Certificate of Appropriateness to approve the request. Mr. Ritter seconded the motion. A vote was taken and the motion unanimously passed.

AYES: Klaskin, Konstant, McLane, Ritter

NAYS: None

Case No. 19-21-DR: 915 Green Bay Road – Boutique Bites: Consideration of Certificate of Appropriateness for proposed windows, doors and exterior lighting.

David Hash of Aria Group Architects introduced himself as the architect for Boutique Bites. He stated they are proposing for the currently vacant space to remove the existing steel window of single pane glass and relocate the current entry in the center with two new entry points, one of which would be in the rear for the banquet space and one in the front for the café. Mr. Nash stated they are looking to play off the surrounding language of the space across the street. He then stated there would be an aluminum storefront system which would be dark bronze to almost black in color. Mr. Nash also stated awnings would be added to the front and exterior lighting to illuminate the façade. He noted the brick would remain and above the windows, it would be refinished in black. Mr. Nash referred the Board to the center window in the renderings on page 5 of the packet and stated they planned to add a divided light mullion to the windows to give it a steel frame look as well as have a concrete curb at the base to address salt and snow issues in inclement weather.

Chairman Klaskin noted he was the listing agent for the property for a couple of years and the building desperately needs new windows, awning, etc. He also stated the space was formerly occupied by Antique Emporium and is a 10,000 square foot retail building which needed a lot of work. Chairman Klaskin then asked if they planned to redo the upper windows. Mr. Nash responded they are in good shape and they planned to clean and replace them if they are damaged. He noted the plan is to maintain and refinish them. Mr. Konstant asked if the triple storm windows would be removed and Mr. Nash responded they were not planning on it. Mr. Konstant then asked if there would be divided lights behind that. Mr. Nash stated there is a trim frame on the windows and they are not utilizing them. He added there would be all cohesive paint in the same color as the storefront below.

Chairman Klaskin asked if the striped awning is the applicant's brand. Mr. Nash responded they are proposing it for the ownership and he has a sample for the Board's review. Mr. Konstant stated there is an ordinance against having divided lights in the main windows and asked if they needed a variation. Mr. McLane stated the materials note the request is compliant in the analysis provided. Mr. Marx stated in terms of the guidelines, it indicated a preference for windows on the store level and noted the request is code compliant. Mr. Konstant commented he liked the look. Chairman Klaskin described it as a huge improvement. Mr. McLane reiterated the request is compliant. Mr. Konstant commented it is handsome and the applicant did a nice job.

Chairman Klaskin asked if there was any public comment. No comments were made at this time. He then asked for a motion. Mr. Konstant moved to issue a Certificate of Appropriateness to approve the request as submitted. Mr. Ritter seconded the motion. A vote was taken and the motion unanimously passed.

AYES: Klaskin, Konstant, McLane, Ritter
NAYS: None

Case No. 19-22-DR: 947 Westmoor Road: Consideration of Certificate of Appropriateness for proposed fence.

Rojhat Avsar stated the application is for 65 foot long fencing to be placed in the front yard which would not enclose all of the yard but partially to create a space for their children. He informed the Board there is no backyard. Mr. Avsar then stated it would extend the existing side patio toward the south. He described it as a limited project and the impact on the neighborhood would be limited. He noted they planned to use the same material as the current fence which would have the same height and style. Mr. Avsar reiterated it would be 65 feet long when completed.

Mr. McLane referred to bad sight lines on the turn onto Westmoor and signage to slow down. He asked Mr. Marx if the request would affect visibility from either direction per the setback rules. Mr. Marx stated the fence code required a 25 foot setback from the intersection as well as being subject to the Village Engineer's discretion. He also stated it permits fences in that area subject to the Village Engineer's approval if it is deemed to interfere with traffic or visibility. Mr. Marx noted there is a rather large median between the street edge and the property line.

Mr. Konstant asked how far the fence is now and if it is 33 or 35 feet back from the center line of the road. Mr. Avsar responded the existing fence is on the west end of the property and it comes up front and the gate would be facing east. Mr. Ritter asked if it is the same spot as shown in red in the materials. Mr. Avsar identified the existing fence in an illustration for the Board. He also identified the existing

1 fence and side patio of concrete and noted they would not use concrete on the new fence. Chairman
2 Klaskin referred to the scale and height. Mr. Avsar stated the materials are representative of what it
3 would look like and reiterated it would be exactly the same as the existing fence material.
4

5 Mr. Konstant asked where the fence is to be replaced and Mr. Avsar identified the area as the semicircle
6 and stated they would be extending the fence to the south. Mr. McLane stated it is a multi-unit building
7 and questioned if the Village Engineer had an issue in terms of sight lines. Mr. Marx stated if
8 they determine the fence is treading the possibility of obstruction of pedestrian and vehicular traffic,
9 they would bring it up with Public Works. He then stated if the fence is set back far enough, the reason
10 why it was done on the plat was to provide scale of what the setback would be. Mr. Marx also stated the
11 main reason the request was brought to the Board was because it is a multi-family unit building on
12 the exterior. He informed the Board it was determined not to be a Public Works problem.
13

14 Chairman Klaskin informed the audience the Board is to weigh in on matters of aesthetics and are not
15 involved in matters concerning private residents. He also stated there has been no vote yet and as long
16 as the aesthetics are in line with other Winnetka fences, there are no grounds to ask the applicant to
17 make changes.
18

19 Ginny Grinstead informed the Board her driveway is next to the applicant and stated when you pull
20 onto Westmoor, the visibility is awful because of the vehicles parked there. She noted there was a
21 fatality there a long time ago and her concern is if there is obstruction. She also stated the fence and
22 brush need to be cleaned in that area.
23

24 Sue McDonald, 788 Green Bay Road, informed the Board she goes down Westmoor several times a day
25 and described it as terrible. She then stated there are four townhomes there and the applicant has
26 a very small front yard. Ms. McDonald stated her concern is about visibility and danger of the corner
27 without a fence. Ms. McDonald added with a fence, it would be much more dangerous and she is also
28 concerned with the aesthetics of that section of Westmoor which is not well maintained in terms
29 of landscaping. She then stated she has not seen the picture and if it is an L-shaped 5 foot fence, it will
30 cut in the middle of the front lawn. Mr. Avsar referred to the property line which is set far back. Ms.
31 McDonald reiterated the aesthetics will be a disaster and she is concerned about what to do. Chairman
32 Klaskin stated Ms. McDonald can look at the rendering and he did not see how it would affect the sight
33 line on Westmoor.
34

35 Ms. McDonald reiterated safety and aesthetics are her concern. Mr. McLane stated it would be pushed
36 out 10 feet from existing location. Chairman Klaskin noted the fence would be within the guidelines
37 aesthetically. He also stated he understood Ms. McDonald's concerns and from the applicant's
38 perspective, he is worried about his children going into the street. He stated it is not for the Board to
39 decide.
40

41 Mr. McLane stated in terms of visibility and aesthetics, they have lattice and wood fences. He stated an
42 aluminum fence would be invisible and would fade back and provide security. Mr. McLane also stated
43 there would be cleaner lines of sight through that type of fence as a suggestion and asked Mr. Avsar to
44 explore that as an option. Mr. Avsar stated with regard to visibility, he explained to Jenny how the fence
45 would not affect her visibility at all and there is over 30 feet from the end of the new fence to the curb.
46 He informed the Board he promised Jenny the plants growing would be more of a problem than the new
47 fence and he would cut them down. Mr. Avsar stated he doubted it would have an effect on visibility. He

1 then stated for a vehicle coming down the driveway, it would already be past the fence before making
2 the turn.

3 Mr. Konstant stated if the Board approved the request aesthetically, he asked if Public Works would
4 have to approve it. Mr. Marx responded there is a possibility they would have to vet it for safety and the
5 applicant already submitted the fence permit and it was already determined it would not be necessary
6 to refer the request to Public Works.

7
8 Chairman Klaskin stated if the shrubs are trimmed back, it would give more sight lines than anything
9 else. He asked if there was any further discussion.

10
11 Mr. McLane moved to issue a Certificate of Appropriateness to approve the request as submitted and
12 which complies with the design guidelines. Mr. Ritter seconded the motion. Mr. Konstant added as long
13 as it is approved by the Village as being safe, he noted the applicant has done that. A vote was taken and
14 the motion unanimously passed.

15
16 AYES: Klaskin, Konstant, McLane, Ritter

17 NAYS: None

18
19 **Case No. 19-23-DR: 310 Green Bay Road: Sign permit application to re-face three**
20 **existing freestanding signs.**
21

22 Tura Cottingham introduced herself to the Board as the North Shore Country Day School Director of
23 Marketing and Communications. She stated they are celebrating the school's centennial which was
24 established in October 1919 and noted they had their 100th graduating class on June 7, 2019. Ms.
25 Cottingham stated they would like to put up a one year skin on three perimeter signs on the property
26 and that she has graphics for the Board to review. She also stated they would be put up in the summer
27 and removed after the next graduating class in June. Ms. Cottingham informed the Board they are going
28 through an identity change and they do not know what their signage will be. She stated they would
29 take away the seal and would have new graphics.

30
31 Chairman Klaskin asked if they would fit within the existing sign. Ms. Cottingham confirmed that is
32 correct and noted the vinyl would stick on over the existing signage. She added purple is the school's
33 color. Mr. Konstant asked if they would not be changing the post and Ms. Cottingham confirmed they
34 would not. Mr. McLane commented the identity and signage is fine.

35
36 Chairman Klaskin asked if there were any other questions or a motion. Mr. McLane moved to issue a
37 Certificate of Appropriateness to approve the request as submitted. Mr. Konstant seconded the motion.
38 A vote was taken and the motion unanimously passed.

39 AYES: Klaskin, Konstant, McLane, Ritter

40 NAYS: None

41
42 **Other Business**

43 Chairman Klaskin asked if there was any other business. The Board Members discussed Westmoor traffic
44 issues.

45
46 **Adjournment:**

47 The meeting was adjourned at 7:36 p.m.
48

- 1 Respectfully submitted,
- 2 Antionette Johnson
- 3 Recording Secretary

DRAFT



MEMORANDUM VILLAGE OF WINNETKA

COMMUNITY DEVELOPMENT DEPARTMENT

TO: DESIGN REVIEW BOARD
FROM: CHRISTOPHER MARX, AICP, ASSOCIATE PLANNER
DATE: JULY 12, 2019
SUBJECT: CASE NO. 19-17-DR: 490 HIBBARD ROAD, 530 HIBBARD ROAD, 540 HIBBARD ROAD - WINNETKA PARK DISTRICT - CONSIDERATION OF CERTIFICATE OF APPROPRIATENESS

INTRODUCTION

On July 18, 2019, the Design Review Board (DRB) is scheduled to consider an application filed by the Winnetka Park District (the "Applicant") as the owner of the property at 490, 530, and 540 Hibbard Road (the "Subject Property"), for a Certificate of Appropriateness to allow the installation of new identification and wayfinding signage, decorative tennis court windscreens, and building banners on the Subject Property. This application is continued from the May 16, 2019, DRB meeting agenda at the request of the applicant.

PROPERTY DESCRIPTION

The Subject Property, which is approximately 40.81 acres, is located on the west side of Hibbard Road between Cherry Street and Pine Street and contains the main campus of the Winnetka Park District. The Subject Property contains several buildings including an ice arena, tennis center, sports fields, tennis courts, and a maintenance facility. The Subject Property is located in the R-2 Single-Family Residential Zoning District. Figures 1 through 5 on pages 3 and 4 of this report identify the Subject Property.

CURRENT REQUEST

The Applicant is proposing site improvements to the Subject Property that include the following:

- (1) New identification signage reading "*Winnetka Park District*" on the northeast entrance of the Park District building;
- (2) New identification signage reading "*Winnetka Park District*" with a Park District seal sign on the eastern face of the northeast entrance of the Park District building;
- (3) New identification signage reading "*A.C. Nielsen Tennis Center*" with a Park District seal sign and decorative window banners on the main entrance of the Park District Building;
- (4) New identification signage reading "*A.C. Nielsen Tennis Center*" with a Park District seal sign on the southeast entrance of the Park District building;
- (5) New tennis court windscreens reading "*A.C. Nielsen Tennis Center*" with the Park District seal and decorative images of tennis patrons;
- (6) New identification signage reading "*Winnetka Ice Arena*" with a Park District seal sign on the ice arena building; and

- (7) A new wayfinding sign located in the parking lot in front of the main entrance that reads “Administration” and “Tennis, Ice, Golf” with directional arrows and the Park District seal.

The proposed signage near the entrances would replace existing signs that are similar in size, materials, and placement. The signs would still be mounted above the main doorway or windows with a similar height and length that is proportional to the façade. The lettering would be anodized-aluminum letters that are ten (10) inches tall and one (1) inch thick in an Open Sans Bold font that will be either silver or black, depending on the color of the sign band. The proposed seal signs would be carved from a high density urethane (HDU) synthetic foam while being 1.5 inches thick and range from approximately 4 square feet to 7 square feet in area. The sign would feature the traditional logo used by the Park District. The Applicant states that the material is intended to make the signs more weather resistant.

The proposed tennis court windscreens would be located on the top half of the existing fence and would be purple with photo images of Park District patrons playing tennis along with signage of the Park District seal and tennis center identification. In addition to providing wind protection and privacy, the proposed windscreens are intended to make the tennis courts more appealing from Hibbard Road and to patrons as well as increase brand awareness.

The proposed banners would be placed between the columns and over the windows of the main entrance to the Park District building with an overall coverage of 135.5 square feet. The banners would be made of 18 ounce vinyl while featuring black-and-white photo images of Park District patrons while rotating on a seasonal basis. The Applicant states that they would not feature any text or advertisement.

The proposed wayfinding ground sign would be made of cedar with carved letters and logo that are painted. The sign is intended to match the aesthetic and feel of the other freestanding signs on the Park District campus.

The Applicant has provided a site plan, renderings, and design specifications in the application materials included as Attachment A.

SIGN CODE ANALYSIS

The Village’s Sign Code describes standards for signs on the premises of public bodies in Section 15.60.070 as follows:

*“Signs, flags and emblems of and on the premises of the United States, the state, the Village, and other municipal corporations and **public bodies of the state** shall be exempt from the regulations of this chapter. Murals and building decorations not an integral part of a sign are not considered signs...”*

The proposed signs are on the premises of the Park District campus, a public body of the state, and therefore are not subject to the Village Sign Code.

DESIGN GUIDELINES ANALYSIS

Though the proposed signs are not regulated by the Village’s sign regulations, the placement of the signs do impact the appearance of buildings, structures, and site improvements and thus are subject to the Village’s Design Guidelines. The Guidelines provide guidance on appropriate size, color, and location of signs. The Guidelines also provide direction on decorative banners and overall contextual design. An excerpt of the Design Guidelines is included as Attachment B.

SUMMARY

The Applicant requests that the DRB find the proposed signage, banners, and tennis court windscreens as appropriate and compatible with the Design Guidelines and approve the plan as proposed. Should the DRB approve the certificate of appropriateness for the proposed site improvements, the Applicant would first need to receive a building permit from the Community Development Department prior to installation.

Attachments

Attachment A: Application Materials

Attachment B: Excerpt of Design Guidelines



Figure 1 – Winnetka Ice Arena



Figure 2 – Tennis courts with existing windscreens (southern part of the campus)



Figure 3 – Park District building, southern entrance from parking lot along Hibbard Road



Figure 4 – Main entrance and southern entrance Park District building, from parking lot along Hibbard Road



Figure 5 – Northeast corner of Park District building near sports fields, from parking lot along Hibbard Road



Exterior Signage Application

The Winnetka Park District is proposing to replace existing and/or add new signage to the exterior of our buildings located at the 540 Hibbard Road campus. The main reasons for updating our signage are to:

- » Make lettering more prominent and legible on building façade
- » Brand our facilities with our logo and update existing lettering to align with our brand typography
- » Create a cohesive and consistent look for exterior signage across our campus
- » Alleviate patron confusion by adding new wayfinding signage

Within this application, there are a total of six locations presented. Each location includes the current signage, what is being proposed, and building dimensions. Included below are details applicable to all locations. Location-specific details are included within the application documents.

Lettering

Material: all letters on the building façades will be aluminum with an anodized finish (either silver or black depending on the color of sign band). A sample of this material will be presented during the board meeting.

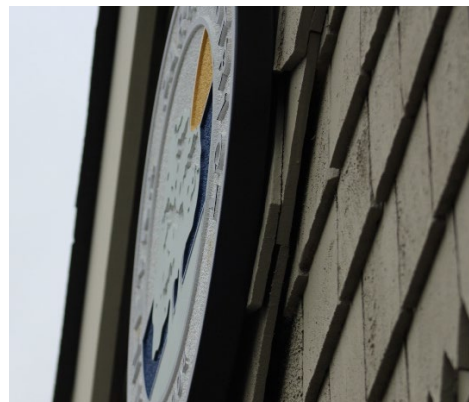
Mounting: all building letters will be mounted with standoffs (about ½ inch thick). Each letter will be one-inch-thick, so will stand off the building by about 1½ inches. Any holes or staining created by the existing signs will be patched and cleaned.

Font: all proposed lettering will be Open Sans Bold font - the Winnetka Park District brand font. The existing font is Times New Roman.

Logos

Material: all logos on the exterior of the buildings will be high density urethane (HDU) -- a synthetic foam. We chose HDU over wood as it does not absorb water like wood does and is not impacted by heat. The material should last just as long as wood and will require less maintenance (e.g., painting, repairing cracks, etc.) over the lifespan of the signs. The HDU material will be carved to give it a dimensional look to appear more like wood. An image of an existing HDU sign is included below for reference.

Mounting: all logos on the exterior of the buildings will be 1.5 inches thick and flush mounted to the building.



HDU Sign

VILLAGE OF WINNETKA, ILLINOIS
DEPARTMENT OF COMMUNITY DEVELOPMENT

SIGN PERMIT APPLICATION

Tenant/Lessee

Name of Business: Winnetka Park District		Primary contact name: Kelsey Raftery	Phone: (847) 501-2044
Street Address: 540 Hibbard Road			Fax: (847) 501-5779
City Winnetka	State IL	Zip Code 60093	Email: kraftery@winpark.org

Sign Company

Name of Sign Company: Northbrook Signarama		Primary contact name: Joel Shayman	Phone: (847) 239-5793
Street Address: 3345 Commercial Ave			Fax:
City Northbrook	State IL	Zip Code 60062	Email: joel@northbrooksigns.com

Property Owner

Name of Company: Winnetka Park District		Primary contact name: Kelsey Raftery	Phone: (847) 501-2044
Street Address: 540 Hibbard Road			Fax: (847) 501-5779
City Winnetka	State IL	Zip Code 60093	Email: kraftery@winpark.org

Sign type(s): ☐ window graphics ☒ wall-mounted sign ☒ ground-mounted sign
(Check all that apply) ☐ projecting sign ☒ other Vinyl banners and wind screens

Additional description of sign type and materials

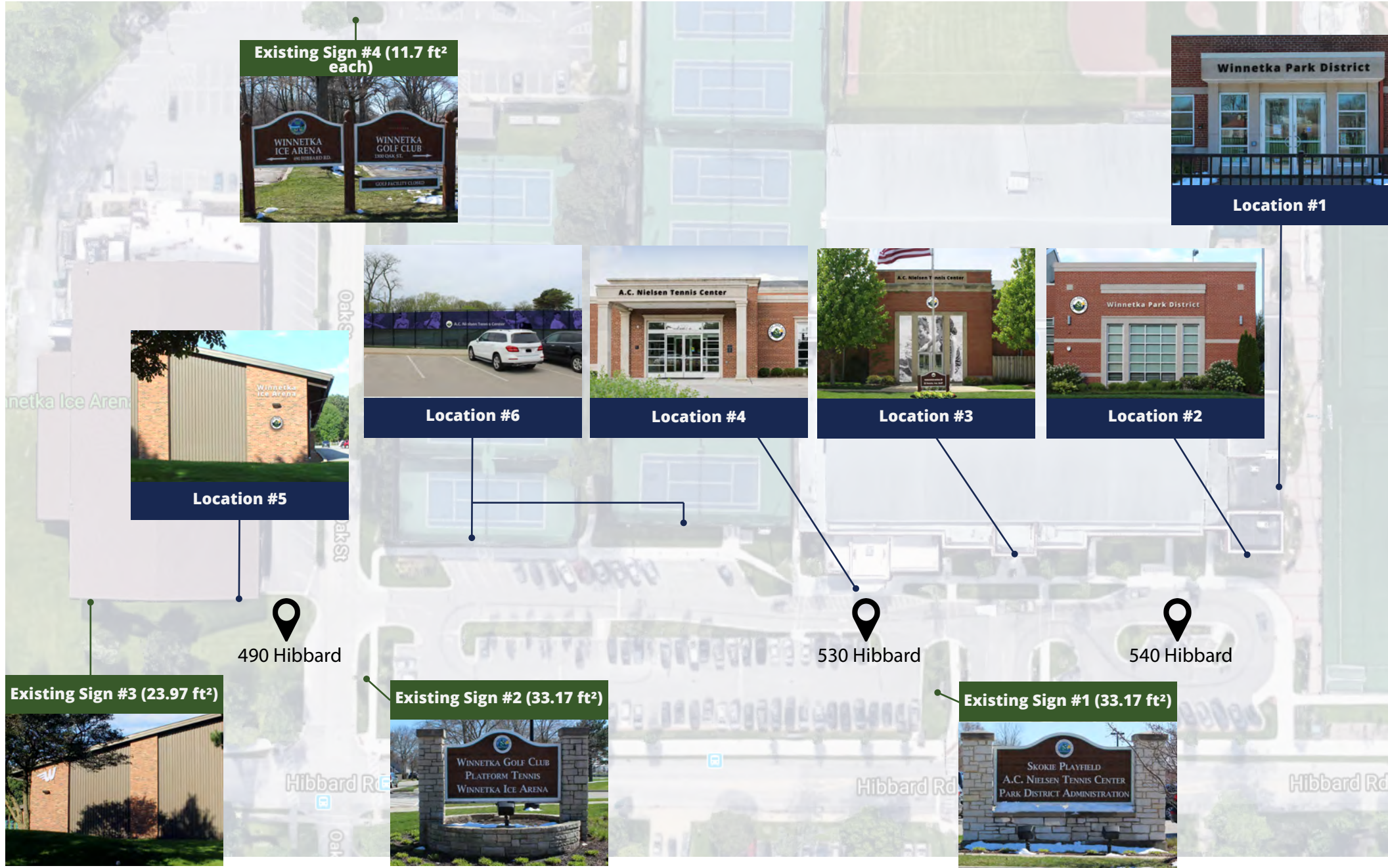
See attached documents.

OFFICE USE ONLY

PERMIT FEE (\$60/\$195 per sign)

CONDITIONS OF APPROVAL:

Sign Map



Sign Square Footage

- 540 Hibbard**
- » Location #1: 11.11 ft²
 - » Location #2: 21.03 ft²

Total: 32.14 ft²

- 530 Hibbard**
- » Location #3 (doesn't include banner): 32.1 ft²
 - » Location #4: 20.81 ft²

Total: 52.91 ft²

- 490 Hibbard**
- » Location #5: 22.85 ft²
 - » Existing Sign #3: 23.97 ft²

Total: 46.82 ft²

Location #1



Current

Lettering

- » Color: silver
- » Placement: limestone
- » Height: 10"
- » Width: 12'6"
- » Total Square Footage: 10.42



Proposed

Lettering

- » Color: black
- » Placement: limestone
- » Height: 10"
- » Width: 13'4"
- » Total Square Footage: 11.11



Location #2



Current

Lettering

- » Color: silver
- » Placement: limestone
- » Height: 10"
- » Width: 14'2"
- » Total Square Footage: 11.81



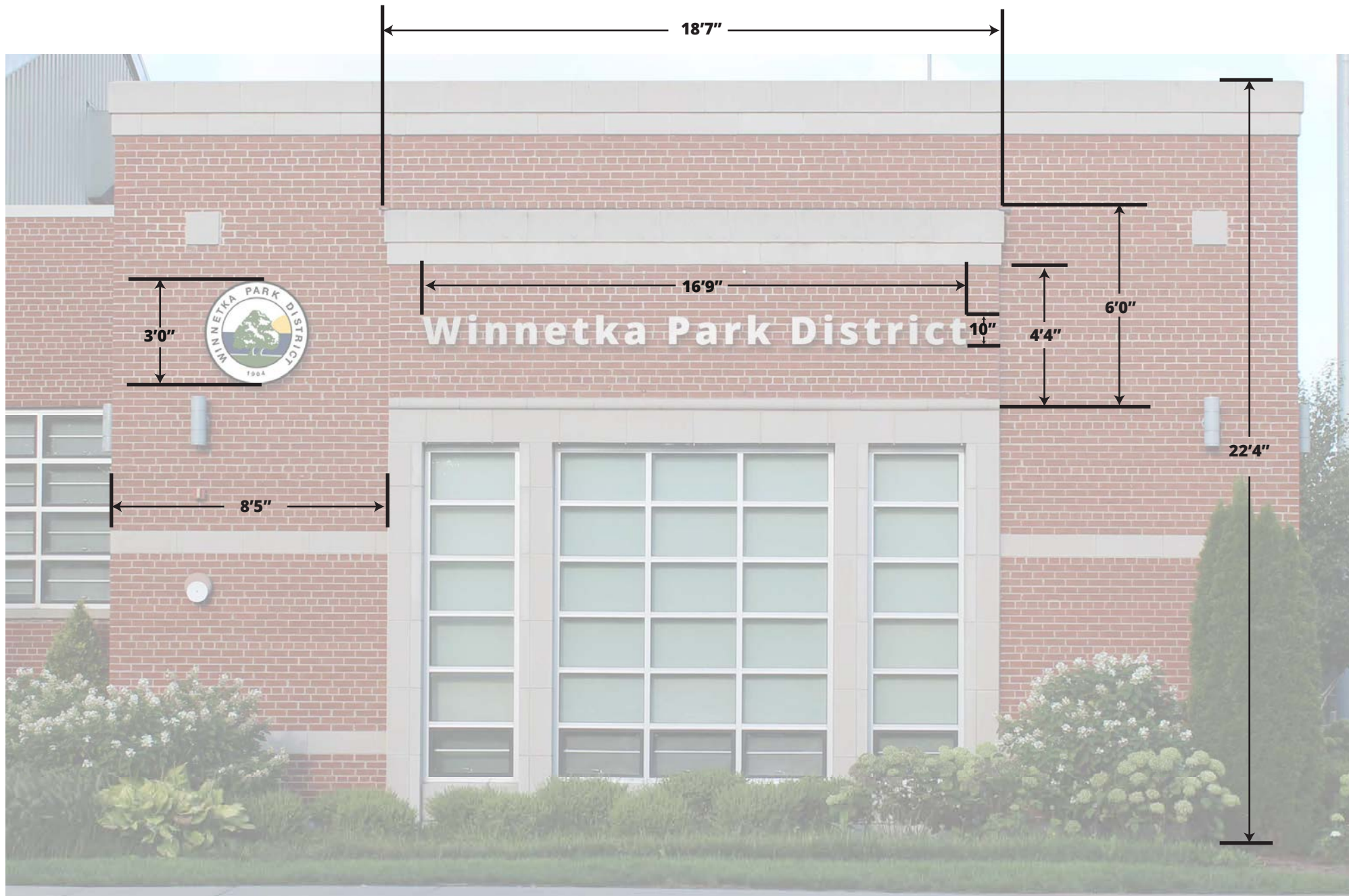
Proposed

Lettering

- » Color: silver
- » Placement: brick (more contrast + more space so lettering doesn't appear crowded)
- » Height: 10"
- » Width: 16'9"
- » Total Square Footage: 13.96

Logo

- » Dimensions (h x w x d): 36" x 36" x 1.5"
- » Square Feet: 7.07



Location #3

This location includes new lettering, logo, banners, and wayfinding signage for the main campus entrance located at Hibbard and Elm. This entrance is not actually an entrance to the tennis center, with the doors remaining locked from the outside 24/7. This causes confusion for patrons since it appears to be a working entrance. Additionally, there is no wayfinding signage when entering the campus leading to patrons not knowing where to go or going to the wrong facilities (e.g. going to the tennis center when looking for administration). To solve these issues, we are proposing to add banners to the entrance to make it look less like an entrance, plus add wayfinding signage that will direct patrons immediately as they enter the campus.



Current

Lettering

- » Color: brushed antique bronze
- » Placement: limestone
- » Height: 2'8" (each letter is 10" tall)
- » Width: 10'3¼"
- » Total Square Footage: 27.39



Proposed

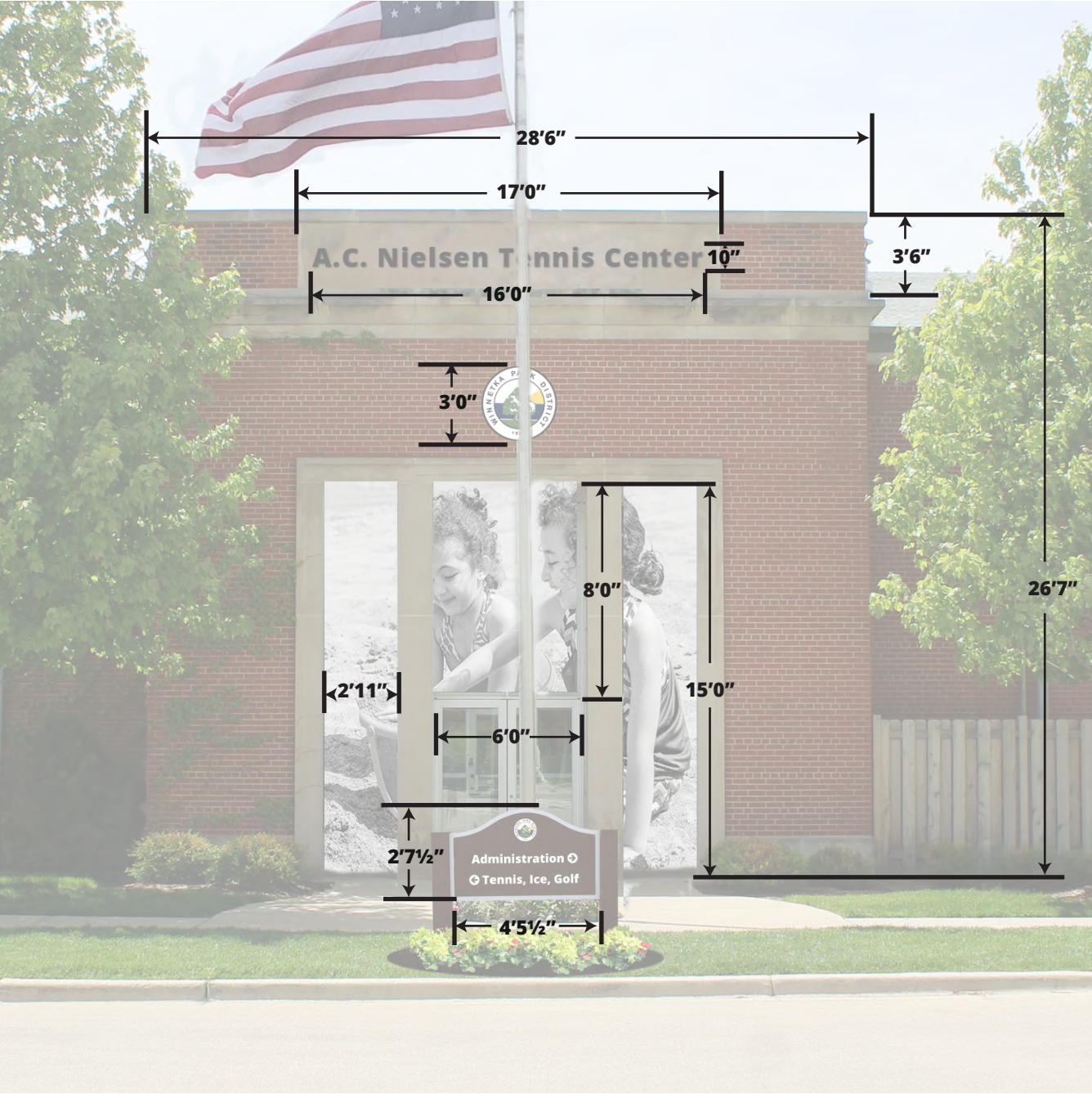
Lettering

- » Color: black
- » Placement: limestone
- » Height: 10"
- » Width: 16'0"
- » Total Square Footage: 13.33

Logo

- » Dimensions (h x w x d): 36" x 36" x 1.5"
- » Square Feet: 7.07

Wayfinding Sign & Banner - see following pages for details



Wayfinding

New wayfinding ground sign will follow the same look and be made out of the same material as existing grounds signs at campus. Sign material is cedar wood, with letters and logos carved and painted. Sign will mirror size and height of two signs shown in the top image.

Sign Dimensions

- » Height of Sign Face: 2'7½" (height from ground to top of sign is 4'11")
- » Width of Sign Face: 4'5½"
- » Depth: 6"
- » Total Square Footage: 11.7



Existing Ground Signs at Campus



Banners

New banners placed between the columns of the entrance to help take away from the fact that it is an entrance, plus add an interesting and appealing element to the exterior of the building. These banners would be made of 18 ounce vinyl.

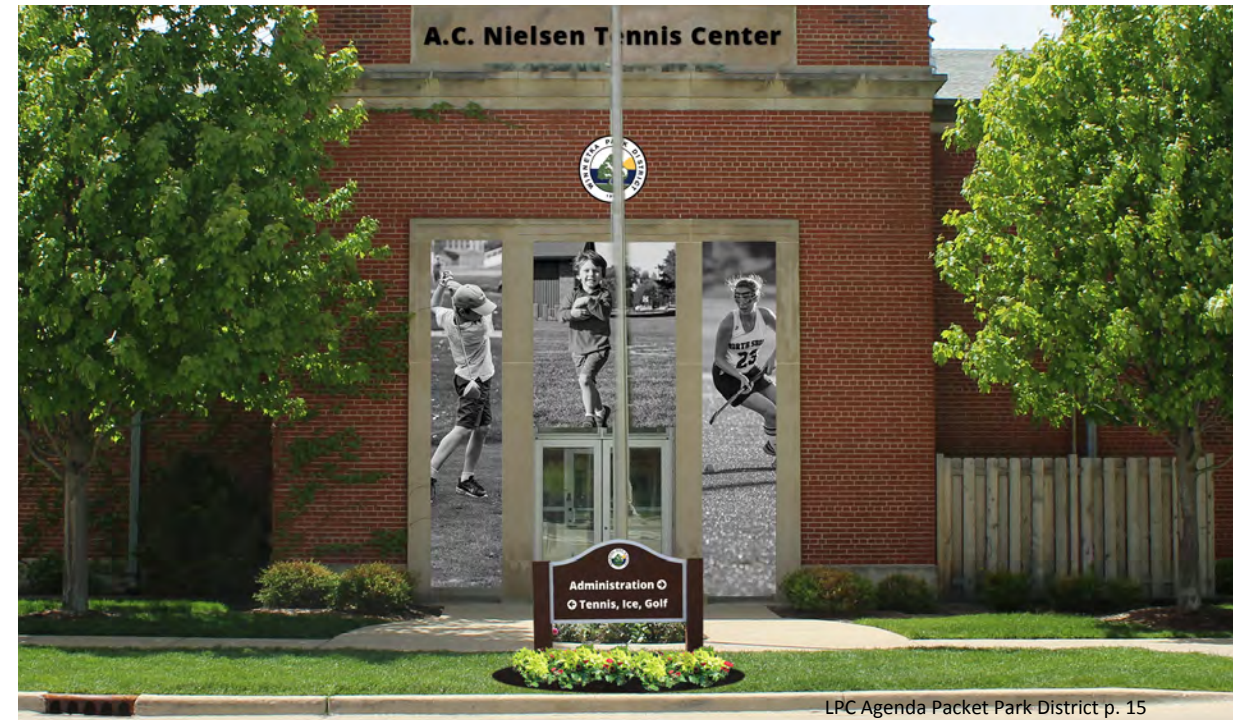
We would like to propose that the Design and Review Board approve basic guidelines and parameters for the design of these banners. Doing so would allow the Park District to change the banners on a seasonal basis to align with our changing offerings without having to seek Design and Review approval. Proposed guidelines and parameters are included below, along with two samples.

Banner Dimensions

- » Side Banners: 2'11" w x 15'0" h
- » Middle Banner: 6'0" w x 8'0" h
- » Total Square Footage: 135.5

Guidelines/Parameters for Entrance Banners

- » Imagery featured on banner will include real photographs of Park District patron(s) participating in a Park District program or utilizing one of our facilities, parks, or beaches. Customer's permission will be secured.
- » Color of image(s) will be black and white to give it a more classic and simple feel. No colored photos or additional colors beyond black and white will be used.
- » Photo(s) must include ample negative or white space around the subject(s) as to keep them the focus and avoid an overly busy image that may take away from a simple and classic feel.
- » Banners will not include any text or graphic elements aside from the photo(s).
- » Banners will maintain a more artistic feel and will not be used for direct advertisements of any kind.
- » Banners may include one photo spanning all three banners or three separate photos for each banner.



Location #4



Current

Lettering

- » Color: silver
- » Placement: limestone
- » Height: 10"
- » Width: 20'6½"
- » Total Square Footage: 17.12



Proposed

Lettering

- » Color: black
- » Placement: limestone
- » Height: 10"
- » Width: 19'1"
- » Total Square Footage: 15.9

Logo

- » Dimensions (h x w x d): 30" x 30" x 1.5"
- » Square Feet: 4.91



Location #5



Current

Lettering

- » Color: silver
- » Placement: brick
- » Height: 2'8" (each letter is 10" tall)
- » Width: 7'5¼"
- » Total Square Footage: 19.83



Proposed

Lettering

- » Color: silver
- » Placement: brick
- » Height: 2'8" (each letter is 10" tall)
- » Width: 6'8¾"
- » Total Square Footage: 17.94

Logo

- » Dimensions (h x w x d): 30" x 30" x 1.5"
- » Square Feet: 4.91

Full View of Ice Arena

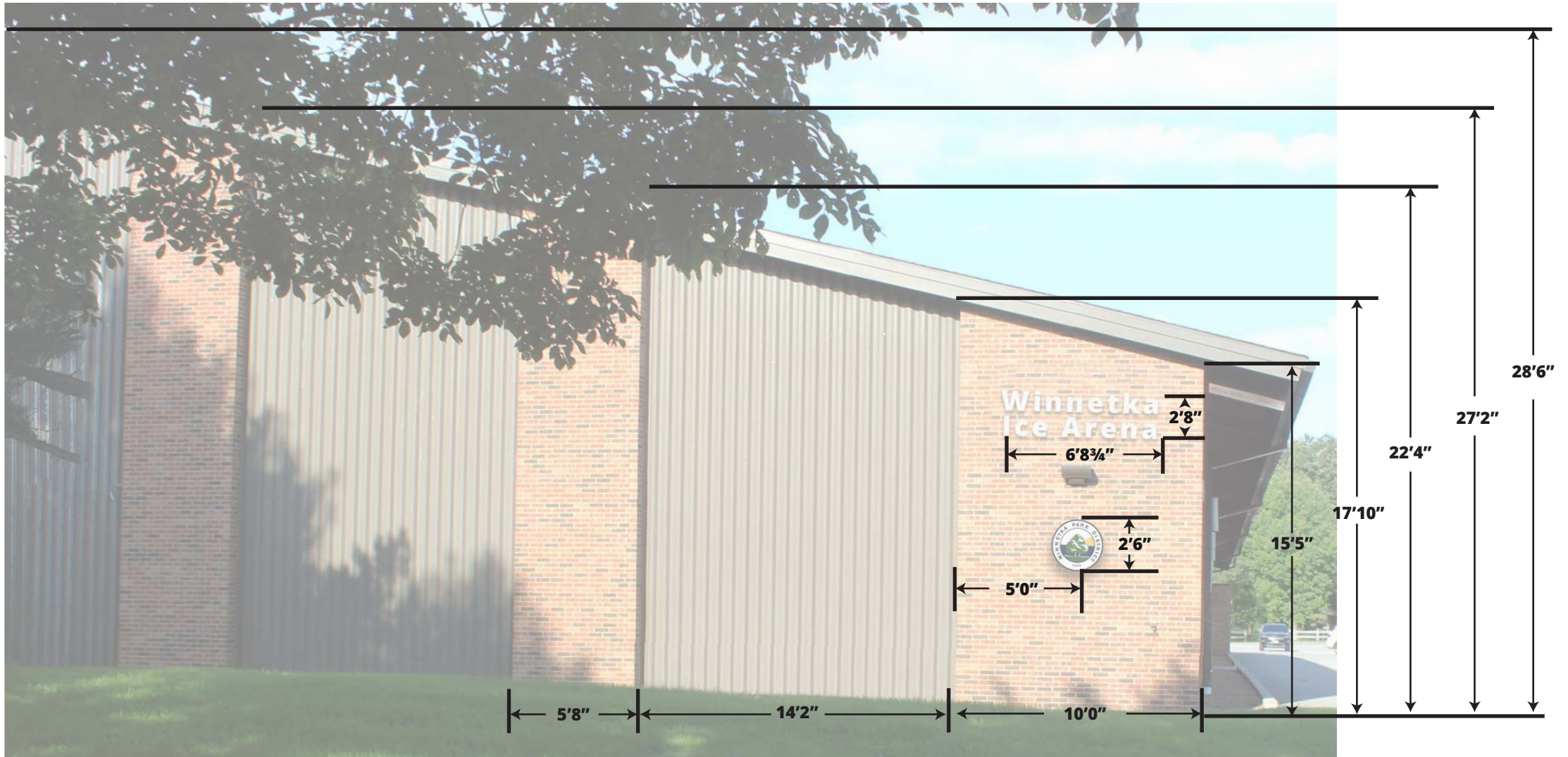
Shows a panoramic view of the rink from Hibbard Road. Sign on left side is existing and will remain.

Dimensions

- Existing Sign**
- » Height: 4'10"
 - » Width: 4'11½"
 - » Total Square Footage: 23.97

Total Square Footage - All Signs: 46.82





Location #6

Currently the fence spanning the two front courts adjacent to Hibbard are covered with a green wind screen. The purpose of the wind screen is to shield players from wind, plus give them some privacy.

To make the courts look more appealing from Hibbard Road and to patrons, the Park District is proposing to add new wind screens to the upper half of the fence. These wind screens would include photos of real tennis center customers with a purple overlay, the text “A.C. Nielsen Tennis Center” and the full color Park District logo. In addition to enhancing the look, the wind screens would provide more privacy for players and increase brand awareness.

The Park District is proposing that the Design & Review Board approve guidelines and parameters for these wind screens so they can be refreshed with new images every one to two years without additional approval.

Guidelines/Parameters for Court Screens

- » Imagery featured on wind screens will include real photographs of Park District patrons playing at tennis center. Customer’s permission will be secured.
- » Color of images will be purple (primary brand color for A.C. Nielsen Tennis Center) to give it a more simple and subdued look. Only additional colors used will be for the Park District logo (white, blue, green, yellow, and black).
- » Background/negative space around subjects will remain solid so players are the focus.
- » Wind screens will not include any other text or graphic elements aside from the player photos, text “A.C. Nielsen Tennis Center,” and Park District logo.
- » Wind screens will maintain a more artistic feel and will not be used for advertisements.

Current



Proposed



View of Wind Screens from Hibbard





Banner Dimensions

- » Height of Top Half of Fence to Cover: 4'7"
- » Total Length of Fence to Cover: 192'
- » Total Square Footage: 1,760

Design Guidelines

Building and Architecture

I. Contextual Design

Commercial, mixed-use, institutional and multiple-family development projects should reflect an understanding of the immediate site surroundings and the village-wide character. Contextual design reflects existing features including massing, height, setbacks, proportions, scale, roof forms, materials, articulation, lighting, signs and awnings while creating appropriate architectural design.

The prevalence of the English Tudor style throughout the Village dictates smaller structural bays and massing, limited building heights, variety in roof forms, mix of materials and special attention to detailing and fenestration proportions and patterns. It is not the intent of these guidelines to recreate traditional architectural styles that do not allow for contemporary architectural designs or materials, but to provide a framework within which good design can flourish in context and enhance the existing Village character.

II. Uses

The three districts have a mix of uses that includes commercial, mixed-use, institutional and multiple-family facilities.

Exclusively commercial buildings make up a small percentage of the structures within the districts. They are typically single-story buildings that house a single retailer with on street frontage and a large expanse of storefront. These buildings are strongly horizontal with large sign bands and varying stylistic detailing.

Most buildings in the commercial districts are mixed-use. The architectural designs are based on a traditional two-part structure with retail on the ground floor and offices or residences above. The facades clearly separate the two uses through changes in materials and wall plane as well as changes in fenestration, with large glass storefronts on the street level and punched windows above creating a hierarchy of public versus private spaces. In select locations, where large or awkward site geometry suggest, alternatives to the existing mixed-uses may encourage the use of first floor courtyards or pedestrian ways instead of uninterrupted commercial space.

Institutional buildings include a wide variety of building types and uses such as civic buildings (Village Hall), schools, libraries, churches, recreational facilities and utilitarian public works facilities. Most institutional structures located within the Elm Street District are designed in the Classical Revival, Contemporary or Georgian styles. Most schools and churches are located within residential neighborhoods. Typically, institutional structures are freestanding and larger in scale as they represent unique aspects of community life: governmental, religious and educational. The design of institutional buildings, whether new or an alteration to an existing building, should reflect the context of their immediate surroundings and respect the existing neighborhood while identifying their function.

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. Background colors for the body of the sign are limited to earth tones and primary colors, whereas pastels, neon and secondary colors are not allowed. 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.

Signs must comply with the general provisions of the Winnetka Sign Ordinance as well as design provisions contained within these Design Guidelines.

1. Surface mounted commercial signs are either fabricated from painted wood or cast metal plaques and are to be mounted within the sign band or within the storefront transom. The height of the sign is restricted to 75% of the area of the sign band or 14 inches - whichever is less. The sign band of a building consists of the area located above the ground floor storefront opening and below the second floor windowsill, and is located a minimum of 8'-0" and a maximum of 15'-0" above grade. Refer to figures 28, 29, and 30 for location. Surface mounted or pin-mounted signs are not permitted on secondary elevations without a defined sign band.
2. Pin-mounted commercial signs consist of reverse channel, cast metal and flat cut metal letters mounted above the storefront in the masonry sign band or suspended in front of the storefront at the transom or recessed entry. The size of the lettering is restricted so that the height of the letters does not exceed 75% of the height of the sign band or 14 inches - whichever is less. The length of the lettering is to be contained within 75% of the length of the sign band. (See figure 38)



Figure 38

3. Interior signs floating independently are set behind the glass either at the transom or at the sill of the storefront and are lit from a separate source. This sign must adhere to the size limitations of the decal signs. (See figure 39)

4. Decal Signs are defined as painted or vinyl transfer letters and numbers. Decal signs can be mounted within the transom and at the lower section of the storefront window area so as not to interfere with the merchandising. The decal sign area at the lower section of the window can occupy up to 10% of the glass area of a single pane. Decals mounted at the transom are restricted to 50% of the area of the transom. Decals located at the lower section of the main display area are to be limited to 6" in height unless they contain store operation hours, which are restricted to 2". (See figure 40)

Figure 39



Figure 40

5. Projecting blade commercial signs can be round, square or vertical, mounted from the face of the building at the second floor level between the windows or at the head of the storefront and are oriented to pedestrian scale. The signs are to be mounted on fixed hardware; no swinging or chain-mounted signs are allowed. The dimensions of the sign are not to exceed 6 square feet (36" high and 24" deep) (See figure 41). If illuminated, the signs should be lit with an unobtrusive light source.



Figure 41

6. Incidental wall signs such as building management identification and directory signs should be integrated into a single sign and be constructed of brushed bronze, antique bronze or painted cast iron. Such signs should not be placed on the prominent street front facade and should be directed to public residential entries.

e. Awnings and Banners

Awning scale and proportions are to be appropriate for the building on which they are mounted as well as the adjacent structures. It is highly recommended that awnings be uniform in size, shape (except for arched openings, see “Forms” below) and color in order to unify multiple storefronts within a single building. The length of the awning is to be restricted to the length of the storefront opening; awnings must not continue over masonry piers. The vertical and horizontal dimension should be proportional to the overall projection of the awning. (See figure 42)



Figure 42

Awning projection is preferred at 36 inches, but awnings will be considered which range from a minimum of 24 inches to a maximum of 36 inches. Projection depth should match the existing adjacent awnings provided they comply with the acceptable minimum and maximum projection. Awnings should be placed at a minimum height of 8 feet above the sidewalk. If awnings are lit it should be from an outside source; no backlit awnings are allowed.

Forms: Awning forms are to conform to the general shape of the opening. Arched openings are to receive ½-round domed awnings, whereas rectangular openings are to receive rectangular, gently sloping; planar forms with closed ends. Valances may be fixed or loose.

Mounting: Awnings may be fixed or retractable. Retractable awnings must be kept either in the fully projected position or the fully closed position. Fixed awnings are to have concealed rigid metal frames. Retractable awnings should have a canopy cover and automatic retractable rollers mounted to the building. Underpanels are not desired. Frames should be painted to match or compliment the color of the awning cover material or its underside.

Materials: The awning material should be taut, not relaxed. Awning materials may include matte finish painted army duck, vinyl-coated cotton, acrylic-coated polyester, and vinyl-coated polyester or cotton and solution-dyed acrylic. All materials should receive silkscreen, painted, cutout lettering, heat color-transfer, pressure sensitive vinyl films or sewn appliqué signs. Awning signs and logos are limited to a height of six inches, and may be placed on the valance only.

Colors: Awning and banner colors must take into account the color selection of the surrounding materials, buildings, signs, awnings, and image of the retailer/user and district. All awnings located on the same building must be the same color. Colors should enhance and compliment the building and are restricted to earthtones and primary and secondary colors. Final color selection is contingent on approval by the Design Review Board and compliance with the Village awning ordinance.

Banners should be considered as identification of commercial districts. Banners may be location, event, holiday or sponsor specific and can create a unifying thread between the independent districts. Banners are to be mounted on existing poles by fixed brackets and hardware. The Design Review Board must approve the final design.

All new or replacement Awnings and Banners must comply with Village Ordinances and the Design Guidelines.

f. ADA Compliance:

Federal and State regulations require all public spaces to be accessible. Accessibility alterations shall allow access from either the primary or the secondary facade; additions of elevators or ramps should be designed as an integral element of the building.

Entrances: Commercial and mixed-use facilities should provide first floor access from the primary or secondary facade.

Elevators: Where possible, elevators should be incorporated into the existing building envelope. If physically impossible, the elevator and stair core can be located on the exterior of the building but should be located so as not visible from the main public way.

Ramps: Where required, the slope of the ramp should be as gradual as possible to eliminate the need for handrails. Although a 1:12 slope is permitted, 1:20 is encouraged. A ramp should be an integral design element, reflecting the design of the building it serves and surrounding site. This can be accomplished by concealing the ramp behind a low screen wall.

g. Mechanical Equipment

1. Location

Mechanical Equipment must not be visible from pedestrian view. Roof top equipment should be located either in the center of the roof or in one corner away from the street elevation so as not to be visible from the primary or secondary approach.

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



Figure 46

Institutional only

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

Commercial and Multiple- Family

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

d. Door and Window Materials:

Commercial, Mixed Use, Institutional,
Multiple- Family Residential: Entry
doors should be wood or aluminum
stile and rail with varying degrees of
glass. Public entry doors should be
fully glazed whereas private and semi-
private entries should be primarily
solid panel doors. Storefront window
units should be either paneled
aluminum or brass. Many original
storefronts, some with transom
windows, remain in the districts.
Efforts should be taken to
repair and renovate these systems
where feasible. Window frames should
be wood, steel or aluminum. Vinyl
windows are not acceptable. Muntin
divisions should be real divided glass
or simulated with spacer bars. Snap-in
muntins are not acceptable. Color
selection should be sympathetic with
the overall building color palette and
take into account the adjacent building
materials within the structure,
immediately adjacent structures,
structures within the same block and
structures across the street.
Entry door hardware is to be exterior grade with weather-resistant finish. Hardware
design and finish is to be appropriate with facade articulation, color palette and
district character. **Glazing should be clear glass without tint or film.**



Figure 47



Figure 48



Figure 49



MEMORANDUM VILLAGE OF WINNETKA

COMMUNITY DEVELOPMENT DEPARTMENT

TO: DESIGN REVIEW BOARD
FROM: CHRISTOPHER MARX, AICP, ASSOCIATE PLANNER
DATE: JULY 12, 2019
SUBJECT: CASE NO. 19-20-DR: 908 GREEN BAY ROAD (THE SHADE STORE) -
CONSIDERATION OF CERTIFICATE OF APPROPRIATENESS AND SIGN
PERMIT

INTRODUCTION

On July 18, 2019, the Design Review Board (DRB) is scheduled to consider applications submitted by *The Shade Store* (the "Applicant") as the lessee of the property located at 908 Green Bay Road (the "Subject Property"), for a Certificate of Appropriateness to allow window and door replacements and a Sign Permit to allow signage on the front façade of the Subject Property.

PROPERTY DESCRIPTION

The Subject Property is located on the west side of Green Bay Road between Gage Street and Tower Road in the Hubbard Woods Business District. It is zoned C-2 General Retail Commercial and is located in the Commercial Overlay District. The Subject Property is an existing commercial building containing two storefronts with a traditional brown brick façade with a flat roof, central doorway, exterior lighting fixtures, and two large window fenestrations for the two storefronts. The building contains *Balance in Motion* fitness studio, which is located behind two vacant storefront spaces. The commercial storefronts were most recently occupied *MMint Interiors* and *E Street Denim Co.* Figures 1 through 3 later in this report identify the Subject Property.

CURRENT REQUEST

The Applicant, chain retailer *The Shade Store*, is opening a new location in a storefront of the Subject Property previously occupied by *E Street Denim Co.* The business will sell window shades and other home decor accessories through an on-site showroom. Currently, the storefront has a large window opening with three vertical panes and a recessed glass doorway accompanied by two transom windows and two secondary vertical windows. There is also an awning from the previous business and a sign band space on the top of the façade that is absent of any signage. The storefront has two external light sconces on each end and a bronze plaque from the previous business.

The Applicant is proposing to remove the awning and plaque while replacing the main windows and adding signage for the new business. The overall glazing patterns and fenestration of the storefront would be preserved while the lighting sconces would remain in place. The improvements would include the following:

- A wall sign would be installed towards the top along the sign band area with white aluminum letters that read "The Shade Store." The sign would be pin-mounted halo letters over a 3-inch deep aluminum cabinet painted Benjamin Moore Wrought Iron, measuring 30.19 square feet in area. The letters and cabinet would be externally illuminated from halo lighting projected

against the building façade surface to provide a highlighting effect around the sign.

- A projecting sign would be installed on the upper right side of the façade just above the lighting sconce. The sign would be a 3-inch deep fabricated aluminum cabinet painted Benjamin Moore Wrought Iron with a sign face area of 5.34 feet. The sign would read “The Shade Store” in white acrylic plush letters. It would be 2.67 feet in height and extend 2 feet from the building wall with a clearance of 10 feet above the sidewalk. The sign would not be illuminated.
- Two decal signs would be installed on the main door. One decal in the middle of the door window would be a black vinyl application that would be 1.63 square feet in size with white text that reads “The Shade Store.” A black, vinyl incidental sign measuring 0.74 square feet would be located on the bottom of the door with white text providing the business hours.
- Towards the bottom of the main window would be two different vinyl decal signs in black text that read “CUSTOM SHADES, BLINDS & DRAPERY” and “HANDCRAFTED IN THE USA.” They would measure 0.42 square feet and 0.3 square feet, respectively.
- A new window pane would replace three existing separate panes in one opening. The window would be double-paned, insulated glass with a dark bronze anodized finish, measuring 11.1 feet in width and 10.45 feet in height. The transom windows and secondary windows around the doorway would remain in place.
- A new glass door would replace the existing door with matching dimensions and a dark bronze anodized finish.

The Applicant has provided elevation renderings and design specifications for the proposed window, door, and signs which are included in the submitted application materials in Attachment A.

SIGN CODE ANALYSIS

Section 15.60.120 of the Village Sign Code specifies the following standards for commercial signs within the Village:

Projecting sign - The projecting sign complies with code requirements of not exceeding a height of 3 feet, maintaining a clearance over the sidewalk of at least 8 feet and containing only the business name.

Wall and Window signs - The wall sign and window signs comply with code requirements of having a cumulative square footage that does not exceed 15% of the total area of street exposure. In total, the proposed wall and window signs would measure 33.28 square feet, which is 7.6% of the total facade area. As described above, the wall sign would be 30.19 square feet. The aggregate area of the window signs would be 3.09 square feet, which would cover approximately 2.7% of the overall window area, not exceeding the 10% single pane coverage requirement in the Sign Code.

The wall sign would be externally illuminated with halo-illuminated pin-mounted letters, which is permitted according to the Sign Code.

The sign text is limited to the business name and a brief product description as required. The small incidental sign on the door only lists the hours of operation and is smaller than the maximum permitted size of one square foot.

A staff analysis of the sign area with calculations is included as Attachment B.

DESIGN GUIDELINES ANALYSIS

The Village's Design Guidelines provide guidance for signage on commercial buildings.

- The Guidelines state that pin-mounted signs should be made of metal located on the traditional sign band and not exceed 14 inches (1.17 feet) in height. The proposed wall sign would consist of a 3-inch deep aluminum cabinet that would be 1.83 feet in height with pin-mounted cast metal letters that are 11 inches (0.92 feet) in height.
- The Guidelines state that projecting signs should be fixed rather than swinging while being no larger than six (6) square feet. The proposed projecting sign would be a fixed, vertical sign measuring 5.34 square feet in area with no illumination.
- The Guidelines state that window decal signs should be placed in the lower half of the window and should not exceed 6 inches in height. They also state that the graphic should not take up more than 10% of the window area. The proposed window decals would take up approximately 2.7% of the window area with text that is less than 6 inches in height.

The Village's Design Guidelines provide guidance on window and doors for commercial buildings.

- The Guidelines state that windows should be made with a metal or wood frame and with a color that is sympathetic to the overall building character. The Guidelines also state that the windows should have framing that provides an appearance of divisions or muntins. The proposed main window would not have any divisions or muntins as desired by the Guidelines. The window frames would be a dark bronze anodized finish with a color that compliments the brick façade as desired by the Guidelines.
- The Guidelines state that a door should have a design and finish that is weather-resistant but appropriate with the distinct character of the façade. The proposed doorway would also have a dark bronze anodized finish to match the windows with glazing designed to match the existing storefront opening.
- The street-level windows and doors would be transparent with no film or tint, as required by the Design Guidelines.

The proposed signage and window changes are designed to preserve the look of a storefront façade while providing identification for a new business. Excerpts of the Design Guidelines referred to above are included as Attachment C.

SUMMARY

The Applicant requests that the DRB find the proposed signage, window and door as compatible with the Design Guidelines and approve the applications as proposed. Should the DRB approve the applications, the Applicant would first need to receive the necessary permits from the Community Development Department prior to commencing construction.

ATTACHMENTS

Attachment A: Application Materials

Attachment B: Staff Analysis of Sign Area

Attachment C: Excerpt of Design Guidelines



Figure 1 – Subject Property



Figure 2 – Left side of frontage, facing northwest



Figure 3 – Right side of frontage, facing southeast

ATTACHMENT A

VILLAGE OF WINNETKA, ILLINOIS DEPARTMENT OF COMMUNITY DEVELOPMENT

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

PROJECT ADDRESS 908 Green Bay Road, Space 100
NAME OF BUSINESS(ES) The Shade Store

REAL ESTATE INDEX NUMBER			
05			

Application is hereby made for the following work (please check all that apply):

☐ Sign
☐ Awning
☒ Other (general description)

Sign permit application attached? ☐
 Awning permit application attached? ☐
 Remove existing storefront glazing and door and replace with new insulated glazing and door to match existing

Please provide a detailed description of the proposed work (attached separate sheets, material specifications, photographs, etc.):

Install new storefront glazing system. System to be Oldcastle series 3000 thermally broken, center set, glazing system with finish to match existing, with 1" transparent double paned, butt-jointed insulated glass.

I/We hereby certify that as The Shade Store (Lessee/Owner) of the property at 908 Green Bay Rd, 100 (address) I am/we are authorized to submit plans for alteration 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.

SIGNED



PRINT NAME(S)

KelliRose Scriboni

ADDRESS

21 Abendroth Ave

Port Chester, NY 10573

PHONE NUMBER

212.645.2424

FOR OFFICE USE ONLY

COA applied for (date) _____

COA Case Number _____

COA issued (date) _____

PRIMARY DESIGN FIRM

PDMS Design Group

CONTACT NAME

Michael R. Black

ADDRESS

2225 E. Randol Mill Road, Suite 300

Arlington, TX 76011

PHONE NUMBER

817-701-4819

FAX NUMBER

817-633-4153

RECEIVED
JUN 24 2019
BY: COA2019-581

Winnetka Facade

Motorized
rollers in front
window TBD



TSS Logo: brushed steel,
halo lit, surface mounted on
Wrought Iron Grey finish
backboard

Blade sign with Wrought
Iron Grey finish and
acrylic push through
letters

Replace existing window
and mullions with one
new large window

Leave existing narrow
style door.



Project Address
The Shade Store
908 Green Bay Rd
Space 100
Winnetka, IL 60093

Issue Date	2/20/19		
Revisions	Date	Description	By
△	03/05/19	CUSTOM COMMENTS	KC
△	03/11/19	CUSTOMER COMMENTS	KT
△	04/23/19	CUSTOMER COMMENTS	DG
△			
△			
△			

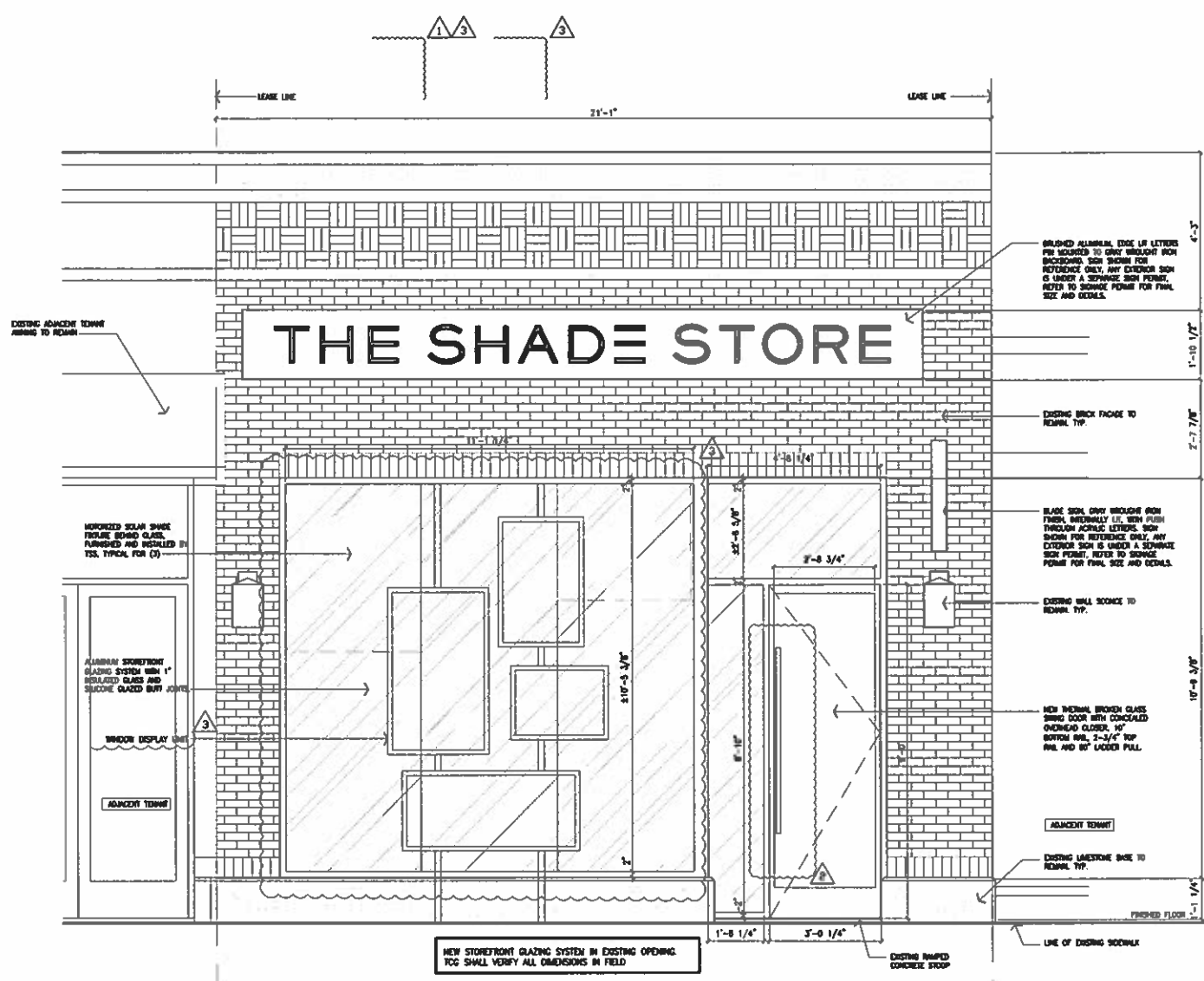
THE SHADE STORE
908 Green Bay Rd
Space 100
Winnetka, IL 60093

Consultant
mb
MICHAEL R. BLACK, AIA
2225 E. RANDOL MILL RD., SUITE 300
ARLINGTON, TEXAS 76011
817.701.4819
ILLINOIS REG. NO.: 001-014922
EXP. 11/30/20

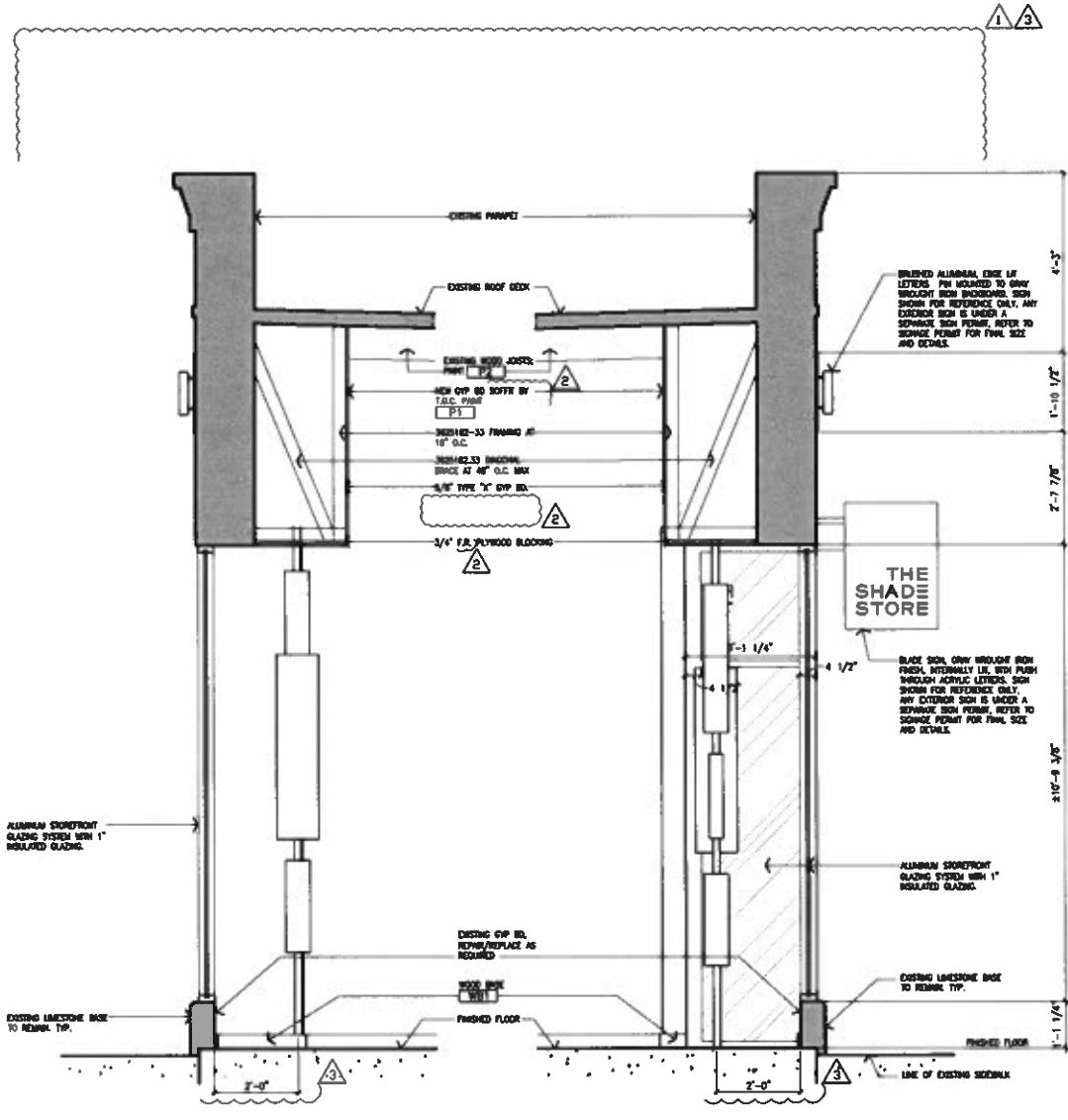


Job Number	190011
Drawn By	ACS
App'd By	MRB
Sheet Title	Storefront Elev. & Details
Sheet Number	

A300
DRB Agenda Packet The Shade Store p. 9

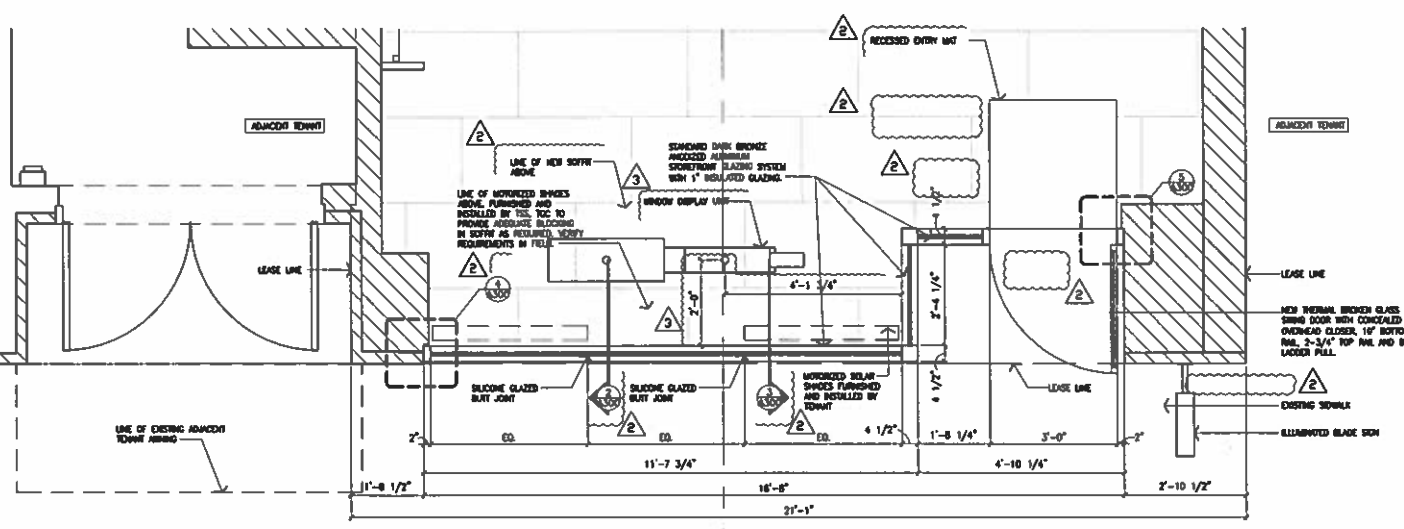


1 Storefront Elevation
Scale 1/2" = 1'-0"

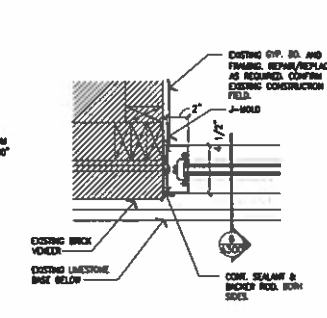


2 Storefront Elevation
Scale 1/2" = 1'-0"

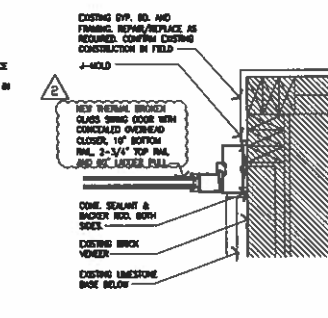
3 Storefront Elevation
Scale 1/2" = 1'-0"



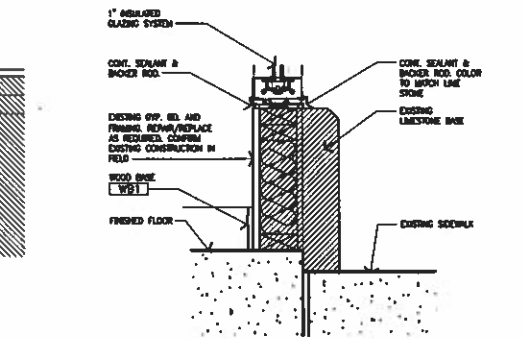
3 Enlarged Storefront Plan
Scale 1/2" = 1'-0"



4 Storefront Detail
Scale 1 1/2" = 1'-0"



5 Storefront Detail
Scale 1 1/2" = 1'-0"



6 Storefront Detail
Scale 1 1/2" = 1'-0"

**VILLAGE OF WINNETKA, ILLINOIS
DEPARTMENT OF COMMUNITY DEVELOPMENT**

SIGN PERMIT APPLICATION

Tenant/Lessee

Name of Business: THE SHADE STORE		Primary contact name: KelliRose Scriboni	Phone: 856.905.0502
Street Address: 908 Green Bay Rd			Fax:
City Winnetka	State IL	Zip Code 60093	Email: kscriboni@theshadestore.com

Sign Company

Name of Sign Company: VAN BRUGGEN SIGNS INC.		Primary contact name: BRAD WERKMAN	Phone: (708) 448-0826
Street Address: 13401 SOUTHWEST HWY.			Fax: (708) 448-9092
City ORLAND PARK	State IL	Zip Code 60462	Email: brad@vb signs.com

Property Owner

Name of Company: Hoffman Commercial Real Estate		Primary contact name: Melissa Vandable-Roth	Phone:
Street Address: 8000 Maryland Ave, Ste 755			Fax:
City St. Louis	State Missouri	Zip Code 63105	Email: mroth@hoffmanncre.com

Sign type(s): ☐ window graphics ☒ wall-mounted sign ☐ ground-mounted sign
(Check all that apply) ☒ projecting sign ☐ other _____

Additional description of sign type and materials

(1) EDGE LIT LETTERS ON A HALO-ILLUMINATED BACKGROUND PANEL
- 1'-10" X 16'-6" OVERALL, OPAQUE BACKGROUND, HALO TYPE ILLUMINATION
(1) ILLUM PROJECTING SIGN
- 2'-8" X 2'-0" OVERALL, OPAQUE BACKGROUND, HALO TYPE ILLUMINATION

SBC2019-599

OFFICE USE ONLY	PERMIT FEE (\$60/\$195 per sign)
CONDITIONS OF APPROVAL: _____	

Application for Sign Permit



Page 4 of 5

I. ALLOWED SIGNAGE

Tenant ID: East Elevation 21’-1” x 20’-9” = 64.83 SF
Projecting ID: East Elevation = 6 SF

II. SCOPE OF WORK

Existing On-Site Signs: None
Primary Tenant ID: A. Reverse Pan-Channel Letters on a Halo-illuminated background panel
Secondary Tenant ID: B. Non-Illuminated Projecting Signs
Window + Door Graphics: C. Vinyl Graphics

II. SQ FT PER SIGN

Existing On-Site Signs: None
Primary Tenant ID: A. Reverse Pan-Channel Letters on a Halo-illuminated background panel = 18.06 SF
Secondary Tenant ID: B. Non-Illuminated Projecting Sign = 5 SF each
Window + Door Graphics: C. Vinyl Graphics = 449.03 SI (3.12 SF)

III. CITY OF WINNETKA SIGN CODE

Section 15.60.120 Commerical Signs.

1. Wall Signs and Window Signs
- e. For each street exposer the total area of all window signs, wall signs and awning signs other than exempt signs, and permitted directional signs and incidental signs of this section, shall not exceed fifteen (15) percent of the total area of street exposure.
2. Projecting Signs.
- b. Blade signs may extend over a public way or a public sidewalk, provided that the blade sign extends no more than 2 feet from the wall of the building and is no more than 3 feet high, and provided that the clearance between the bottom of the sign and the sidewalk is at least 8 feet.



2424 SE Holgate Boulevard
Portland, Oregon 97202
503-232-4172

securitysigns.com

OR CCB# 122809
WA SECURS1020CF



Account Manager: Joseph Platt

Project Name



WINNETKA
908 Green Bay Road
Space 89
Winnetka, IL 60093

Client Approval: _____

Landlord Approval: _____

COLORS

CITY CODE ALLOWANCE

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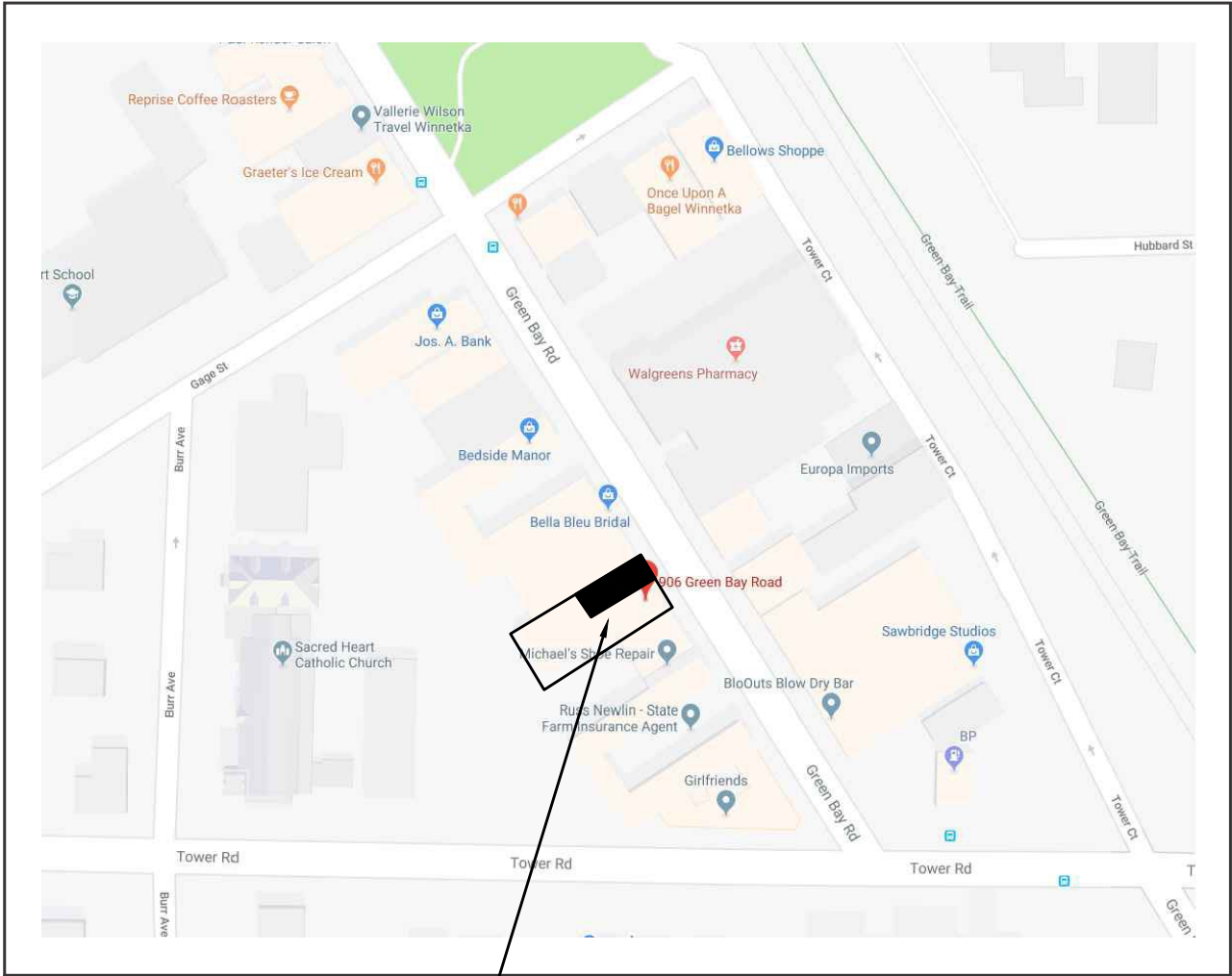
This sign is intended to be installed in accordance with the requirements of Article 600 of the National Electrical Code and/or other applicable local codes. This includes proper grounding and bonding of the sign.

Date: 06.25.2019
DRB Approved The Shade Store

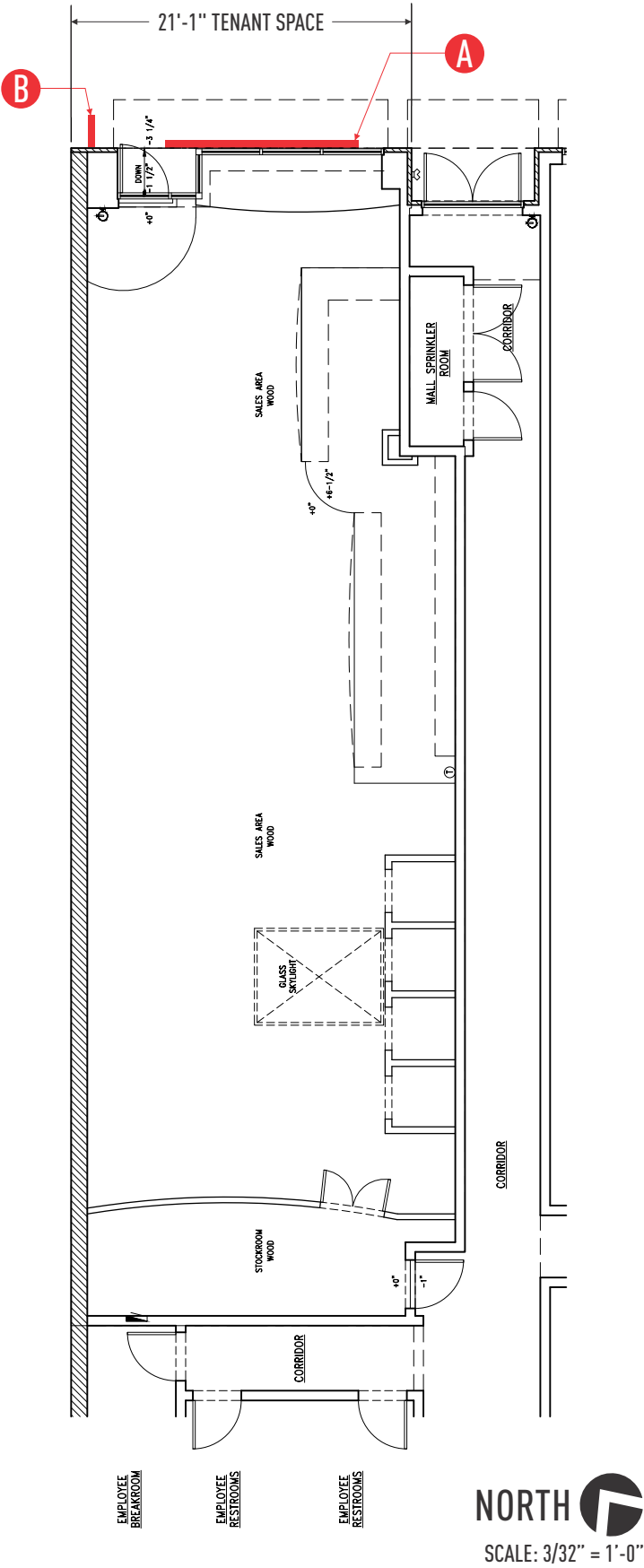
Drawing: 0015014

Sheet: 2 of 9

EXTERIOR | VICINITY MAP & TENANT FLOOR PLAN



THE SHADE STORE
908 GREEN BAY RD





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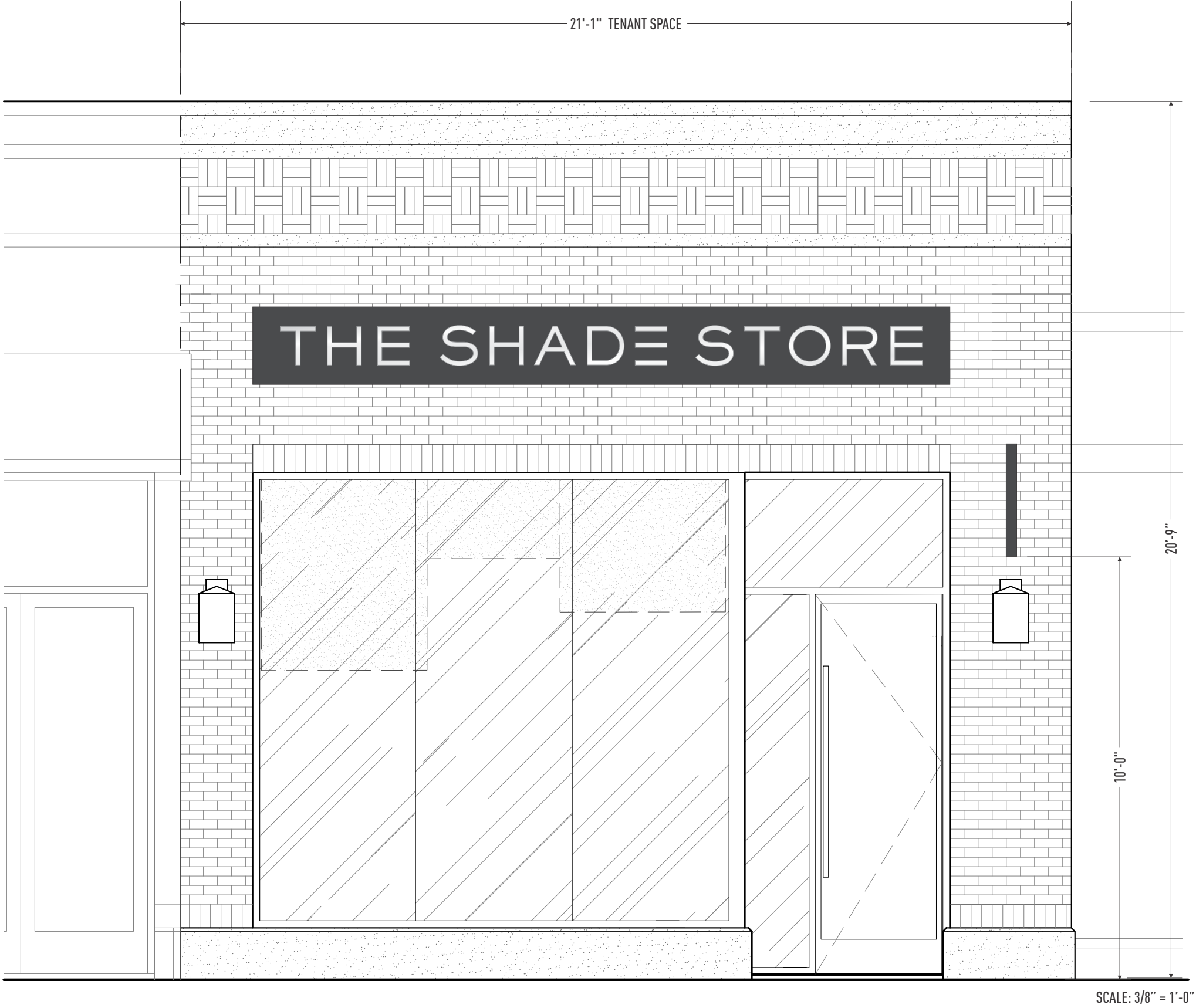
Project Name **THE SHADE STORE** WINNETKA

908 Green Bay Road
Space 89
Winnetka, IL 60093

Client Approval: _____

Landlord Approval: _____

EXTERIOR | EAST ELEVATION - PRIMARY + BLADE IDENTIFICATION





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INTERNATIONAL
SIGN ASSOCIATION



WORLD SIGN ASSOCIATION



NORTHWEST SIGN COUNCIL

Account Manager: Joseph Platt

Project Name

**THE
SHADE
STORE**

WINNETKA

908 Green Bay Road
Space 89
Winnetka, IL 60093

Client Approval: _____

Landlord Approval: _____

EXTERIOR | PRIMARY ID DETAILS



A.1 | WALL DISPLAY - 30.25 SQ FT EACH
Scale: 1/2" = 1'-0"



A.1 | NIGHT VIEW
Scale: nts



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INTERNATIONAL
SIGN ASSOCIATION



WORLD SIGN ASSOCIATION



NORTHWEST SIGN COUNCIL

Account Manager: Joseph Platt

Project Name

THE
SHADE
STORE

WINNETKA
908 Green Bay Road
Space 89
Winnetka, IL 60093

Sign Type A

ILLUMINATED

Manufacture and install one (1) S/F wall display

1 CABINET

Construction: Fabricated aluminum, 3" deep
Face: .090 Aluminum, painted Benjamin Moore
Wrought Iron, returns to match
Back: .177 Clear Polycarbonate
Interiors: Painted white
Illumination: White LED halo-illuminated

2 THE SHADE STORE

Faces: .090" aluminum, brushed horizontal finish
Returns: .040" aluminum, 3" deep aluminum
finish
Backs: .177" clear polycarb
Illumination: White LEDs, 180 Lumens per ft
Provide shielded weep holes

INSTALLATION

Wall Type: Brick
Mounting: Frame on frame, painted Benjamin
Moore Wrought Iron
Install: Flush mount frame to building with
3/8" hanger bolt /Hilti Toggler, 4' oc, see section
details.
Power Supplies: Remote mount.
Primary: One dedicated 120v/20amp circuit for
sign(s) that supplies no other loads

Client Approval: _____

Landlord Approval: _____

COLORS

BRUSHED ALUMINUM
HORIZONTAL GRAIN

BENJAMIN MOORE
2124-10
WROUGHT IRON

CITY CODE
ALLOWANCE

NOTE(S): SURVEY BUILDING DIMS AND ELECTRICAL
ACCESS.

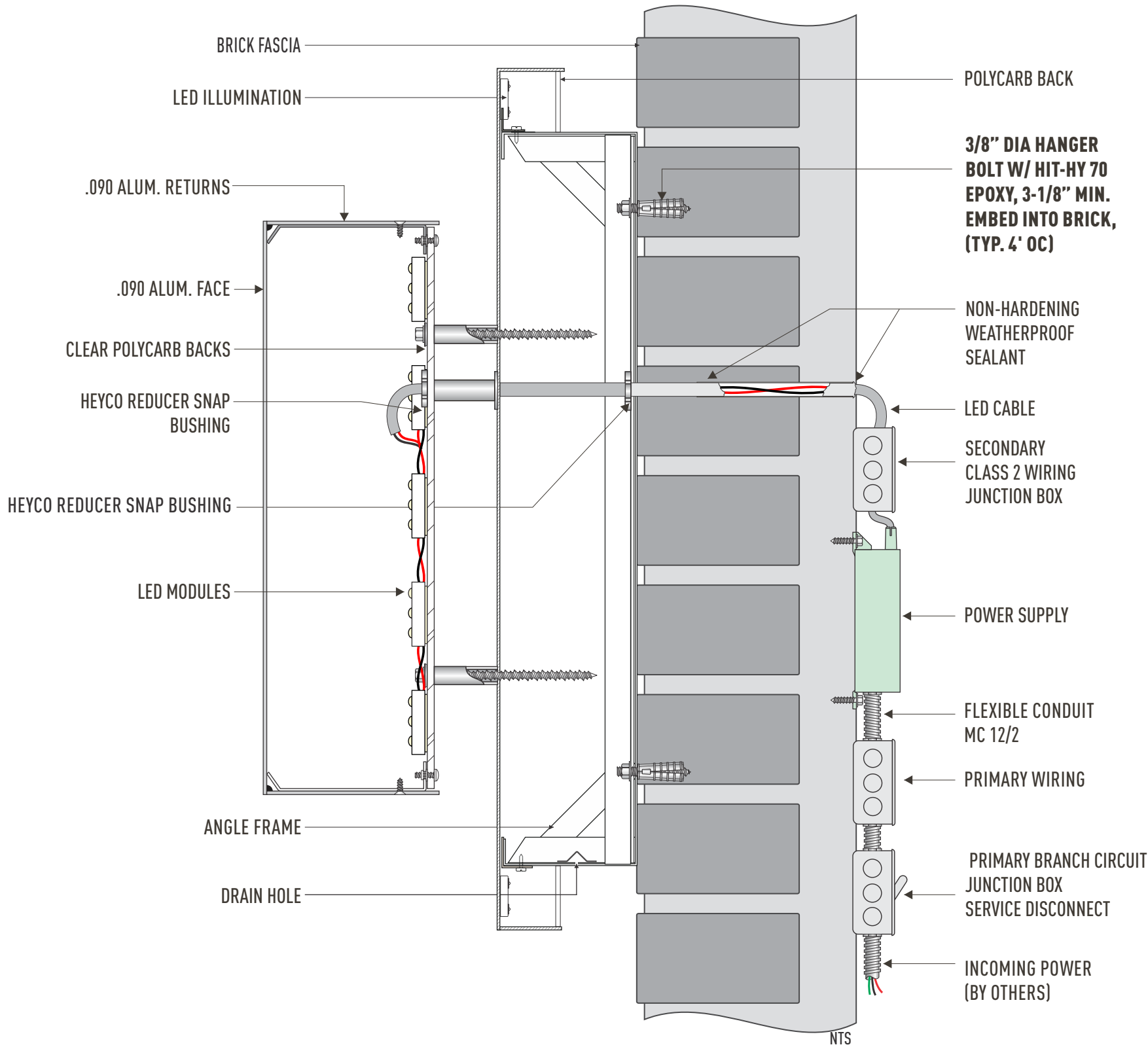
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Unauthorized use, reproduction, and/or display shall render
the infringer liable for up to \$150,000 in Statutory Damages,
plus attorneys fees and costs, for each infringement, under
the U.S. Copyright Act (17 U.S.C. 412 & 504)

This sign is intended to be installed in
accordance with the requirements of Article
600 of the National Electrical Code and/or
other applicable local codes. This includes
proper grounding and bonding of the sign.

Date: 04/25/2019
Drawing: 04/25/2019
Sheet: 14

5 of 9

EXTERIOR | PRIMARY ID SECTION DETAILS





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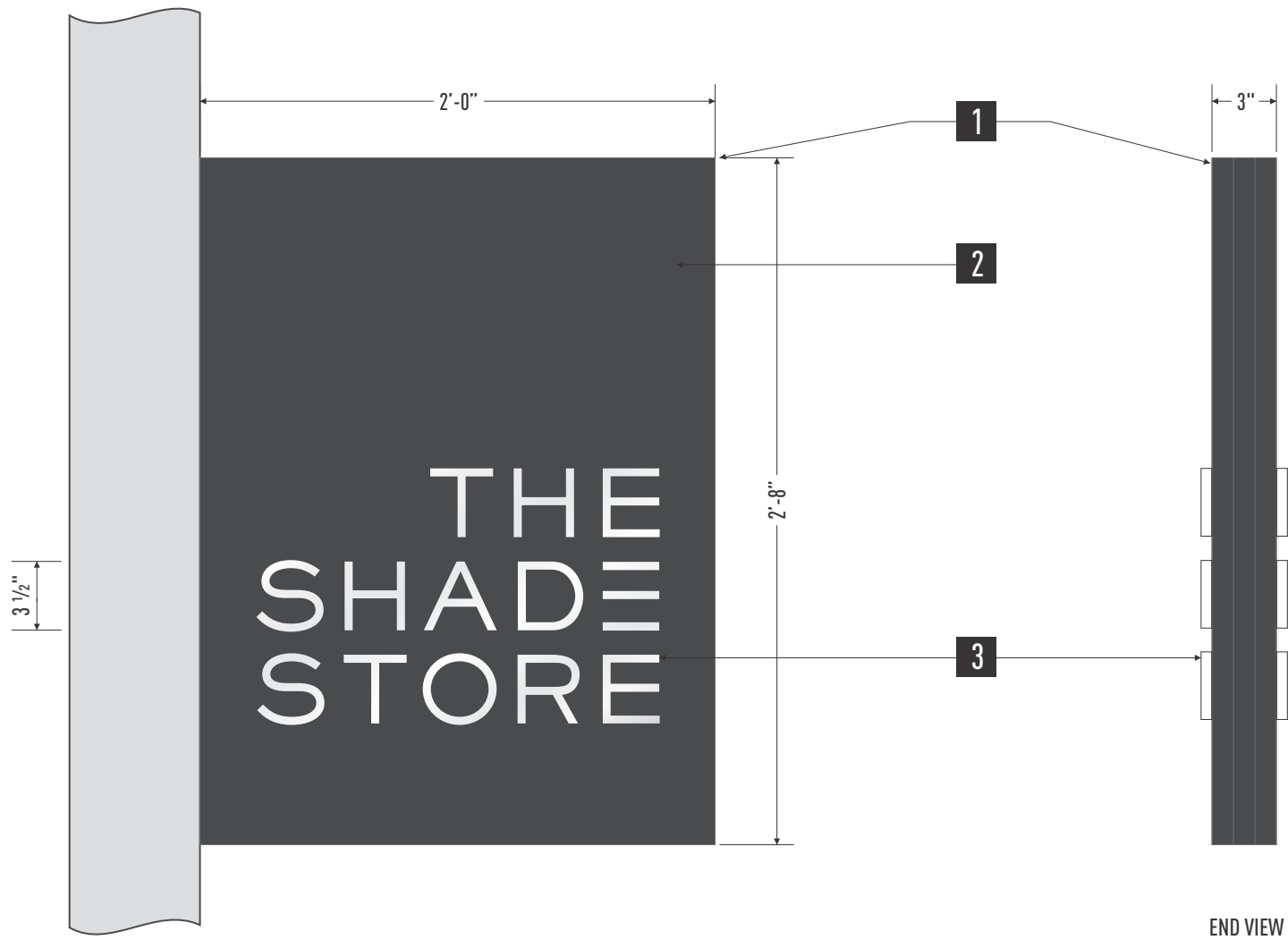
Account Manager: Joseph Platt

Project Name	THE SHADE STORE	WINNETKA
	908 Green Bay Road Space 89 Winnetka, IL 60093	

Client Approval: _____

Landlord Approval: _____

EXTERIOR | SECONDARY BLADE IDENTIFICATION



B PROJECTING DISPLAY - 5.33 SQ FT
Scale: 1 1/2" = 1'-0"

Account Manager: Joseph Platt

Project Name	THE SHADE STORE	WINNETKA 908 Green Bay Road Space 89 Winnetka, IL 60093
--------------	-----------------------	--

Sign Type B
Non-Illuminated
Manufacture and install one (1) D/F projecting signs

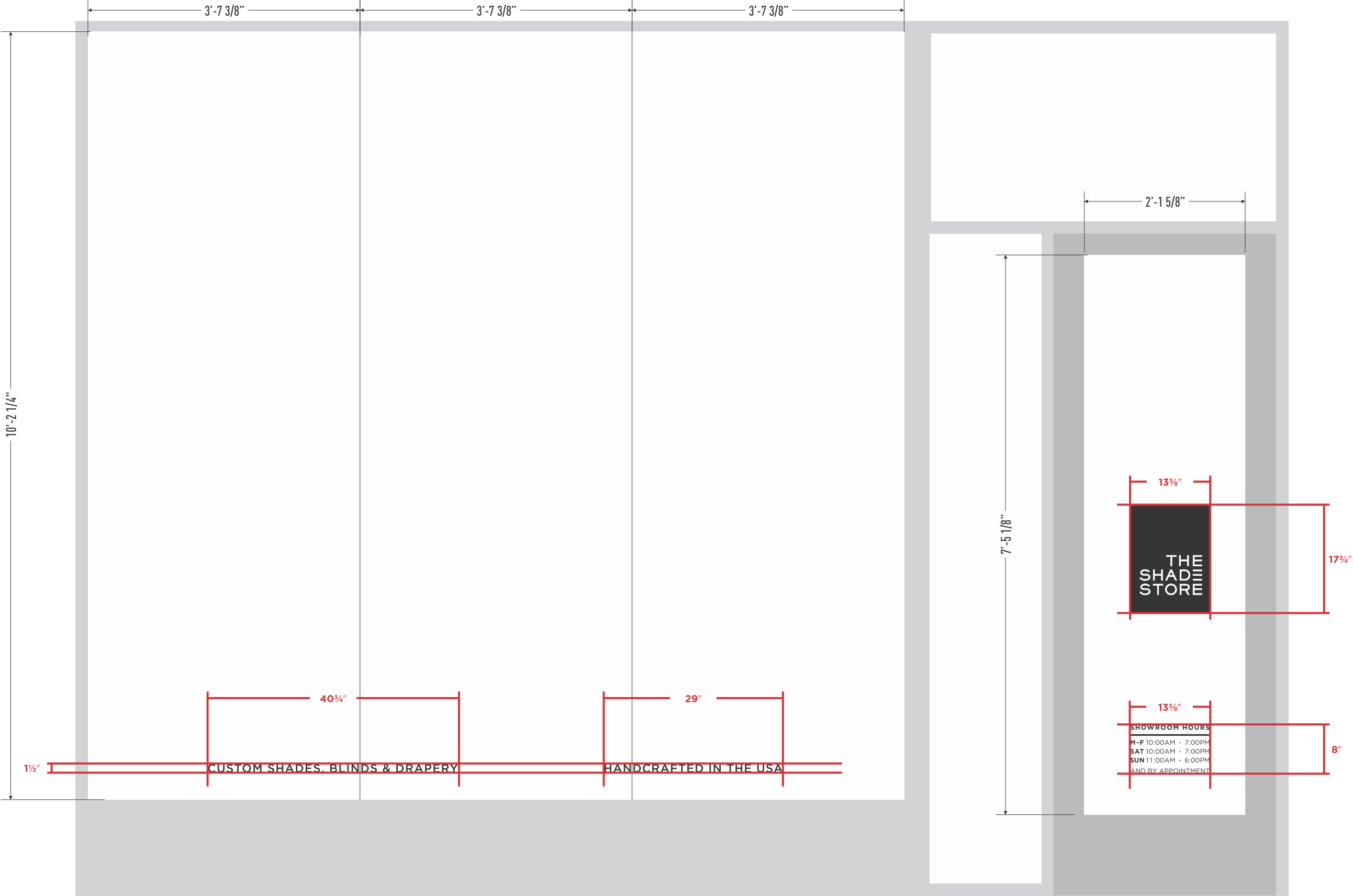
1 CABINET
Construction: Fabricated aluminum 3" deep with .090 aluminum painted Benjamin Moore Wrought Iron

2 FACES
Material: .090 aluminum painted Benjamin Moore Wrought Iron

3 THE SHADE STORE
Construction: Routed FCOs
Material: .5" Aluminum, horizontal brush finish

INSTALLATION
Wall Type: Brick
Mounting: Attach to wall with (4) 3/8" Hilti KBTZ wedge anchor, 4" min. embed into wall, engineering required

EXTERIOR | DOOR + WINDOW GRAPHICS



WIDOW AREA = 16373.14 SQ INCHES (113.70 SQ FT)

C WINDOW + DOOR GRAPHICS - 449.03 SQ IN (3.12 SQ FT)
SCALE: 3/4" = 1'-0"



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INTERNATIONAL SIGN ASSOCIATION



WORLD SIGN ASSOCIATION



NORTHWEST SIGN COUNCIL

Account Manager: Joseph Platt

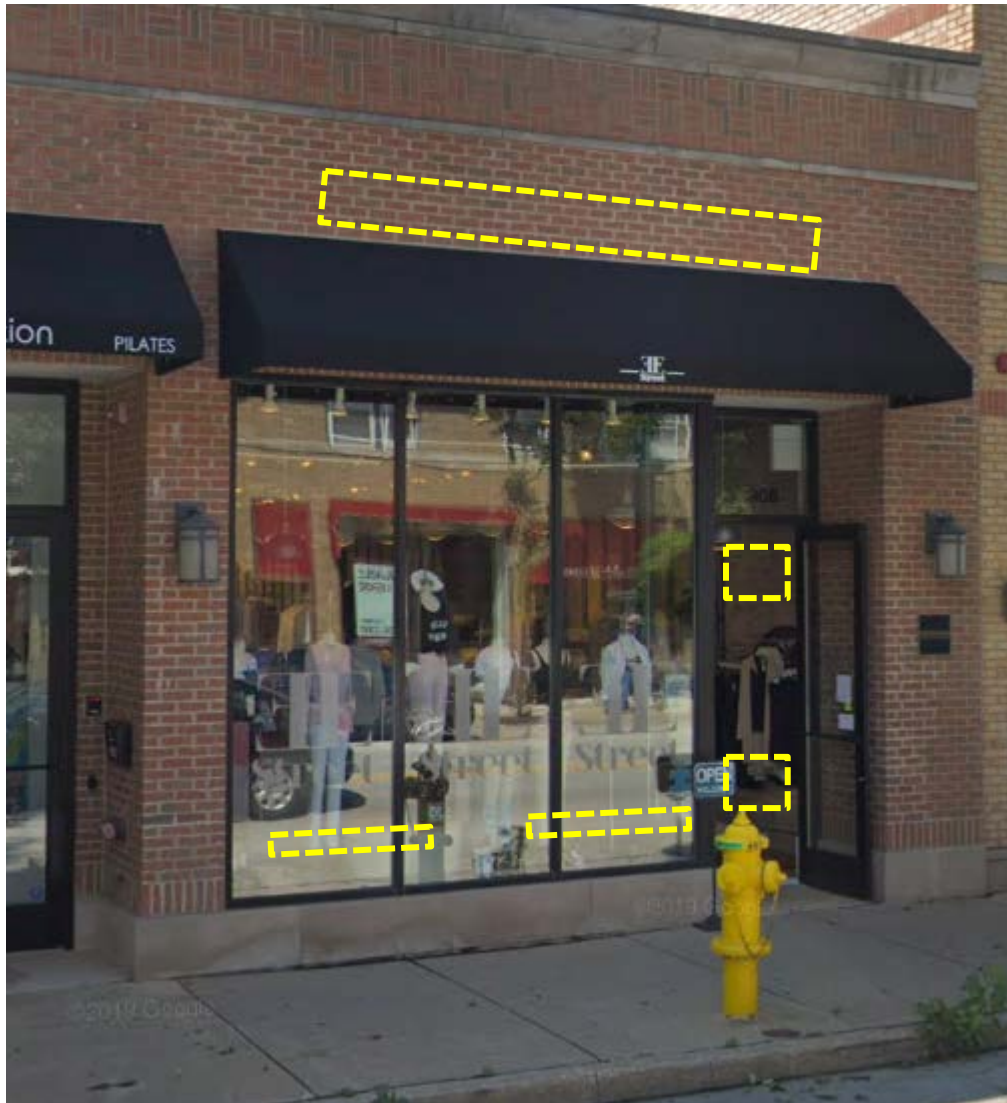
Project Name

THE SHAD_{ES} STORE

WINNETKA

908 Green Bay Road
Space 89
Winnetka, IL 60093

Attachment B



Wall Size: $20.75' \times 21.08' = 437.41$ square feet

Proposed Wall Sign Area: $16.5' \times 1.83' = 30.19$ square feet

Proposed Main Window Left Decal Sign: $0.125' \times 3.39' = 0.42$ square feet

Proposed Main Window Right Decal Sign: $0.125' \times 2.41 = 0.3$ square feet

Door Decal Sign: $1.11' \times 1.47' = 1.63$ square feet

Door Incidental Decal Sign: $1.11' \times 0.667' = 0.74$ square feet

Cumulative Façade Coverage Area: $30.19 + 0.42 + 0.3 + 1.63 + 0.74 = 33.28$

$33.28/437.41$ square feet = 7.6 % Façade Coverage

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. Background colors for the body of the sign are limited to earth tones and primary colors, whereas pastels, neon and secondary colors are not allowed. 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.

Signs must comply with the general provisions of the Winnetka Sign Ordinance as well as design provisions contained within these Design Guidelines.

1. Surface mounted commercial signs are either fabricated from painted wood or cast metal plaques and are to be mounted within the sign band or within the storefront transom. The height of the sign is restricted to 75% of the area of the sign band or 14 inches - whichever is less. The sign band of a building consists of the area located above the ground floor storefront opening and below the second floor windowsill, and is located a minimum of 8'-0" and a maximum of 15'-0" above grade. Refer to figures 28, 29, and 30 for location. Surface mounted or pin-mounted signs are not permitted on secondary elevations without a defined sign band.
2. Pin-mounted commercial signs consist of reverse channel, cast metal and flat cut metal letters mounted above the storefront in the masonry sign band or suspended in front of the storefront at the transom or recessed entry. The size of the lettering is restricted so that the height of the letters does not exceed 75% of the height of the sign band or 14 inches - whichever is less. The length of the lettering is to be contained within 75% of the length of the sign band. (See figure 38)



Figure 38

3. Interior signs floating independently are set behind the glass either at the transom or at the sill of the storefront and are lit from a separate source. This sign must adhere to the size limitations of the decal signs. (See figure 39)

4. Decal Signs are defined as painted or vinyl transfer letters and numbers. Decal signs can be mounted within the transom and at the lower section of the storefront window area so as not to interfere with the merchandising. The decal sign area at the lower section of the window can occupy up to 10% of the glass area of a single pane. Decals mounted at the transom are restricted to 50% of the area of the transom. Decals located at the lower section of the main display area are to be limited to 6" in height unless they contain store operation hours, which are restricted to 2". (See figure 40)

Figure 39



Figure 40

5. Projecting blade commercial signs can be round, square or vertical, mounted from the face of the building at the second floor level between the windows or at the head of the storefront and are oriented to pedestrian scale. The signs are to be mounted on fixed hardware; no swinging or chain-mounted signs are allowed. The dimensions of the sign are not to exceed 6 square feet (36" high and 24" deep) (See figure 41). If illuminated, the signs should be lit with an unobtrusive light source.



Figure 41

6. Incidental wall signs such as building management identification and directory signs should be integrated into a single sign and be constructed of brushed bronze, antique bronze or painted cast iron. Such signs should not be placed on the prominent street front facade and should be directed to public residential entries.

3. Detail

Commercial and Mixed Use: Typically, private or semi-private entrances should have a predominately solid door and be set in a masonry opening nearly flush to the building facade whereas the public or storefront doorway should be recessed and have an awning so as to provide protection from the elements for shoppers. Building entrances can be further defined by using subtle streetscape improvements such as pavers. Residential entrances should be clearly identified and dignified.

Institutional: Generally the public entrances are detailed to stand out on a facade through the use of articulation and location. In order to be open and inviting, public entrances should incorporate larger expanses of glass than secondary entrances.

b. Window and Door Fenestration:

Commercial, Mixed Use, Institutional and Multiple-family Residential: Punched single or ganged windows are required at upper floors but not allowed at street level on primary facades in commercial buildings. A combination of ganged and single units within the punched opening is encouraged to provide hierarchy to the facade. It is encouraged that the sill height of upper level windows align with adjacent buildings but should not be higher than 30" above finish floor elevation. See Section VI.d. Mullion and muntin divisions are required to maintain the scale of the districts and reduce large expanses of glass at the upper floors. (See figure 33) Strip windows are not allowed.



Figure 33

Commercial and Mixed Use: Storefront windows are required in commercial buildings on the primary facade at street level. Storefront windowsill heights cannot exceed 18". Secondary facades are encouraged to provide punched display windows to define the hierarchy of the primary facade over the secondary. (See figure 34)



Figure 34

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



Figure 46

Institutional only

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

Commercial and Multiple- Family

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

d. Door and Window Materials:

Commercial, Mixed Use, Institutional,
Multiple- Family Residential: Entry
doors should be wood or aluminum
stile and rail with varying degrees of
glass. Public entry doors should be
fully glazed whereas private and semi-
private entries should be primarily
solid panel doors. Storefront window
units should be either paneled
aluminum or brass. Many original
storefronts, some with transom
windows, remain in the districts.
Efforts should be taken to
repair and renovate these systems
where feasible. Window frames should
be wood, steel or aluminum. Vinyl
windows are not acceptable. Muntin
divisions should be real divided glass
or simulated with spacer bars. Snap-in
muntins are not acceptable. Color
selection should be sympathetic with
the overall building color palette and
take into account the adjacent building
materials within the structure,
immediately adjacent structures,
structures within the same block and
structures across the street.
Entry door hardware is to be exterior grade with weather-resistant finish. Hardware
design and finish is to be appropriate with facade articulation, color palette and
district character. Glazing should be clear glass without tint or film.



Figure 47



Figure 48



Figure 49



MEMORANDUM VILLAGE OF WINNETKA

COMMUNITY DEVELOPMENT DEPARTMENT

TO: DESIGN REVIEW BOARD
FROM: CHRISTOPHER MARX, AICP, ASSOCIATE PLANNER
DATE: JULY 12, 2019
SUBJECT: CASE NO. 19-24-DR: 520 GREEN BAY ROAD - CONSIDERATION OF
CERTIFICATE OF APPROPRIATENESS FOR AWNINGS

INTRODUCTION

On July 18, 2019, the Design Review Board (DRB) is scheduled to consider an application submitted by Jenn Epstein (the "Applicant") as a representative of 520 Green Bay Road, LLC (the "Owner") of the property located at 520 Green Bay Road (the "Subject Property"), for consideration of a Certificate of Appropriateness to allow the installation of new awnings on the building located on the Subject Property.

PROPERTY DESCRIPTION

The Subject Property is located on the southwest corner of the intersection of Elm Street and Green Bay Road in the Elm Street Business District. It is zoned C-2 General Retail Commercial and is partially in the Commercial Overlay District. The Subject Property contains a three story commercial building with *BMO Harris Bank* as its main tenant. The building has a traditional neo-Victorian appearance with a limestone façade on the first story and a red brick exterior on the upper stories. The building has a traditionally pitched and shingled roof with generous double-hung, divided windows throughout the façades that are visible from the public right-of-way. The existing building is identified in Figures 1 through 6 later in this report.

CURRENT REQUEST

The Applicant has submitted an awning permit application to install 88 awnings around the perimeter of the building to enhance its aesthetics and provide shade. The awning specifications proposed by the Applicant are as follows:

- The north elevation, along Elm Street, would have 34 total awnings with, 9 on the first story, 13 on the second story, and 12 on the third story.
- The east elevation, along Green Bay Road, would have 17 total awnings with 3 on the first story, 6 on the second story, and 8 on the third story.
- The south elevation, adjacent to Village Hall, would have 21 total awnings with 7 awnings on its second story and 14 awnings on the third story.
- The west elevation, adjacent to a public alley, would have 16 total awnings 7 on the second story and 9 on the third story.

The awnings would be constructed with black enameled aluminum frames and covered in Sunbrella

burgundy fabric material. The awning dimensions proposed by the Applicant are as follows:

- The first story awnings would 3.08 feet in height with a projection of 2.79 feet and a downward slope of 4.18 feet in length. A 7 inch valance ribbon would extend at the end of the awning. The three easternmost awnings along Elm Street and the three northernmost awnings along Green Bay Road would each have the text “BMO Harris Bank” in 6-inch white vinyl letters along with the bank logo applied to the valance.
- The second and third story awnings would be 1.75 feet in height with a 2 foot projection and a downward slope of 2.54 feet in length. A 3 inch valance ribbon would extend at the end of the awning.
- There would be two unique awnings on the west elevation; one on the second story, the other on the third story that would be 1 foot in height with a 2 foot projection and a downward slope of 2.12 feet in length. A 3 inch valance ribbon would extend at the end of the awning.

The design specifications and elevation renderings with the proposed awnings can be found in Attachment A. A sample of the awning material will be made available by the Applicant at the DRB meeting.

SIGN CODE ANALYSIS

Awning copy is limited to the name of a business, street address number and logo, and is subject to a maximum height of six inches. The Sign Code also requires that the awning signage be placed on the valance. The awning copy complies with the Sign Code.

AWNING CODE ANALYSIS

Chapter 12.24 of the Village Code establishes standards for the installation of awnings located within the public right-of-way. The first floor awnings would have a clearance of at least 8 feet, as required by Code. They would also have a projection of less than 75% of the sidewalk width, as also required by Code.

DESIGN GUIDELINES ANALYSIS

The Village’s Design Guidelines provide guidance on appropriate size, materials, and colors of an awning; an excerpt of the Design Guidelines is included as Attachment B.

- The Guidelines recommend that awnings project from the main building no more than three feet and be at least 8 feet above the sidewalk, which is fulfilled by the proposed awning dimensions.
- The Guidelines also recommend an awning be in conformity and proportionality for the building in which it serves, and not be located over any masonry pier. The proposed awnings would be proportional to the window openings in which they are placed.
- The Guidelines state an awning should be taut, not relaxed, and in a color that enhances and contributes to the building and surrounding neighborhood. The proposed awnings would provide a fixed proportional cover to the windows of the building with a uniform burgundy fabric, providing conformity. The letters on some of the awnings would be vinyl applications as also suggested by the Guidelines.

SUMMARY

The Applicant requests that the DRB find the proposed awnings appropriate and compatible with the

Design Guidelines and approve the awnings as proposed. Should the DRB approve the Certificate of Appropriateness for the proposed awnings, the Applicant would first need to receive an awning permit from the Community Development Department prior to installation as well as permission for any scaffolding installed on the public right-of-way.

ATTACHMENTS

Attachment A: Application Materials

Attachment B: Design Guidelines Excerpt



Figure 1 – Subject Property – Corner of south and east elevations



Figure 2 – Subject Property – East elevation



Figure 3 – Subject Property – North elevation



Figure 4 – Subject Property – North elevation, along Elm Street



Figure 5 – Subject Property – North elevation, further west along Elm Street



Figure 6 – Subject Property – Corner of west and south elevations

ATTACHMENT A
VILLAGE OF WINNETKA, ILLINOIS
DEPARTMENT OF COMMUNITY DEVELOPMENT

APPLICATION FOR
CERTIFICATE OF APPROPRIATENESS

PROJECT ADDRESS 520 Green Bay Road
NAME OF BUSINESS(ES) BMO Harris

REAL ESTATE INDEX NUMBER			
05			

Application is hereby made for the following work (please check all that apply):

☐ Sign
☒ Awning
☐ Other (general description)

Sign permit application attached?
Awning permit application attached?



Please provide a detailed description of the proposed work (attached separate sheets, material specifications, photographs, etc.):

We are proposing to furnish and install 88 awnings onto all 4 elevations of building. All specs listed in the documents attached.

I/We hereby certify that as owner (Lessee/Owner) of the property at 520 Green Bay Rd (address) I am/we are authorized to submit plans for alteration 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.

SIGNED

PRINT NAME(S)

ADDRESS

PHONE NUMBER



Jenn Epstein
825 Green Bay Rd
Wilmette IL 60091
847.572.3191

FOR OFFICE USE ONLY

COA applied for (date) _____

COA Case Number _____

COA issued (date) _____

PRIMARY DESIGN FIRM

CONTACT NAME

ADDRESS

PHONE NUMBER

FAX NUMBER

Acme Awning
Steve Normandy
1500 Old Deerfield Rd #21
Highland Park, IL 60035
847.446.0153

RECEIVED
JUN 27 2019
BY: COA2019-593
\$125.-



VILLAGE OF WINNETKA, ILLINOIS
DEPARTMENT OF COMMUNITY DEVELOPMENT

AWNING PERMIT APPLICATION

Tenant/Lessee

Name of Business		Primary contact name		Phone No.
Street Address				
City	State	Zip Code	Email	

Awning Company

Name of Awning Company		Primary contact name		Phone No.
Acme Awning		Steve Normandy		847.446.0153
Street Address				
1500 Old Deerfield Rd #21				
City	State	Zip Code	Email	
Highland Park	IL	60035	acmeawning@aht.net	

Property Owner

Name of Company		Primary contact name		Phone No.
520 Green Bay Rd, LLC		Jenn Epstein		847.572.3191
Street Address:				
825 Green Bay Rd #100,				
City	State	Zip Code	Email	
Wilmette	IL	60091	jepskin@hoffmanncre.com	

Awning is ☐ retractable or ☒ rigid
☒ new awning or ☐ recovering of existing frame

Description of fabric type and color (attach samples) Sunbrella burgundy

Description of awning sign material, method of application and color: aluminum open
ridged framed, powder coated in Black

Height of awning logo/copy: 6 inches *varies; please see attachments

Awning Dimensions: Width * Height 37" Projection from Building Face 36"

APC2019-594

OFFICE USE ONLY: PERMIT FEE (\$70 each) _____

CONDITIONS OF APPROVAL: _____

Awning Proposal

Service Address: 520 Green Bay Rd.
Winnetka, IL 60043

Property: 4 Elevations

North-34 Awnings

East-17 Awnings

South-~~18~~ Awnings **21**

West-~~11~~ Awnings **16**

05/09/19

Project Overview

-Awnings are being considered on a three-story Victorian style Building. The North and East elevation are found on main streets in downtown Winnetka (Greenbay / Elm). The two main elevations have 51 awnings (12 first floor, 19 second floor, 20 third floor). The two side elevations have an additional ~~29~~ awnings. Prices have been broken down by elevation. **37**

Project Scope

-A contemporary style awning frame will utilize aluminum construction and obtuse angles. Awnings are requested on all stories. It is recommended that open wing awning frames be enameled (neutral color black) as the frames will be visible from the sides. BMO/Customer logos can be applied at an added cost and be applied any time.

Price Break Down

Open wing awnings in customers choice of fabric along the North and East Elevation on all three stories (51 awnings)	<u>\$ 53,758.40</u>
Option for awnings on South and West Elevation.	<u>\$ 31,262.00</u>
Option to enamel awning frames on North and East elevation	<u>\$4,930.00</u>
Option to enamel awning frames on South and West Elevation	<u>\$3,030.00</u>

Awnings for Consideration
520 Green Bay Rd.
Winnetka, IL 60093



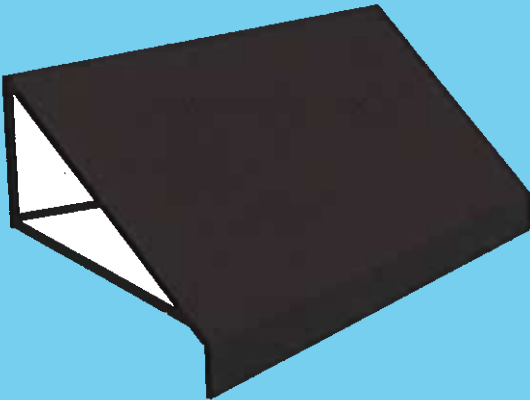
East Elevation



North Elevation



- open wing style awning
- frames enameled black
- aluminum construction
- covered in Sunbrella Burgandy



West Elevation 1 & 2



South Elevation 1 & 2



Client Name and Project

HOFFMANN
COMMERCIAL REAL ESTATE

TBD

Install Date

Manufacturer Name



Structural Designer

Steve Normandy

Building Notes

All load specifications are in accordance with ASCE 7-05
Partially enclosed structure classification-C
Wind load- Minimum 90mph W/ 3 sec gust
Snow load - Minimum 25 pounds per sq. foot
Uniform live load- Minimum 5 pounds per sq. foot
Welding follows AWS standards and protocol

Date

Sheet

6/26/19

1 of 8

East Elevation
17 Awnings



See logo Sheet for logo detail

All 1st Story awnings mounted above 8'

Awning Number



East Elevation-17 Awnings

East Elevation 1 st Story Awning #	Awning Width
1	8'5"
2	5'4 ½"
3	8'5"

East Elevation 2nd Story Awning #	Awning Width
2-1	101 ½"
2-2	101 ½"
2-3	101 ½"
2-4	101 ½"
2-5	36 ½"
2-6	101 ½"

East Elevation 3 rd Story Awning #	Awning Width
3-1	36 ½"
3-2	36 ½"
3-3	36 ½"
3-4	36 ½"
3-5	36 ½"
3-6	36 ½"
3-7	101 ½"
3-8	101 ½"

Client Name and Project

HOFFMANN
COMMERCIAL REAL ESTATE

TBD

Install Date

Manufacturer Name



Structural Designer

Steve Normandy

Building Notes

All load specifications are in accordance with ASCE 7-05
Partially enclosed structure classification-C
Wind load- Minimum 90mph W/ 3 sec gust
Snow load - Minimum 25 pounds per sq. foot
Uniform live load- Minimum 5 pounds per sq. foot
Welding follows AWS standards and protocol

Date

Sheet

6/26/19

2 of 8

North Elevation



See Logo Sheet for detail

Awning Number



All awnings mounted above 8'

North Elevation- 34 Awnings

North Elevation 1 st Story Awning #	Awning Width
1	8'7"
2	8'7"
3	23'5 1/2"
4	5'7"
5	8'7"
6	5'6"
7	9'3"
8	8'1"
9	8'1"
North Elevation 2 nd Story Awning #	Awning Width
2-1	36 1/2"
2-2	46 3/4"
2-3	36 1/2"
2-4	36 1/2"
2-5	101 1/2"
2-6	36 1/2"
2-7	36 1/2"
2-8	101 1/2"
2-9	36 1/2"
2-10	46 3/4"
2-11	46 3/4"
2-12	46 3/4"
2-13	36 1/2"
North Elevation 3 rd Story Awning #	Awning Width
3-1	36 1/2"
3-2	46 3/4"
3-3	36 1/2"
3-4	36 1/2"
3-5	101 1/2"
3-6	36 1/2"
3-7	36 1/2"
3-8	101 1/2"
9	36 1/2"
10	36 1/2"
11	46 3/4"
12	46 3/4"

Client Name and Project

HOFFMANN
COMMERCIAL REAL ESTATE

TBD

Install Date

Manufacturer Name



Structural Designer

Steve Normandy

Building Notes

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Date

Sheet

6/26/19

3 of 8

West Elevation (Obsturcted View)

Client Name and Project

HOFFMANN
COMMERCIAL REAL ESTATE

TBD

Install Date

Manufacturer Name



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Building Notes

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Date

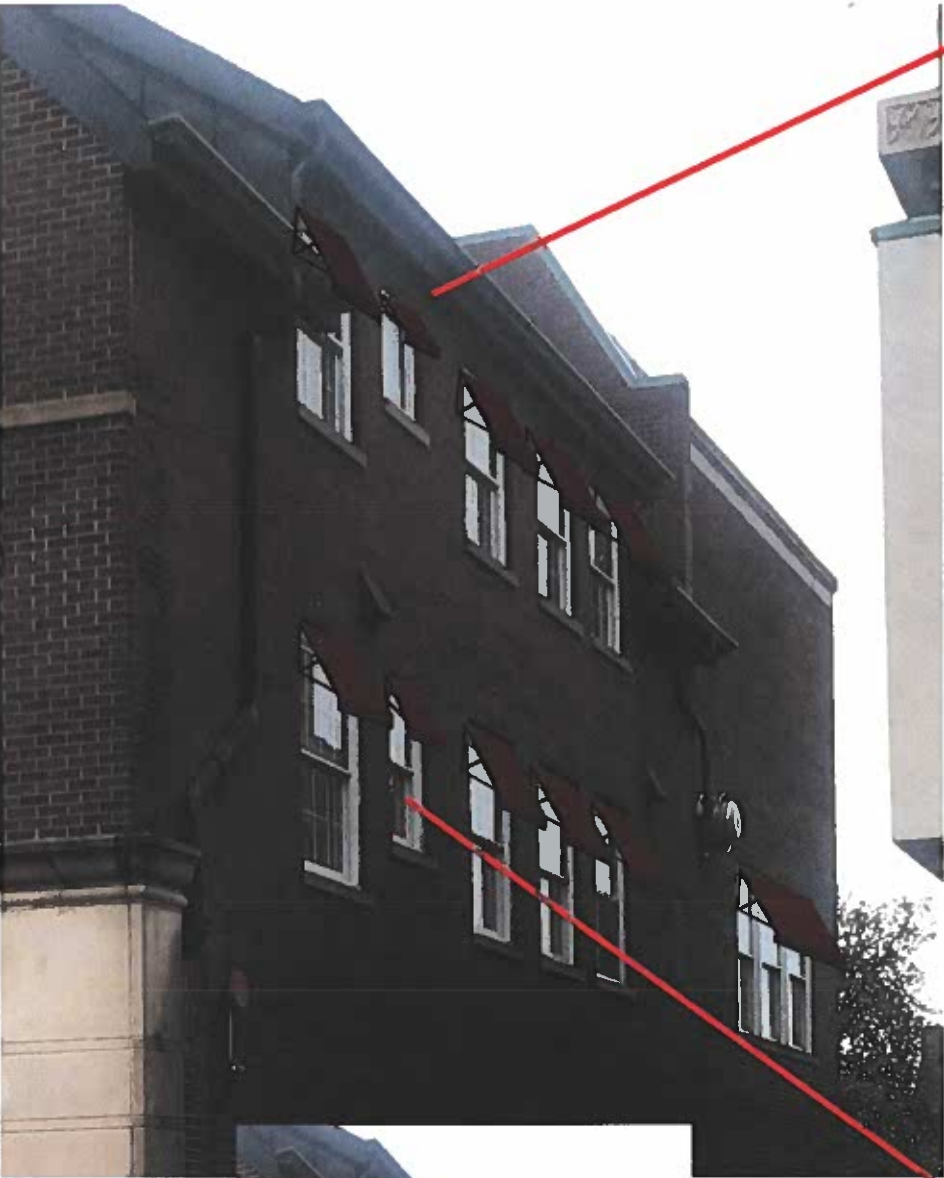
Sheet

6/26/19

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DRB Agenda Packet BMO Harris Building p. 12

West Elevation 1



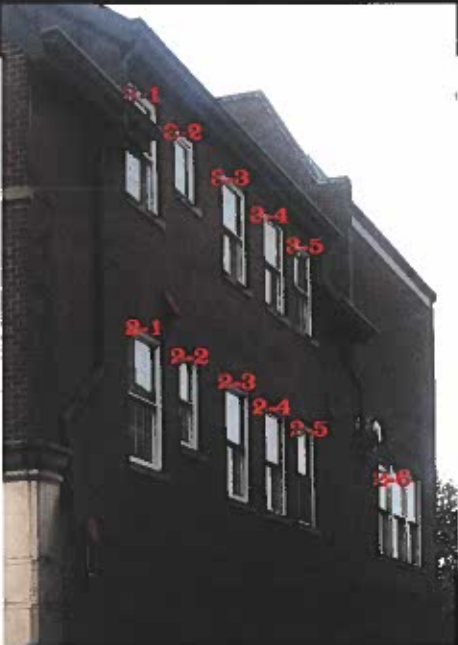
See frame detail for unique window frame size

West Elevation-16 Awnings

South Elevation 2nd Story Awning #	Awning Width
2-1	46 ¾"
2-2	36 ½ "
2-3	46 ¾"
2-4	46 ¾"
2-5	46 ¾"
2-6	156"
2-7	101 ½"

South Elevation 3 rd Story Awning #	Awning Width
3-1	46 ¾"
3-2	36 ½ "
3-3	46 ¾"
3-4	46 ¾"
3-5	46 ¾"
3-6	36 ½ "
3-7	36 ½ "
3-8	36 ½ "
3-9	36 ½ "

See frame detail for unique window frame size



West Elevation 2



South Elevation (Obsturcted View)

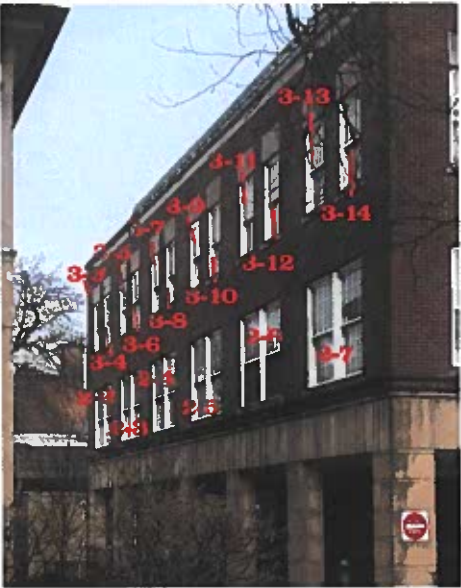
2 Parts

West Elevation 1



Awning
Number

West Elevation 2



Awning
Number

South Elevation- 21 Awnings

South Elevation 2nd Story Awning #	Awning Width
2-1	156"
2-2	101 ½"
2-3	101 ½"
2-4	101 ½"
2-5	101 ½"
2-6	101 ½"
2-7	101 ½"

South Elevation 3 rd Story Awning #	Awning Width
3-1	36 ½"
3-2	36 ½"
3-3	36 ½"
3-4	36 ½"
3-5	36 ½"
3-6	36 ½"
3-7	36 ½"
3-8	36 ½"
3-9	36 ½"
3-10	36 ½"
3-11	36 ½"
3-12	36 ½"
3-13	36 ½"
3-14	36 ½"

Client Name and Project

HOFFMANN
COMMERCIAL REAL ESTATE

TBD

Install Date

Manufacturer Name



Structural Designer

Steve Normandy

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Date

Sheet

6/26/19 5 of 8

TBD

Install Date

Manufacturer Name



Structural Designer

Steve Normandy

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Date

Sheet

Logo Detail

First 3 Awnings on East & North Elevation

Perspective View



All logos are
uniform in size

Requested Logo Awning Number	Elevation
1	East
2	East
3	East
1	North
2	North
3	North

Requesting logos on East &
North Elevation (First 3
awnings on 1st Story)

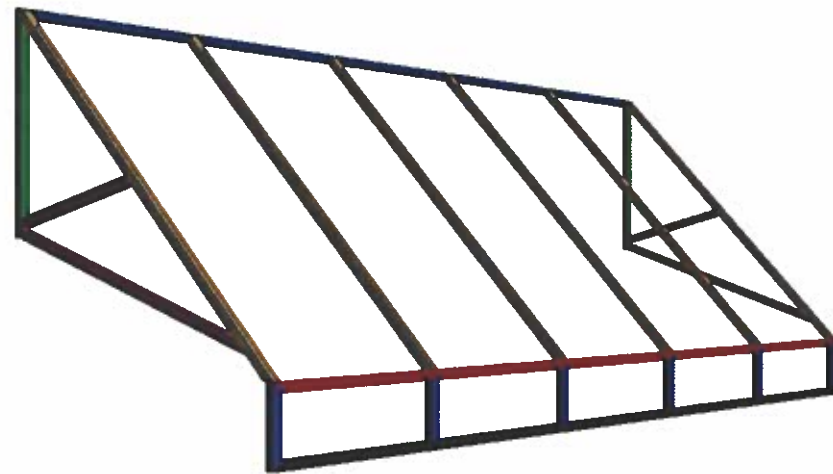
Front View



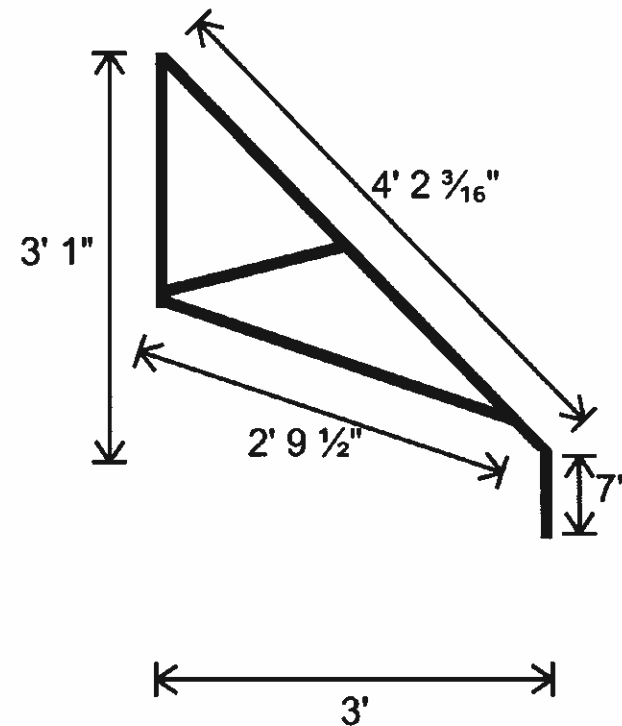
- Logo painted on Sunbrella via stencil
- Color -Opaque White
- All logos uniform in size (6"H x 2'11 W)
- Logo centered on sign band

Frame Detail (1st Story Awning)

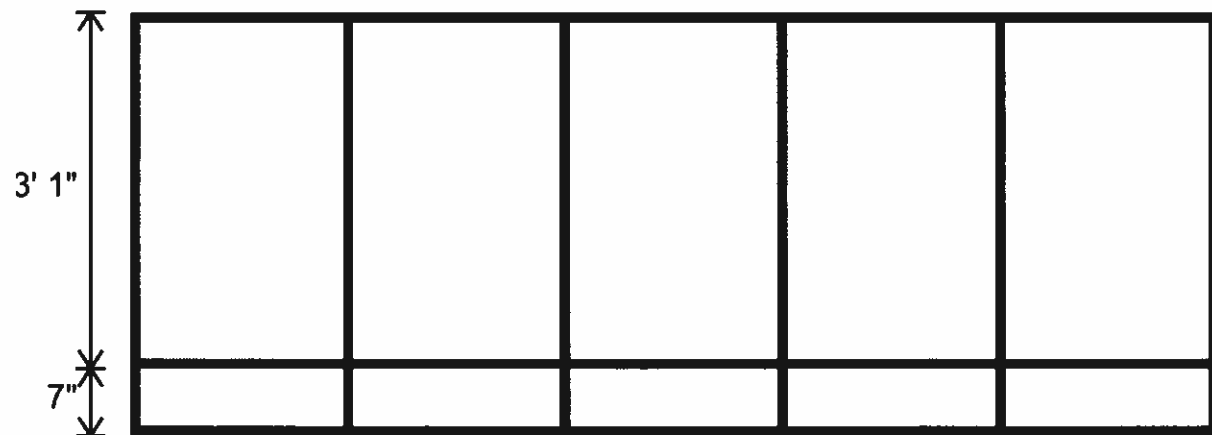
Perspective View



Side View



Front View



Refer to elevation sheets for widths

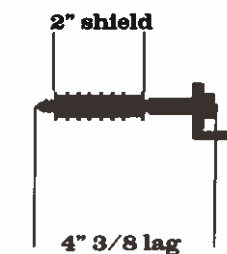
- Frames painted black
- 1st Story Awnings overhang window openings 3" P/Side
- Aluminum construction
- Open wing style frame (no cloth on sides)

Cut Sheet

#	Name	Qty	Length	M1	M2
1	Top bar	1	9' 6"	45°	45°
2	Front bar	1	9' 6"	45°	45°
3	Down bars	2	1' 11"	45°	0°
4	Out bars	2	2' 9 1/2"	19.3°	63.5°
5	Out bars	2	1' 4 5/8"	13.7°	30.5°
6	Rafters	6	4' 2 3/16"	45.8°	44.2°
7	SB front bar	1	9' 6"	45°	45°
8	SB supports	2	8"	45°	45°
9	SB supports	4	6"	0°	0°

Detail A

small Z & mounting hardware



- Top Bar Z bracket Interval 36"
- Bottom Z bracket interval 72"

=26 Z brackets used

- Pull out strenght in 2000psi concrete =555lbs

- Wind load- minimum 90 mph W/ 3 sec gust
- Snow load- minimum 25 pounds per square foot
- Uniform live load- minimum 5 pounds per square foot

Client Name and Project

HOFFMANN
COMMERCIAL REAL ESTATE

TBD

Install Date

Manufacturer Name



Structural Designer

Steve Normandy

Building Notes

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Snow load - Minimum 25 pounds per sq. foot
Uniform live load- Minimum 5 pounds per sq. foot
Welding follows AWS standards and protocol

Date

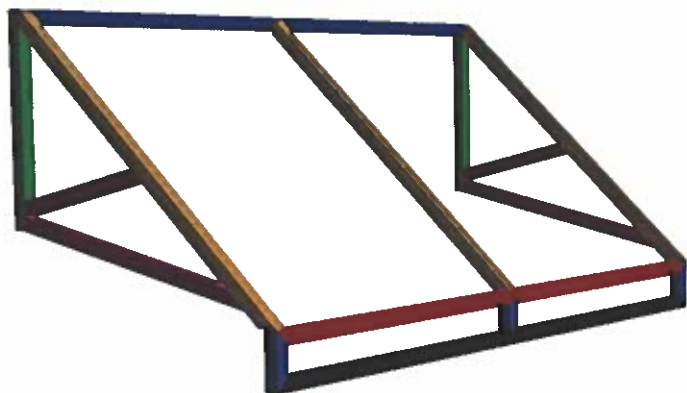
Sheet

6/26/19

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Frame Detail (2nd & 3rd Story Awnings)

Perspective View

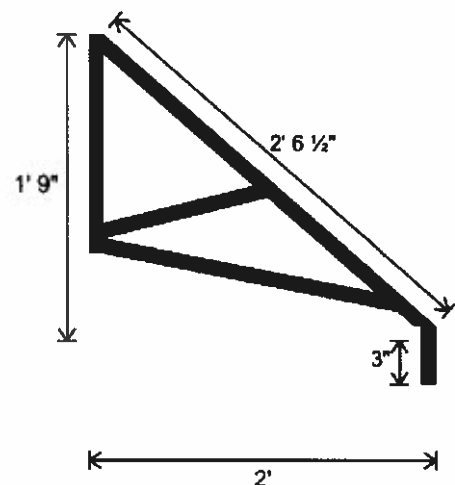


-Frames Painted Black

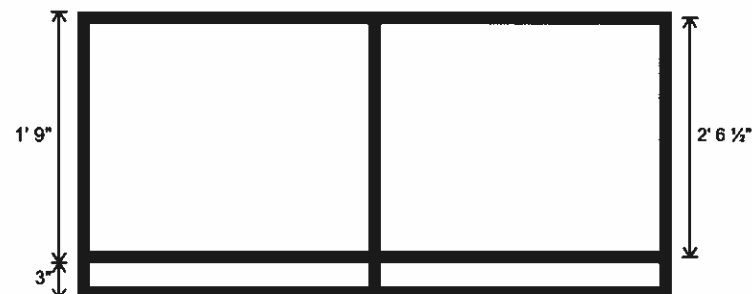
-All 2nd/3rd story awning to fit inside window opening.

-Refer to elevation sheets for widths

Side View

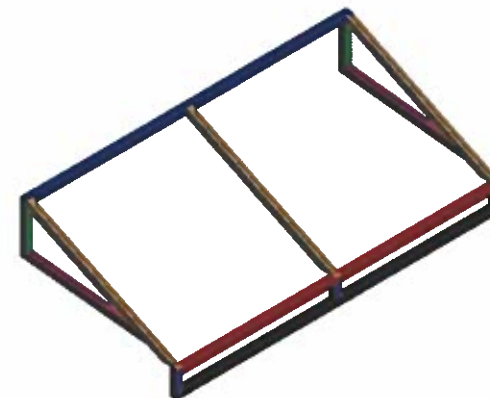


Front View

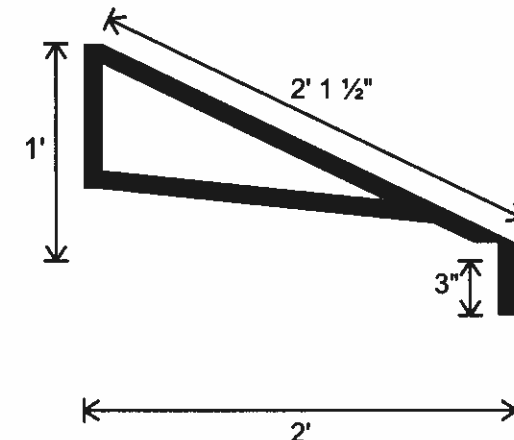


Unique window (3-2, 2-2 on West Elevation)

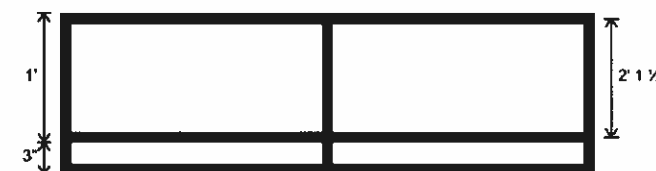
Perspective View



Side View



Front View



#	Name	Qty	Length	M1	M2
1	Top bar	1	4' 2"	45°	45°
2	Front bar	1	4' 2"	45°	45°
3	Down bars	2	1' 3"	45°	0°
4	Out bars	2	1' 8 1/4"	11.8°	60.8°
5	Out bars	2	11 1 1/16"	13.4°	35.6°
6	Rafters	3	2' 6 1/2"	40.9°	49.1°
7	SB front bar	1	4' 2"	45°	45°
8	SB supports	2	4"	45°	45°
9	SB front	1	2"	0°	0°

#	Name	Qty	Length	M1	M2
1	Top bar	1	4' 2"	45°	45°
2	Front bar	1	4' 2"	45°	45°
3	Down bars	2	8"	45°	0°
4	Out bars	2	1' 6 1/16"	6.9°	71.4°
5	Rafters	3	2' 1 1/2"	25°	65°
6	SB front bar	1	4' 2"	45°	45°
7	SB supports	2	4"	45°	45°
8	SB front	1	2"	0°	0°

Client Name and Project

HOFFMANN
COMMERCIAL REAL ESTATE

TBD

Install Date

Manufacturer Name



Structural Designer

Steve Normandy

Building Notes

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Date

Sheet

6/26/19

8 of 8

e. Awnings and Banners

Awning scale and proportions are to be appropriate for the building on which they are mounted as well as the adjacent structures. It is highly recommended that awnings be uniform in size, shape (except for arched openings, see “Forms” below) and color in order to unify multiple storefronts within a single building. The length of the awning is to be restricted to the length of the storefront opening; awnings must not continue over masonry piers. The vertical and horizontal dimension should be proportional to the overall projection of the awning. (See figure 42)



Figure 42

Awning projection is preferred at 36 inches, but awnings will be considered which range from a minimum of 24 inches to a maximum of 36 inches. Projection depth should match the existing adjacent awnings provided they comply with the acceptable minimum and maximum projection. Awnings should be placed at a minimum height of 8 feet above the sidewalk. If awnings are lit it should be from an outside source; no backlit awnings are allowed.

Forms: Awning forms are to conform to the general shape of the opening. Arched openings are to receive ½-round domed awnings, whereas rectangular openings are to receive rectangular, gently sloping; planar forms with closed ends. Valances may be fixed or loose.

Mounting: Awnings may be fixed or retractable. Retractable awnings must be kept either in the fully projected position or the fully closed position. Fixed awnings are to have concealed rigid metal frames. Retractable awnings should have a canopy cover and automatic retractable rollers mounted to the building. Underpanels are not desired. Frames should be painted to match or compliment the color of the awning cover material or its underside.

Materials: The awning material should be taut, not relaxed. Awning materials may include matte finish painted army duck, vinyl-coated cotton, acrylic-coated polyester, and vinyl-coated polyester or cotton and solution-dyed acrylic. All materials should receive silkscreen, painted, cutout lettering, heat color-transfer, pressure sensitive vinyl films or sewn appliqué signs. Awning signs and logos are limited to a height of six inches, and may be placed on the valance only.

Colors: Awning and banner colors must take into account the color selection of the surrounding materials, buildings, signs, awnings, and image of the retailer/user and district. All awnings located on the same building must be the same color. Colors should enhance and compliment the building and are restricted to earthtones and primary and secondary colors. Final color selection is contingent on approval by the Design Review Board and compliance with the Village awning ordinance.

Banners should be considered as identification of commercial districts. Banners may be location, event, holiday or sponsor specific and can create a unifying thread between the independent districts. Banners are to be mounted on existing poles by fixed brackets and hardware. The Design Review Board must approve the final design.

All new or replacement Awnings and Banners must comply with Village Ordinances and the Design Guidelines.

f. ADA Compliance:

Federal and State regulations require all public spaces to be accessible. Accessibility alterations shall allow access from either the primary or the secondary facade; additions of elevators or ramps should be designed as an integral element of the building.

Entrances: Commercial and mixed-use facilities should provide first floor access from the primary or secondary facade.

Elevators: Where possible, elevators should be incorporated into the existing building envelope. If physically impossible, the elevator and stair core can be located on the exterior of the building but should be located so as not visible from the main public way.

Ramps: Where required, the slope of the ramp should be as gradual as possible to eliminate the need for handrails. Although a 1:12 slope is permitted, 1:20 is encouraged. A ramp should be an integral design element, reflecting the design of the building it serves and surrounding site. This can be accomplished by concealing the ramp behind a low screen wall.

g. Mechanical Equipment

1. Location

Mechanical Equipment must not be visible from pedestrian view. Roof top equipment should be located either in the center of the roof or in one corner away from the street elevation so as not to be visible from the primary or secondary approach.



MEMORANDUM VILLAGE OF WINNETKA

TO: DESIGN REVIEW BOARD
FROM: CHRISTOPHER MARX, AICP, ASSOCIATE PLANNER
DATE: JULY 12, 2019
SUBJECT: CASE NO. 19-25-DR: 950 GREEN BAY ROAD - CONSIDERATION OF
CERTIFICATE OF APPROPRIATENESS FOR AWNING SIGN

INTRODUCTION

On July 18, 2019, the Design Review Board (DRB) is scheduled to consider an application submitted by Allure Nails and Spray Tanning (the "Applicant") as lessee of the property located at 950 Green Bay Road (the "Subject Property"), for a Certificate of Appropriateness to allow the installation of a sign on an existing awning on the building located on the Subject Property.

PROPERTY DESCRIPTION

The Subject Property is located on the west side of Green Bay Road between Merrill Street and Gage Street. It is zoned C-2 General Retail Commercial and is in the Commercial Overlay District. The Subject Property is a two-and-a-half story commercial building. Current tenants include *Reprise Coffee Roasters*, *Hubbard Woods Dental Group*, and *Nusheen Skin Care* amongst other business tenants. The building has a traditional looking limestone façade, large and modern windows with muntin divisions, and a subtly pitched roof with shingles. The existing building is identified in Figures 1 and 2 later in this report.

CURRENT REQUEST

The Applicant has submitted an awning permit application to allow modifications to an existing awning. The Applicant would like to use the existing awning frame and cover while replacing the valance ribbon that would feature a sign. The existing awning was approved for a previous applicant by the DRB in 2014. The existing valance ribbon would be replaced with a new 7.5 inch valance ribbon of the same Sunbrella Black material with 5-inch white and green vinyl lettering that reads "Allure Nails and Spray Tanning." The rest of the awning would remain unchanged. The design specifications and an elevation rendering with the proposed awning and sign can be found in Attachment A. A sample of the awning material will be made available by the Applicant at the DRB meeting.

AWNING CODE ANALYSIS

Chapter 12.24 of the Village Code establishes standards for the installation of awnings located within the public right-of-way. The Applicant would be maintaining the existing awning that was approved in previous DRB decisions while only replacing the valance ribbon.

SIGN CODE ANALYSIS

Section 15.60.120 of the Village Code establishes standards for awning signs within the Village's commercial districts. Sign Code says that the sign shall only contain the name, logo, or address of the business while having lettering no larger than 6 inches. The proposed sign would only have the business'

name with lettering 5 inches in height.

DESIGN GUIDELINES ANALYSIS

The Village's Design Guidelines provide guidance on appropriate size, materials, and colors of an awning; an excerpt of the Design Guidelines is included as Attachment B. The Guidelines state that awnings should be in conformity and proportionality for the building in which it serves in terms of color, dimensions, and placement. The existing awning would be maintained in its current state, which was previously approved, while updating the signage for a new business. The sign letters would be less than 6 inches as prescribed by the Guidelines.

SUMMARY

The Applicant requests that the DRB find the proposed awning sign and valance replacement as appropriate and compatible with the Design Guidelines and approve the sign and valance as proposed. Should the DRB approve the Certificate of Appropriateness for the proposed awning sign, the Applicant would first need to receive an awning permit from the Community Development Department prior to installation.

ATTACHMENTS

Attachment A: Application Materials

Attachment B: Design Guidelines Excerpt



Figure 1 – Subject Property – Storefront along Green Bay Road



Figure 2 – Subject Property – Storefront along Green Bay Road, facing north

ATTACHMENT A

Village of Winnetka
SIGN PERMIT APPLICATIONVILLAGE OF WINNETKA, ILLINOIS
DEPARTMENT OF COMMUNITY DEVELOPMENT

SIGN PERMIT APPLICATION

Tenant/Lessee

Name of Business <i>Allure nails and spray tanning</i>		Primary contact name <i>312-479-8070</i>		Phone No. [REDACTED]
Street Address <i>950 Green Bay road</i>				
City <i>Winnetka</i>	State <i>IL</i>	Zip Code <i>60093</i>	Email [REDACTED]	

Sign Company

Name of Sign Company <i>Ernstson Awning Co.</i>		Primary contact name <i>Daryl Hunzger</i>		Phone No. <i>847.864.4520</i>
Street Address <i>2801 Central St</i>				
City <i>Ernstson</i>	State <i>IL</i>	Zip Code <i>60201</i>	Email [REDACTED]	

Property Owner

Name of Company		Primary contact name <i>Leslie Stevens</i>		Phone No.
Street Address: <i>950 Green Bay Road, Suite 210</i>				
City <i>Winnetka</i>	State <i>IL</i>	Zip Code <i>60093</i>	Email [REDACTED]	

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

☐ window graphics
 ☐ wall-mounted sign
 ☐ ground-mounted sign
☐ projecting sign
 ☒ other *existing awning*

Additional description of sign type and materials *recover free-hanging valance (only) on existing stationary awning. Apply new logo to valance.*

SPC 2019-595 \$55 Review fee

OFFICE USE ONLY: PERMIT FEE (\$60/\$195 per sign) _____

CONDITIONS OF APPROVAL: _____

**VILLAGE OF WINNETKA, ILLINOIS
DEPARTMENT OF COMMUNITY DEVELOPMENT**

AWNING PERMIT APPLICATION

Tenant/Lessee

Name of Business: <i>Allure nails and spray tanning</i>		Primary contact name: <i>312-479-8070</i>		Phone:
Street Address: <i>950 Green Bay road suite 100</i>				
City <i>Winnetka</i>	State <i>IL</i>	Zip Code <i>60093</i>	Email: 	

Awning Company

Name of Awning Company: <i>Granston Awning Co.</i>		Primary contact name: <i>Daryl Hunzinger</i>		Phone: <i>847.864.4520</i>
Street Address: <i>801 Central St</i>				
City <i>Granston</i>	State <i>IL</i>	Zip Code <i>60201</i>	Email: 	

Property Owner

Name of Company:		Primary contact name:		Phone:
Street Address:				
City	State	Zip Code	Email:	

Awning is ☐ Retractable or ☐ Rigid
☒ New awning or ☐ Recovering existing frame

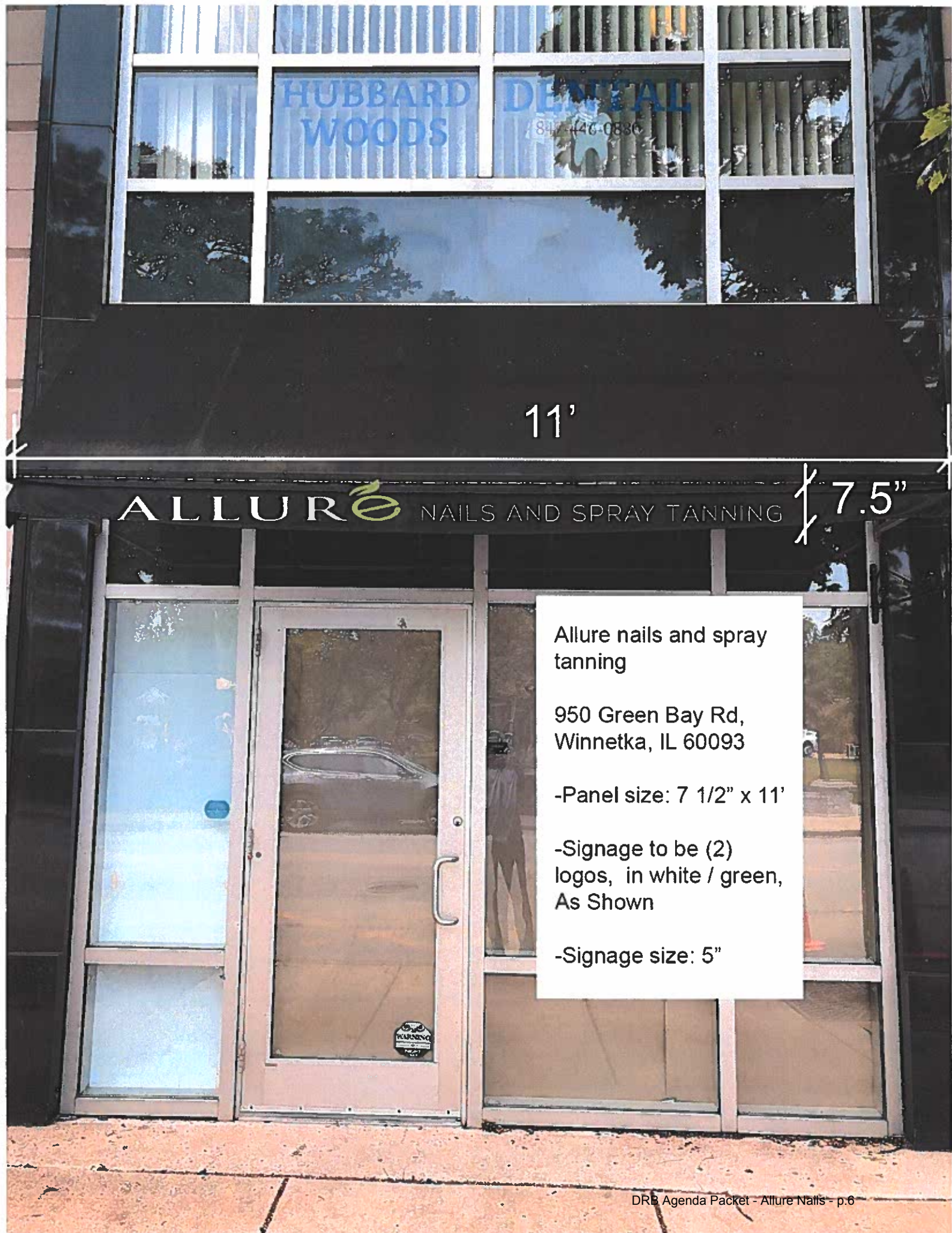
Description of fabric type and color (attach samples): _____

Description of awning sign material, method of application and color: *new valence*

Height of awning logo/copy: *5* inches

Awning Dimensions: Width _____ Height _____ Projection from Building Face _____

OFFICE USE ONLY: PERMIT FEE (\$70 each) _____
CONDITIONS OF APPROVAL: _____



11'

ALLURE NAILS AND SPRAY TANNING

7.5"

Allure nails and spray tanning

950 Green Bay Rd,
Winnetka, IL 60093

-Panel size: 7 1/2" x 11'

-Signage to be (2)
logos, in white / green,
As Shown

-Signage size: 5"

Approved awning permit A14-00003

VILLAGE OF WINNETKA, ILLINOIS
DEPARTMENT OF COMMUNITY DEVELOPMENT

AWNING PERMIT APPLICATION

Awning Company

Description of fabric type and color
(attach samples)

SUPRELLA/BLACK #4608

Description of awning sign material,
method of application and color

BLACK MATERIAL
HEAT TRANSFER - WHITE COPY

Height of awning logo/copy: 5 1/2" inches

AWING TO GRADE 90 1/2"
TOP OF AWNING 11-6"

Awning Dimensions: Width 150 3/4" Height 40" Projection from building face: 36"
+ 9" VALANCE

OFFICE USE ONLY

PERMIT FEE (\$70 each)

\$70

CONDITIONS OF APPROVAL:

Application for Awning Permit

Pattern # 4608

Color Black

Width _____

Weight _____

Mfg. Sunbrella

Submitted By

**EVANSTON AWNING
COMPANY**

2801 Central St.

Evanston, IL 60201

(847)864-4520

Fax 847.864.5886

awnings@evanstonawnings.com

evanstonawnings.com

e. Awnings and Banners

Awning scale and proportions are to be appropriate for the building on which they are mounted as well as the adjacent structures. It is highly recommended that awnings be uniform in size, shape (except for arched openings, see “Forms” below) and color in order to unify multiple storefronts within a single building. The length of the awning is to be restricted to the length of the storefront opening; awnings must not continue over masonry piers. The vertical and horizontal dimension should be proportional to the overall projection of the awning. (See figure 42)



Figure 42

Awning projection is preferred at 36 inches, but awnings will be considered which range from a minimum of 24 inches to a maximum of 36 inches. Projection depth should match the existing adjacent awnings provided they comply with the acceptable minimum and maximum projection. Awnings should be placed at a minimum height of 8 feet above the sidewalk. If awnings are lit it should be from an outside source; no backlit awnings are allowed.

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Mounting: Awnings may be fixed or retractable. Retractable awnings must be kept either in the fully projected position or the fully closed position. Fixed awnings are to have concealed rigid metal frames. Retractable awnings should have a canopy cover and automatic retractable rollers mounted to the building. Underpanels are not desired. Frames should be painted to match or compliment the color of the awning cover material or its underside.

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f. ADA Compliance:

Federal and State regulations require all public spaces to be accessible. Accessibility alterations shall allow access from either the primary or the secondary facade; additions of elevators or ramps should be designed as an integral element of the building.

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Ramps: Where required, the slope of the ramp should be as gradual as possible to eliminate the need for handrails. Although a 1:12 slope is permitted, 1:20 is encouraged. A ramp should be an integral design element, reflecting the design of the building it serves and surrounding site. This can be accomplished by concealing the ramp behind a low screen wall.

g. Mechanical Equipment

1. Location

Mechanical Equipment must not be visible from pedestrian view. Roof top equipment should be located either in the center of the roof or in one corner away from the street elevation so as not to be visible from the primary or secondary approach.



MEMORANDUM VILLAGE OF WINNETKA

TO: DESIGN REVIEW BOARD
FROM: ANN KLAASSEN, SENIOR PLANNER
DATE: JULY 12, 2019
SUBJECT: CASE NO. 19-15-DR: 985 GREEN BAY ROAD (MINO'S ITALIAN RESTAURANT) - CONSIDERATION OF REVISIONS TO APPROVED CERTIFICATE OF APPROPRIATENESS FOR OUTDOOR DINING AREA EXPANSION

INTRODUCTION

On July 18, 2019, the Design Review Board (DRB) is scheduled to consider revisions submitted by Glenn Deutsch (the "Applicant"), as the lessee of the property located at 985 Green Bay Road (the "Subject Property") to an approved Certificate of Appropriateness for the expansion of an existing outdoor dining area for Mino's Italian Restaurant on the Subject Property.

PROPERTY DESCRIPTION

The Subject Property is located at the northeast corner of the intersection of Green Bay Road and Merrill Street in the Hubbard Woods Business District and contains a one-story commercial building and outdoor dining area. Figures 1 through 4 on the following pages of this report identify the Subject Property. The Subject Property is located in the C-2 General Retail Commercial Zoning District and is located in the Commercial Overlay District.

PREVIOUS APPROVALS

On May 16, 2019, the DRB approved a Certificate of Appropriateness for the expansion of the existing outdoor dining area and other external improvements such as planters with "green" screening to create a more private dining and lounge area. The approved plan would add approximately 1,050 square feet to the outdoor dining area to accommodate approximately 50 patrons with metal table sets and red brick pavers designed to match the existing patio space. The approved plan included the installation of 16 black planter boxes to provide privacy and an aesthetic improvement. Each planter box was to be 4 feet in length, 1.5 feet in width, and 2 feet in height. The planters were to be filled with tall grasses and climbing vines supported by a trellis that would reach 6.5 feet in height. Renderings of the most recently approved plans are included in this report as *Attachment B*.

On May 17, 2018, the DRB approved a Certificate of Appropriateness for the installation of the existing outdoor dining area and other hardscape improvements. The plans that were approved included wood and metal planters, metal table sets, brick pavers, and a stamped concrete patio for private events. Prior to the approvals described above, the DRB also approved the following: (1) exterior building alterations on April 27, 2017, which incorporated much of the original building materials and form; (2) various site improvements that included removal of a significant portion of pavement and replacement with pea gravel on September 21, 2017; and (3) an outdoor storage container and service area on February 15,

2018.

CURRENT REQUEST

On July 9, 2019, the Applicant contacted staff regarding proposed changes to the plan approved by the DRB on May 16, 2019. As described above, the approved plan included black planter boxes located along the edge of the patio with a trellis, or gridded screen, that would allow plants to grow. The Applicant would like to eliminate the black planter boxes and simply install a gridded fence/trellis that would have creeping vine vegetation. The proposed fence would be black and 3'9" inches in height, to match the existing planters around the existing patio.

The Applicant has provided photographs of the proposed fence and lattice pattern with vegetation. The fence would be black rather than the brown color represented in the attached image. The materials provided by the Applicant to date can be found in *Attachment A*. A site plan identifying the location of the proposed fence will also be required.

This request was received subsequent to the application deadline for the July 18, 2019 DRB meeting. However, given the nature of the request rather than requiring the Applicant to wait until the next regularly scheduled DRB meeting on August 15, 2019, staff has requested the Applicant present the proposed revisions to the Board on July 18, 2019 and provide a site plan and additional details at the meeting.

DESIGN GUIDELINES ANALYSIS

The Village's Design Guidelines provide guidance on outdoor dining areas and open spaces. An excerpt of the Design Guidelines is included as *Attachment C*.

SUMMARY

The Applicant requests that the DRB find the proposed alterations to the previously approved Certificate of Appropriateness for the outdoor dining area expansion as appropriate and compatible with the Design Guidelines and approve the revisions as proposed. Should the DRB approve the revisions to the certificate of appropriateness, the Applicant would first need to receive a building permit from the Community Development Department prior to construction.

ATTACHMENTS

Attachment A: Materials Submitted by Applicant

Attachment B: Design Renderings Approved at May 16, 2019 DRB Meeting

Attachment C: Design Guidelines Excerpt



Figure 1 – Existing patio along Green Bay Road (May 2019)



Figure 2 – Area of proposed patio expansion along Green Bay Road (May 2019)



Figure 3 – Area of proposed patio expansion at northeast corner of Green Bay Road and Merrill Street (May 2019)



Figure 4 – Area of proposed patio expansion along Merrill Street (May 2019)

ATTACHMENT A





ATTACHMENT B
VILLAGE OF WINNETKA, ILLINOIS
DEPARTMENT OF COMMUNITY DEVELOPMENT

APPLICATION FOR
CERTIFICATE OF APPROPRIATENESS

Approved by DRB 5.16.2019

PROJECT ADDRESS 985 GREEN BAY RD

NAME OF BUSINESS(ES) MINO'S ITALIAN

REAL ESTATE INDEX NUMBER			
05			

Application is hereby made for the following work (please check all that apply):

- ☐ Sign
☐ Awning
☒ Other (general description)

Sign permit application attached? ☐
Awning permit application attached? ☐

PATIO ADDITION

Please provide a detailed description of the proposed work (attached separate sheets, material specifications, photographs, etc.):

SEE ATTACHED PLANS

I/We hereby certify that as LESEE (Lessee/Owner) of the property at 985 GREEN BAY RD (address) I am/we are authorized to submit plans for alteration 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.

SIGNED

PRINT NAME(S)

ADDRESS

PHONE NUMBER

[Signature]
GLENN DEUTSCH
985 GREEN BAY RD
WINNETKA IL 60093
773 206 1316

FOR OFFICE USE ONLY

COA applied for (date) _____

COA Case Number _____

COA Issued (date) _____

PRIMARY DESIGN FIRM

CONTACT NAME

ADDRESS

PHONE NUMBER

FAX NUMBER

KRESKA CONSULTANTS

JOANNA KOLAKOWSKI

347 962 4155

RECEIVED

APR 26 2019

BY: COA-2019-302

MINO’S — ADDITION TO OUTDOOR DINING PLAN

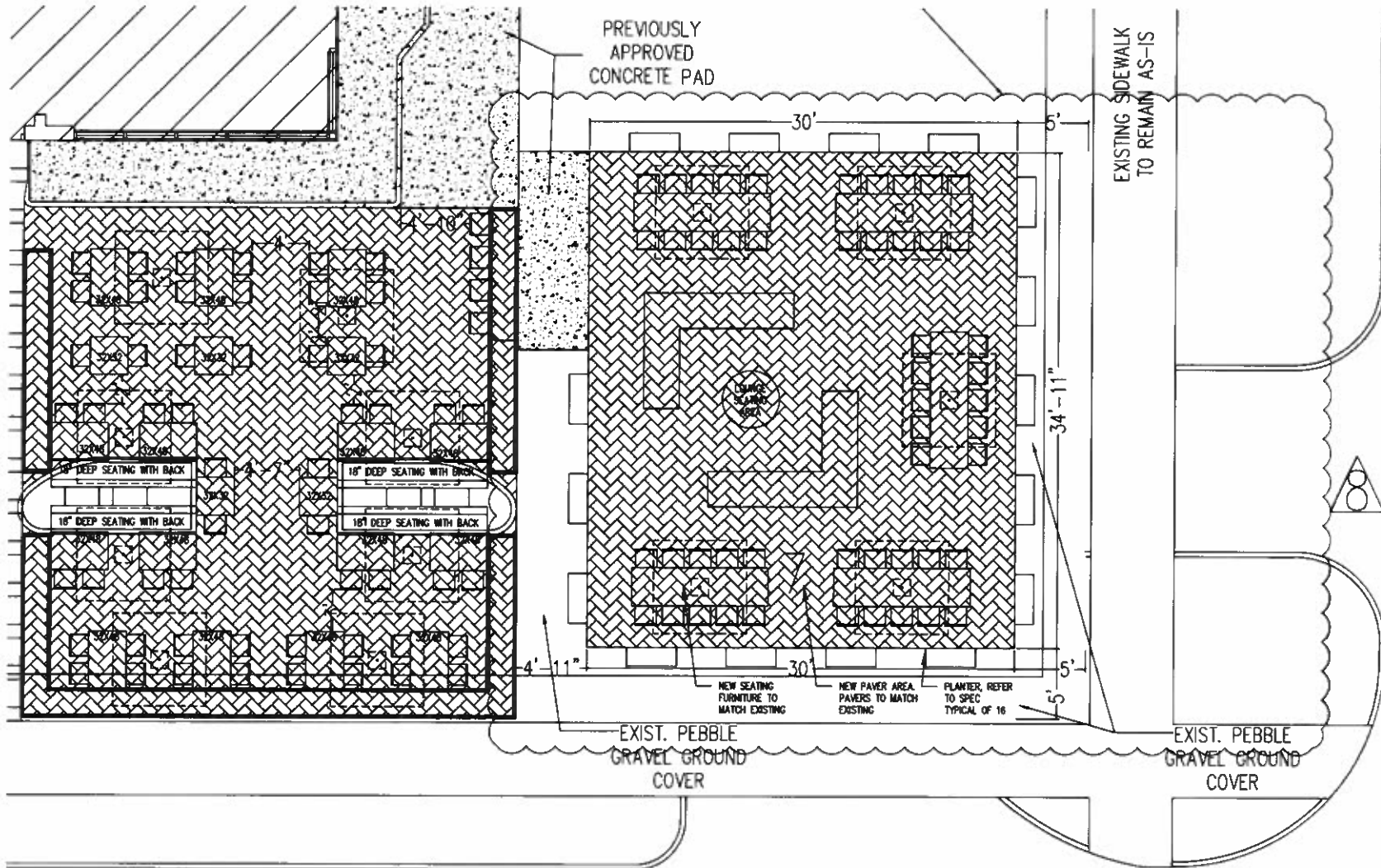
985 GREEN BAY RD., WINNETKA

Summary

The plan is to create an additional outdoor dining and lounge area for people who are waiting for a table or simply want to enjoy a cocktail outside on a nice summer night. Brick pavers to match the existing patio will be installed to create the surface area. Planter boxes will be placed around the edge of the patio to provide a more intimate setting. These planter boxes will have gridded screens that allow plants to grow and climb, creating more “green” and enhancing the intimate atmosphere.

Approximate Timing

May	Install and Plant
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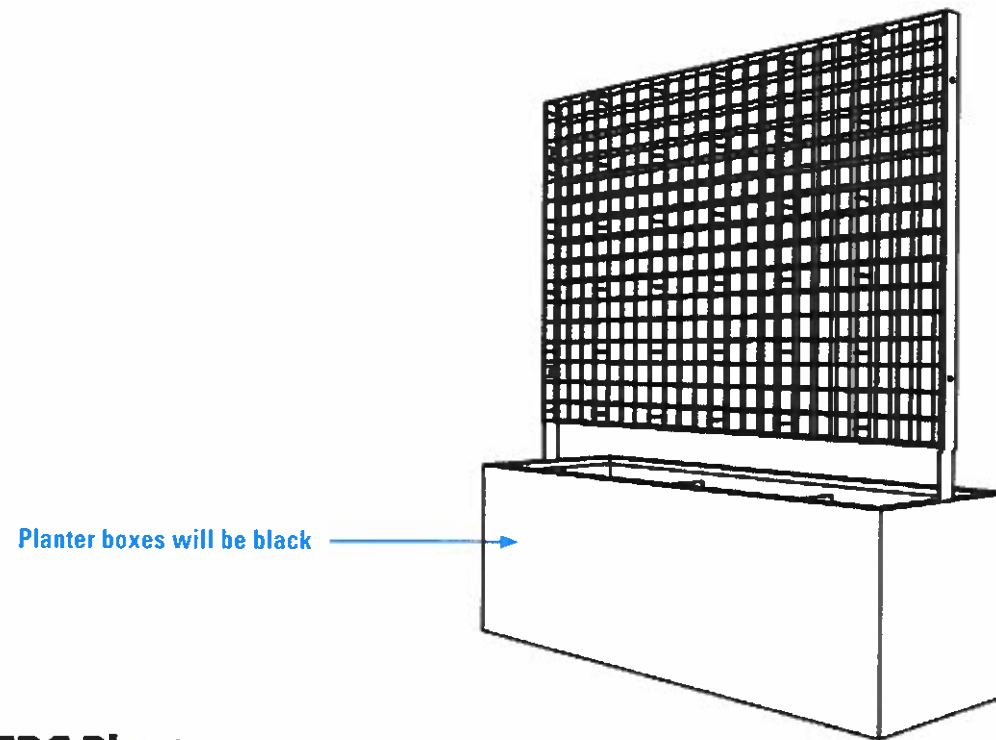




Red brick pavers in a herringbone pattern to match existing patio

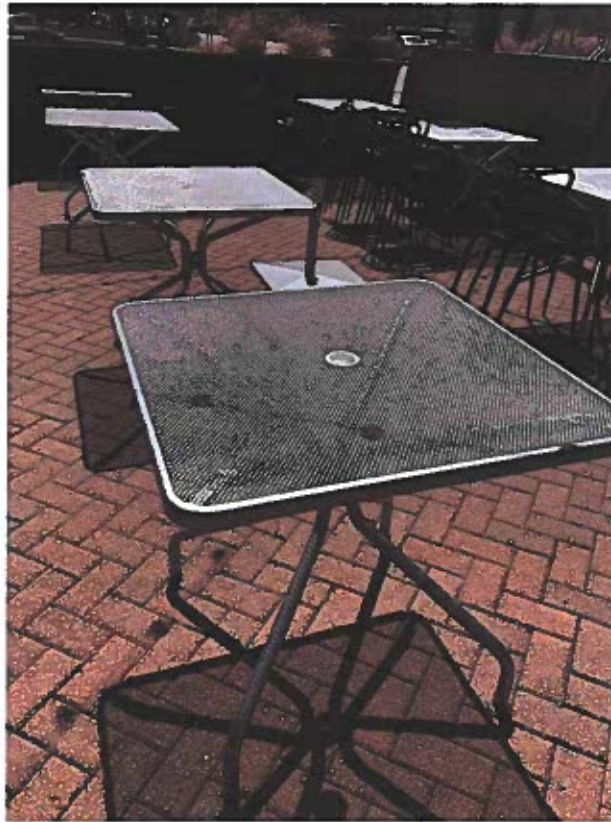


- Commercial-quality, lightweight planters available in nine sizes, dozens of colors and finishes
- VertiGreen 3D trellis supports optimal plant growth - in either 3" or 6" grid size
- Integrated brackets disappear into planter - fast, simple and attractive installation
- Available with Tournesol Siteworks' industry-leading, self-watering container irrigation



Wilshire Screen GFRC Planters

Part. No.	Trellis Grid	Total Height to top of Screen	Planter Size	Weight (lbs.)	Soil Volume (cubic ft.)
WCX3-481824-78	3"	78"	48"L x 18"W x 24"H	318	10
WCX6-481824-78	6"	78"	48"L x 18"W x 24"H	321	10
WCX-481824-78	Use WXS screen	78"	48"L x 18"W x 24"H	304	10
WCX3-482424-78	3"	78"	48"L x 24"W x 24"H	353	13
WCX6-482424-78	6"	78"	48"L x 24"W x 24"H	356	13
WCX-482424-78	Use WXS screen	78"	48"L x 24"W x 24"H	339	13



Seating for approximately 50 people with lounge area.

Tables and chairs to match what's being used on existing patio.

XV. OPEN SPACE

A common element unifying Winnetka's Business Districts, Multiple Family Residential and Institutional Areas are the unique public and private open spaces they have been created over time. Many of these open spaces lend to Winnetka's sense of place, culture and history.

The Village's open spaces range in size and activity level from the large and active Hubbard Woods Park to the small and passive sculpture corner near Village Hall. The Village has expressed a desire to expand its open space system and link, where possible, these spaces together in a unified Village open space plan.

- a. **Purpose.** To ensure that current and future open spaces contribute to Winnetka's ambiance; public and vehicular streetscapes should link open spaces to create a unified, continuous landscape system with mature plantings and seasonal interest. By working as a system, the Village's open spaces intend to:
 - physically and symbolically unify and enhance the Village's natural features and character;
 - preserve significant areas and encourage new tree, shrub and perennial plantings on public and private properties to the greatest extent possible;
 - encourage pedestrian and bicycle circulation throughout the Village, especially among the Business Districts;
 - create gathering points for Village events and activities;
 - provide educational opportunities about the natural environment; and
 - enhance property values.
- b. **Location.** With this purpose in mind, new public and private developments within the Business Districts, Multiple Family Residential and Institutional areas should provide for ample, appropriately designed open space within the proposed site development plan. Recognizing the spatial limitations of each site, creative, relevant open space should strive to enhance the Village's natural character.

Public, semi-public, or private open space and landscaped buffers should be located between low and higher density areas and to serve as a transitional element between land uses.

Where new or existing developments abut adjacent planned or existing open spaces, every effort should be made to integrate open spaces and link them into a unified whole.

-
- d. Pedestrian Zone Landscaping.** Streetscapes within the Business Districts, Multiple Family Residential and Institutional areas should be designed to provide pedestrians with shade and visual interest. Providing adequate landscaping within the pedestrian zones is an essential element to maintaining and enhancing the Village's streetscape character. Irrigation and appropriate drainage are recommended for all landscaped areas, especially for raised planters. The following landscaping guidelines should serve as a continuation and supplement to the Village's on-going tree planting program in all public rights-of-way.

Existing and new developments should preserve existing trees and minimize disruptions through grade changes or installation of underground utilities and structures. Tree planting in the public way and/or on adjacent setbacks should extend and complement the existing street character or establish a character if none exists.

The existing landscape character in public parkway/streetscape varies with the Business Districts, Multiple Family Residential and Institutional areas. Overall, these characters should remain intact and be enhanced.

In general, the Business Districts' public parkway character is that of a paved streetscape pedestrian zone. Where widths of paved areas are wider than six feet, street trees are planted in either at-grade tree grates or raised curb planters. This condition should be continued in all new and existing developments within the Business Districts. The Village encourages the use of raised concrete planters with both street trees and understory plantings as outlined in these guidelines.

In general, Multiple family Residential and Institutional areas, public parkway character is that of a concrete walkway in conjunction with a planted parkway area. That parkway area width varies by location but is predominantly planted with street trees and a turf lawn area.

This condition should be continued with in all new Multiple family Residential and Institutional areas.

1. Plant Palette: An approved Village plant palette is included in these guidelines for reference. (See Appendix B) The Village encourages a variety of species, sizes, and types of plant materials that provide appropriate impact/coverages as well as seasonal interest. Plants selected by the Village on this list are chosen for their hardiness, disease resistance, ease of maintenance and character.

2. Parkway Widths: Within the Business Districts the sidewalk widths between the curb and building line range from five to as much as 15 feet. Multiple Family Residential and Institutional areas typically have five-foot wide sidewalks with associated green parkway areas. Along Green Bay Road, sidewalks currently range from five to six feet in width (See Appendix D).

Sidewalk areas in new developments should maintain a minimum pedestrian clear zone of 6 feet in combination with landscaping and streetscape amenities where space permits. The parkway width will determine the type of streetscape enhancements feasible in that area while maintaining the necessary six-foot wide pedestrian clear zone. (See Figure 52)

Typical Parkway Widths (see Figure 52):

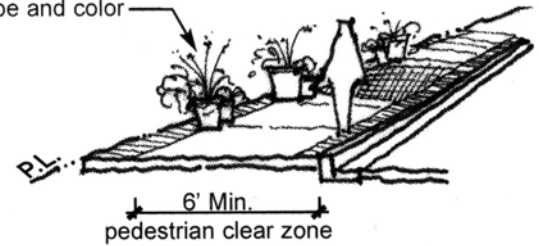
6 feet – 9 feet. Where the parkway or pedestrian clear zone is less than nine feet wide, street trees are not suggested. Movable planters, decorative paving, or basket planters on light poles are preferred alternatives.

9 feet – 12 feet. Where parkways are greater than nine feet wide in commercial or multiple family districts, street trees should be planted within tree grates that are flush with the sidewalk or planted in a raised curb planter. The six-foot clear pedestrian zone should not be obstructed by streetscape elements.

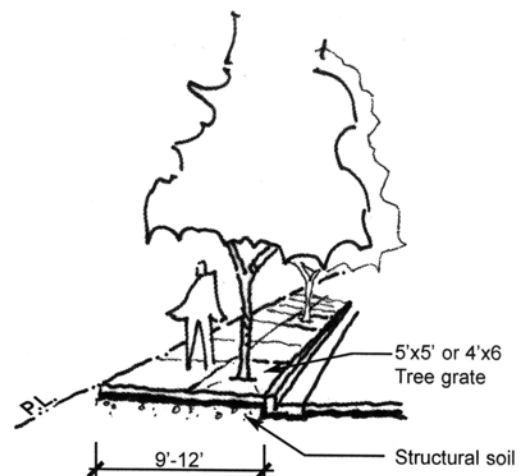
If tree grates are required for maintaining minimum pedestrian clear zone clearances, the grate size should be five feet by five feet or four feet by six feet. The tree grates shall conform to the design standards and soil volume specifications of the Village.

Greater than 12 feet. All pedestrian zones greater than 12 feet in width should contain street tree plantings in designed raised concrete curb planters. Where appropriate, seating areas and sidewalk cafes are encouraged. However, these improvements should not overwhelm the sidewalk nor impede on the 6-foot pedestrian clear zone.

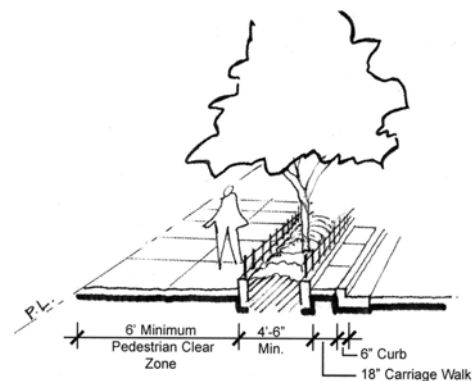
Movable planters are encouraged to provide landscape and color



6'-9' Wide



9'-12' Wide



12' Wide or Greater

3. Street Tree Selection and Spacing. Street trees selected for the Business District, Multiple Family Residential and Institutional area streets shall be large deciduous canopy trees tolerant of roadside conditions such as salt and air-borne pollutants. Tree varieties and locations shall coordinate with existing planting patterns. Grouped and linear plantings may be explored as part of an overall site development plan concept.

The minimum caliper size for single stem deciduous street tree plantings should be 4 inches. All shade trees shall have a minimum clear branch height of 6 feet above the root ball at time of planting. (See Figure 54) Street tree spacing should be a minimum of 20 feet and a maximum of 40 feet on center in the parkways and pedestrian zones. (See Figure 52)

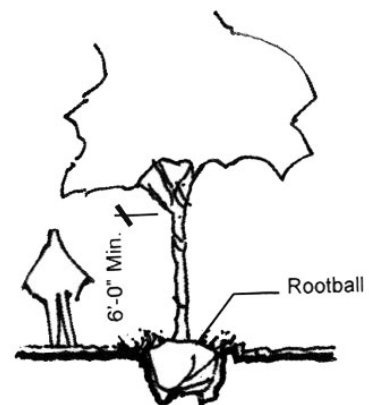
4. Street Tree Planting Standards. Street tree plantings in all new developments should be designed to meet the minimum standards as established by the Institute of Traffic Engineers (ITE) guidelines in order to ensure safe, efficient use of the pedestrian areas. These minimum standards are intended to provide ample sight triangles and clearances for motorists at intersections, alleys, commercial or multifamily residential driveways. The Village shall at its own discretion review and approve each parkway tree planting plan on a case-by-case basis.

In general, street trees should be planted in a straight row manner (on center) at the appropriate spacing and conformity with existing street trees adjacent to the development site.

Newly planted street trees should be no closer than 3 feet on center from the face of the curb. All trees should be planted in the center of raised or grade-level planter areas with tree grates.

All street trees in grassed parkway areas should be planted as true to the center of the parkway as possible due to utility, signs or other existing obstructions. No street trees should be planted in open grass/lawn parkways less than 4 feet in width as measured from the back of the curb. (See Appendix C)

5. Visual Clearance. Landscaping should not block views or pedestrian sidewalks at its mature size and should not create safety or maintenance problems. Minimum branch clearances at time of planting should be 6 feet in height. Shade trees should be an upright single stem spreading species. (See Figure 54)



*Minimum 6' branch height for
visual clearance
Figure 54*

Sight triangles at driveways and at parking and loading access points should not be less than 12 feet as measured along both intersecting rights of way lines. No plant material should be installed in the triangle exceeding a maintained growth height greater than 12 inches. (See Figure 55)

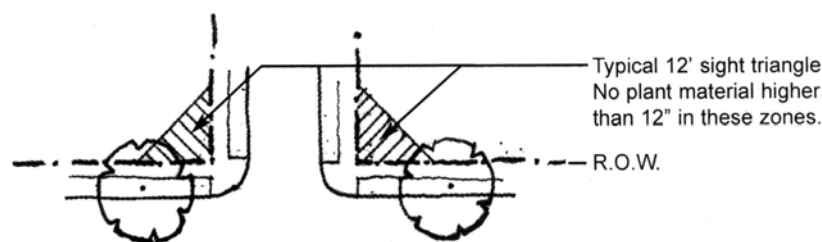
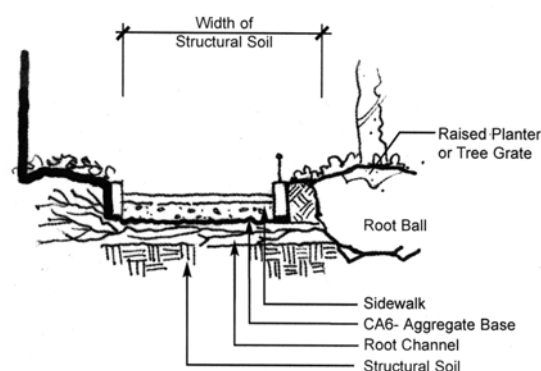


Figure 55

6. Structural Soil and Planting Soil

Depth. In instances when the parkway width is 4-5 feet, the use of structural soils and root channels should be considered in adjacent paved walks to link green areas. (See Figure 56) Structural soil at a depth of 2 ½ feet should be used under all sidewalks where landscape plantings/street trees are located as well as between planter or grates to permit root growth in the parkway.

Along with structural soil, root paths should be considered as necessary sidewalk improvements to allow street trees to reach their maximum growth potential. For at-grade plantings of shade trees, minimum soil depth should be 3 feet; for shrubs, 18 inches, and 6 inches for grass and groundcovers. A minimum soil volume for street trees in sidewalk grates should be 125 cubic feet.

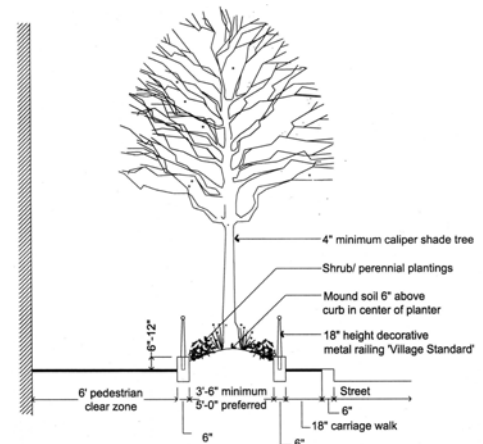


Structural Soils Detail
Figure 56

7. Raised planters. Where possible, street trees and multi-tiered planting in continuous raised planters is encouraged. Multi-tier means providing additional plant material below street trees, such as shrubs, perennials and groundcovers. These additional plantings should provide a variety of coordinated color and seasonal interest to the streetscape. Continuous raised sidewalk planters with expansive planting soil volumes are preferred. (See Figures 57, 58, and 59)

Raised curb planters should be approximately six inches in height and a minimum of 3 ½ feet wide (inside dimension); however, a 5-foot inside width dimension is preferred. The raised planters should also contain a continuous decorative 18-inch metal railing around the curb top and be of a style reflecting the Village standard or the proposed development plan (See Figure 59). The length of these planters should be designed to accommodate store entrances, signs and other streetscape elements.

Soil should be mounded to 6 inches above the top of the planter curb at the center of the planter. Mulch, groundcover, or other appropriate plantings in conjunction with the appropriate street trees should be provided. Where appropriate, adequate GFI electrical outlets should be provided for each individual street tree or combinations of trees in the Business Districts.



*Minimum Streetscape/Parkway
Cross-section with raised planter
Figure 57*



*Typical Raised Planter/Railing Treatments
Figure 58*



*Typical Raised Planter/Railing Treatments
Figure 59*

8. Movable Planters. Movable planters are encouraged for sidewalks and open spaces too narrow to accommodate raised curb planters. (See Figure 60 and Appendix A for more information).



*Various styles of Movable Planters
Figure 60*

9. Light Pole Planter Baskets. Light pole planter baskets are encouraged for sidewalks and open spaces unable to accommodate at-grade planters.

c. Special Pedestrian Zone/Streetscape Conditions

1. Outdoor Sidewalk Cafes. Dining establishments, coffeehouses or cafes are encouraged to provide adequately spaced outdoor seating. The Village encourages the use of these small outdoor spaces to help enliven the streetscape. Careful attention must be paid to maintaining a pedestrian clear zone. Tables, chairs, umbrellas, service equipment and planters should be kept out of the pedestrian clear zone. (See Figure 61)



*Appropriate outdoor sidewalk
caféspace/alley enhancement
Figure 61*

A temporary or seasonal designed barrier element is encouraged to ensure a clear demarcation of these spaces. The business or property owner should erect a simple decorative railing, fence, planters or similar element. The height of such a barrier should be no greater than 36 inches and constructed of a solid durable material easily anchored and removed in the paved space. The design of the barrier should reflect the architectural style of the building or coordinate with the Village streetscape elements. Maintenance and upkeep of the barrier is the sole responsibility of the business proprietor or building owner.

2. Corner Bump Outs. The Village encourages the use of bump-outs, or widened walkways, at street corners. These bump outs serve numerous functions: they slow traffic, highlight pedestrian crossings, encourage pedestrian gathering and allow for the incorporation of streetscape elements into the streetscape design. (See Figures 62a, and 62b)

Bump-outs should only be used in the business districts at key intersections where feasible. They may also be used at corners where transitions occur from multiple family or institutional uses, such as in the Indian Hill District

Bump-outs must be designed to meet the Engineering Design Specifications of the Village and, when applicable, of IDOT to provide a safe and proper turning radius for vehicular traffic along with appropriate sight lines and compliance with ADA standards.

3. Bus Stops. Bus stops currently exist at selected PACE locations throughout the Village. Where bus stops occur in the business districts and along the Green Bay



Typical paved crosswalk
Figure 62a



Corner bump out softens on-street parking with landscape and streetscape elements
Figure 62b



Figure 63a



MEMORANDUM VILLAGE OF WINNETKA

COMMUNITY DEVELOPMENT DEPARTMENT

TO: DESIGN REVIEW BOARD
FROM: DAVID SCHOON, DIRECTOR
DATE: JULY 19, 2019
SUBJECT: COMPREHENSIVE PLAN – DISCUSS IDEAS TO INCORPORATE INTO THE PLAN

PREPARATION OF COMPREHENSIVE PLAN

The Village will soon begin the process of preparing and adopting a new comprehensive plan for the Village. With the assistance of staff and a consultant, the Plan Commission will lead the efforts preparing a draft comprehensive plan for the Village Council's consideration and approval. The plan would establish a vision for the future of the community and provide a roadmap as to how to achieve that vision over the next 15 to 20 years.

The success of a comprehensive planning process is dependent on community engagement, thus an important part of the process will involve seeking input from residents, property owners, business owners, community organizations as well as from other Village boards and commissions and other local government bodies.

Staff is currently working with the Plan Commission and the Village Council members on the preparation of a request for proposals for comprehensive plan consulting services. The goal would be to select a consultant this fall and to begin the process of preparing a plan shortly thereafter.

DISCUSSIN IDEAS TO INCORPORATE INTO THE COMPREHENSIVE PLAN

In preparing to work with a consultant to draft a comprehensive plan for the Village, the Village President has requested that Village board and commission members start to discuss ideas that they would like to see addressed/incorporated in the comprehensive plan.

As you think about ideas of what the Village may want to include in a comprehensive plan from **a built environment design** perspective, it is helpful to outline the components of a Comprehensive Plan. *A comprehensive plan is a **guiding document** that the Village government, residents, employers, developers and other stakeholders use to ensure that Winnetka evolves in line with our **collective vision** for the Village. The plan identifies **goals, objectives and actions** to implement that collective vision.*

A comprehensive plan would include major elements that may stand-alone, be combined, or become incorporated under concepts or themes that run throughout the plan. These elements could include:

- **Land Use** – existing and future land use, buildings, development, parking, and zoning.
- **Natural Resources** – parks, open space, environmental sustainability and sensitivities, and infrastructure.
- **Transportation** – roads, public transportation (rail and bus), and bicycle, and pedestrian connectivity.

- **Housing and Neighborhoods** – housing trends, preservation, and diversity.
- **Urban Design and Community Character** – architecture, community identity, place-making, and wayfinding.
- **Economic Health & Vitality** – commercial development, fiscal health and impacts.
- **Education and Community Institutions** – Public and private elementary and secondary schools, the public library, park district, the Community House, and other local social, educational, and community institutions.
- **Public Services, Facilities, and Infrastructure** – Public safety, public and private utilities (including a Village-owned electric power plant), and wired and wireless communication technologies.
- **Community Involvement and Governance** – improving ways community members can be involved in governance.
- **Subarea Plans** – detailed plans regarding land use, circulation, development alternatives, and plans for the Village’s three business districts as well as Green Bay Road Corridor. (Discussed further below)
- **Plan Implementation** – a matrix detailing when and how goals under the various elements will be achieve.

Though Design Review Board may have thoughts regarding all of these areas, the Commission may be most interested in the area of **Urban Design and Community Character**.

In preparation for the July 18 DRB meeting, staff suggests that you give some thought to the following questions and keep in mind the elements identified above as well as your experiences with items that have appeared before the Board. **As you think of each of these questions, think of them from an urban design and community character perspective as well as in terms of how we may want to adjust/amend the tools the Design Review Board uses (e.g. Design Guidelines, sign regulations, the design review process, etc.) to encourage an attractive built environment.**

1. What would you describe as Winnetka’s strengths from an urban design perspective that makes it an attractive place to live, work, or operate a business?
2. What would you describe as Winnetka’s weaknesses from an urban design perspective that may hold it back from being a better place to live, work or operate a business?
3. What urban design trends are occurring in the region, state, nation or the world that are potential opportunities for Winnetka to take advantage of to enhance the community as a place to live, work, or operate a business?
4. What urban design trends are occurring in the region, state, nation, or the world that are potential threats to Winnetka as a place to live, work, or operate a business?
5. If today you were to describe the urban design and community character “essence” of Winnetka to someone who knows nothing about Winnetka, how would you describe it?
6. How would you like to be able to describe the urban design and community character “essence” of Winnetka? Or how differently would like to describe that “essence”?
7. What is your vision of what Winnetka would be like in 15 or 20 years?