# Village of Winnetka

## Design Review Board/Sign Board of Appeals Special Meeting

October 3, 2022 at 7:00 PM
Winnekta Police Department Classroom - 410 Green Bay Road

## AGENDA

1. **Call to Order**
2. **Public Comments**
3. **Approval of Minutes**
   a. June 28, 2022, Special Meeting Minutes
   b. August 24, 2022, Special Meeting Minutes
4. **New Applications**
   a. **Case No. 22-20-DR: 910 Green Bay Road - Eversee Boutique Eyecare:** Sign permit for window signs and a projecting sign on the storefront of the property located at 910 Green Bay Road.
   b. **Case No. 22-22-DR: 1000 Green Bay Road - CIBC Bank:** Sign permit to allow installation of wall signs on the street frontage of the property located at 1000 Green Bay Road.
   c. **Case No. 22-21-DR: 554-558 Green Bay Road:** Certificate of Appropriateness to allow exterior alterations to the building located at 554-558 Green Bay Road.
   d. **Case No. 22-13-DR: 93 Green Bay Road - Tala Coffee:** Certificate of Appropriateness to allow exterior alterations to the existing building and streetscape/site improvements at 93 Green Bay Road.
5. **Workshop Sessions**
   a. Continued Discussion of Awning and Awning Sign Code Requirements and Design Guidelines.
   b. Continued Discussion of Residential Design Guidelines for Single-Family Homes.
6. **Other Business**
   a. October 20, 2022, Meeting - Quorum Check

**NOTICE**

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

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

## 7. Adjournment

**Winnetka Design Review Board/Sign Board of Appeals**
**Special Meeting Minutes**
**June 28, 2022**

**Members Present:** Kirk Albinson, Chairman
Michael Klaskin
Maggie Meiners
Katie Moor
Heather Niehoff

**Members Absent:** Paul Konstant
Michael Ritter

**Village Staff:** David Schoon, Director of Community Development
Christopher Marx, Associate Planner

**Call to Order & Roll Call:**
Chairman Albinson called the meeting to order at 7:03 p.m. Mr. Marx took roll call of the Commission Members present.

**Public Comment**.
No comments were made at this time.

**Approval of Minutes – May 19, 2022**.
Chairman Albinson asked for a motion to approve the May 19, 2022, meeting minutes. A motion was made by Ms. Moor and seconded by Ms. Meiners. A vote was taken, and the motion unanimously passed, 5 to 0:
AYES: Albinson, Klaskin, Meiners, Moor, Niehoff
NAYS: None

**Continued Applications**:

a. **Case No. 22-10-DR: 1025 Tower Road – BP Gas Station (*Continued from the April 21, 2022, and May 19, 2022, meetings)***: Certificate of Appropriateness to allow exterior alterations to the main building and gas pump canopy at 1025 Tower Road. *This item is not ready for this meeting. Notices will be sent when the item is ready for consideration by the Design Review Board at a future meeting*.

b. **Case No. 22-03-SU: 564 Green Bay Road – New Mixed-Use Building (*Continued from the May 19, 2022, meeting)*:** Certificate of Appropriateness to allow the construction of a new three-story mixed-use building with a roof top deck at 564 Green Bay Road.

Mr. Marx stated the application was continued from the May 19, 2022, because of the Board's request for additional details relating to the building's design. He stated updated renderings, material samples and detailed specs were provided which he described to the Board. Mr. Marx then asked if there were any questions.

Ms. Moor questioned the stone consistency. Bohdan Kaminski, the project architect, provided the Board with additional details of the brick, window and door samples. He also provided details for the railings, brick color, limestone, grout, glass, etc. noting the brick would be oversized brick so as not to appear residential. Ms. Meiners commented the building design is nice and stated the proposed brick and its color did not fit Winnetka's aesthetic. Ms. Moor referred to the colors shown in the renderings which appear reversed when compared to the proposed materials. Mr. Kaminski provided additional clarification regarding the brick coloring and how it would appear. Chairman Albinson also commented on the brick which he stated the size would appear more in a retail establishment. Mr. Kaminski responded the brick's size was specifically chosen for the building. Chairman Albinson stated he is also concerned with the brick color and stated he would not be in favor of utility brick which would not keep with the Village's aesthetics. He also agreed with the Board Members' comments relating to the white color elements. Mr. Klaskin commented while it is not much different from the existing building, it would provide much

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needed improvement to this area of Green Bay Road. He also stated the brick size is fine and would blend with the neutral tones. Mr. Kaminski stated once the brick is installed, its thickness would be undiscernible, and the limestone would darken over time. Mr. Klaskin also referred to the building mix in the area and stated the new building would not be that different from what is there.

Ms. Moor questioned the next-door building's height which was estimated to be 43 feet. Mr. Kaminski noted the proposed building would measure 34 feet to the parapet wall and estimated the neighboring building to be approximately 44 feet. He added it would be impossible to design a building to match the north and south buildings. Mr. Kaminski then stated the proposed building did not need to be all limestone and he preferred a material mix be used.

Ms. Niehoff commented while the building is attractive and traditional, it would be modern and would seem to be out of place. Mr. Kaminski described the reasoning for the material choices. Chairman Albinson asked to see examples of other utility brick buildings although he understood Mr. Kaminski's reasoning for the brick choices. Mr. Kaminski confirmed the brick is not utility brick and identified the manufacturer and the Artic White coloring. He then stated the brick size on existing buildings in the Village is not obviously different. He also stated the structural brick is available in a smaller size. Ms. Meiners suggested the Board's recommendation include their concerns relating to the brick size. Mr. Kaminski explained the reasoning behind the brick size choice in relation to floor heights. Ms. Meiners then commented the brick color should be lighter and Mr. Kaminski responded with how a lighter brick color could only be obtained by painting it which he would not recommend. Mr. Klaskin commented the color choices are fine and when the building is complete with awnings, etc., those items would provide color. Ms. Niehoff agreed the proposed colors are fine and noted that the color palette would read differently than the samples provided. Chairman Albinson commented white windows may not work with the brick color and noted the current request did not include awnings.

Chairman Albinson then asked if there were any comments from the audience. No comments were made at this time. He then asked for a recommendation to approve the request with the condition that the brick size be modified to a smaller size. Mr. Kaminski explained to the Board how the brick and mortar would be similar in color to provide a more monolithic appearance. He also stated he did not know the cost to make the brick smaller noting they did not want to use Chicago brick. Javier Encisco informed the Board it would cost an additional $200-$300,000 to make the brick smaller. Chairman Albinson asked for a motion to recommend approval as previously stated or for the applicant to come back before the Board. Mr. Kaminski then consulted with his client and decided they would consider changing the brick size.

Ms. Meiners moved to recommend approval of the Certificate of Appropriateness as indicated on page 3 with the condition that smaller sized brick be used. Ms. Niehoff seconded the motion. A vote was taken, and the motion unanimously passed, 5 to 0:
AYES: Albinson, Klaskin, Meiners, Moor, Niehoff
NAYS: None

**New Applications**:

a. **Case No. 22-14-SU: 768 Oak Street – Winnetka Public Library**: Certificate of Appropriateness to allow the installation of a decorative statue and masonry base on a sitting area near the parking lot entrance of the Winnetka Public Library property at 768 Oak Street.

Mr. Marx described the application to install the donated statue and base and explained the background behind the request. He then referred to Figure 2 of the statue's existing location with the current request for the statute and base in the proposed location. Mr. Marx also referred to Figure 3 and the location where the bronze statute and platform would be installed. He described how the statue and base would be installed and then asked if there were any questions. A Board Member referred to potential liability regarding sturdiness issues.

Monica Dombrowski, Winnetka Library Director, and Brooke Irving from SSC Construction introduced themselves to the Board. Ms. Irving informed the Board the base weighs 2,000 pounds and is under 3 feet tall which would not represent any issues. Chairman Albinson stated safety concerns are not within the Board's jurisdiction but warranted

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consideration. Ms. Irving indicated it would be difficult to topple the statue over. Ms. Dombrowski informed the Board they were advised by the donator to ensure it would not be easily accessed. Ms. Meiners suggested it be installed in a manner which is not inviting in terms of accessing it. Ms. Dombrowski responded they want to decrease safety concerns and they considered a solid base. Ms. Niehoff suggested a coffee table also be installed.

Chairman Albinson asked for a motion to recommend approval of the proposal giving the library latitude to address any potential safety concerns. Mr. Klaskin moved to recommend approval of the request as stated by Chairman Albinson. Ms. Meiners seconded the motion. A vote was taken, and the motion unanimously passed, 5 to 0:
AYES: Albinson, Klaskin, Meiners, Moor, Niehoff
NAYS: None

**Workshop Sessions**:

a. **Discussion of the Sign Code Requirements and Design Guidelines for Window Signs**.

Mr. Schoon described the background behind the discussion which included Village staff administrative approval and items which would require the Board's approval. He referred to page 89 and identified the signs which would require administrative approval. Mr. Schoon then described the previous discussion relating to letter and logo size, etc. and referred to die cut signs, decal signs and colors which also could be administratively approved. He identified examples of signs with two colors which would still come to the Board for review. Mr. Schoon then stated illuminated and sign placement requirements remained the same as discussed at the last meeting.

Mr. Schoon stated if the requirements listed on page 1 of the packet are not met, the request would have to come to the Board and identified situations and examples of signs where variations can be requested. He stated regarding illuminated signs, external illuminated signs are allowed. Mr. Schoon added the sign code contained design guidelines for signs and suggested changes which made the language less redundant. He also referred to the clarified language change in the sign variation standards in point nos. 4 and 5. Mr. Schoon then stated the Board cannot currently grant variations for prohibited signs such as roof signs and noted language that would allow prohibited signs in certain situations. He stated regarding temporary signs, they would be allowed at up to 10% of the window area. Mr. Schoon then stated they would like to hear the Board's comments and comments from the audience before moving forward with the amendments.

Chairman Albinson then asked if there were any comments from the public. Theresa Lucas, owner of Good Grapes, asked for clarification for the 10% window sign limitation and commented it is too small, especially during major Village construction/streetscape projects when it's important for businesses to let their customers know they were open. Ms. Meiners stated regarding construction, a temporary clause can be included as an exception. She then stated she would be open to administrative approval of signs with two colors. Mr. Klaskin added it should be for the branding for signs containing an applicant's brand colors and referred to two previous applications as examples. Chairman Albinson commented it may be difficult for the Village staff to define what is considered an applicant's brand colors. Mr. Klaskin responded administrative approval should only apply to an established brand and would serve to streamline the process. Ms. Meiners stated while she agreed with Mr. Klaskin's comments, she added an applicant's proposal with more than two colors should come before the Board. Ms. Niehoff agreed with Ms. Meiners' comments.

Rocky Flintermann, Love & Care Pet Service owner, identified their logo for the farmer's market. He referred to Google whose brand contains several colors. Ms. Meiners clarified they are attempting to make the process easier for businesses and suggested adding parameters for Village staff approval. Ms. Niehoff agreed with Ms. Meiners' comments and stated the question is how much easier the process should be made and to ensure small businesses feel comfortable. Ms. Niehoff and Chairman Albinson referred to instances of unintended consequences. Mr. Schoon stated while he understood Mr. Klaskin's comments, it may be difficult for staff to determine what is an established brand color. Chairman Albinson stated he would not be in favor of giving Village staff administrative approval of unlimited colors. Mr. Schoon noted during major construction projects, the Village is flexible on regulations for businesses. He then stated the Board is to give the Village staff direction in terms of language to add to the code for presentation to the Village Council.

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The Board directed staff to amend the draft language for administrative approval window decal signs can have up to two colors and freestanding signs can have up to three colors, one includes the background color. Mr. Schoon stated staff will make that change and present language for the Board to make a formal recommendation at its next meeting.

b. **Discussion of Residential Design Guidelines for New Single-Family Homes**.

Mr. Klaskin stated residential design guidelines would be a very bad idea. Mr. Schoon provided the Board with the background of how the subject arose. He stated the Board was to review the materials provided at the last meeting and to continue the discussion at this meeting. Mr. Schoon then referred to questions posed to the Board such as how to achieve good design or whether to require an applicant to go through a design review process. He identified several suggestions with regard how to make people aware of what is good design such as making available the draft residential design guidelines and issuing preservation awards to encourage good design as examples. Mr. Schoon stated the first question is should there be a design review process, what type of construction should go through the process and what bodies would be involved in the review process. He then stated the next question related to the type of guidelines they will consider and the materials to be submitted as part of the application process as well as how the public would be involved in the process such as providing public notice. Mr. Schoon stated they would also need to determine amount of staff time that would be involved in guiding the process and whether variations can be approved as part of that process. Mr. Schoon asked the Board to provide the Village Council with big picture ideas in terms of the process and then asked if there were any questions.

Mr. Klaskin commented he did not see the residential review process working out well for the Village and provided several examples of how it would cause concerns. Ms. Meiners stated many of the issues may relate to zoning noting her main concern relating to scale and form. Ms. Moor stated precedent has already been set and referred to how the demolition process worked. Chairman Albinson stated the issue arose due to spec builders. He also stated the difficult part related to separating style and design. The Commission Members agreed guidelines should be for spec builders. Ms. Niehoff stated there should not be a formal residential review process and they should help the community foster and strengthen what is built with the goal of identifying what they do not want and considering what was done successfully in other communities. Mr. Klaskin referred the New Trier Partners proposal in 2009 and the subsequent proposal submitted by David Trandel for the same property. He also stated making guidelines available would be a good idea and agreed with Ms. Moor's suggestion of a welcome packet.

Chairman Albinson agreed with Ms. Niehoff that the bad design issues should be isolated. He then referred to several spec homes on Spruce Street. Ms. Meiners also agreed with Ms. Niehoff's comments. Chairman Albinson then commented the residential design guidelines should not involve remodels and only new construction. The Commission Members commented on the appearance of spec homes built many years ago. Chairman Albinson suggested that instead of making going through the process punitive, it should be incentivized by allowing additional square footage or by making current square footage allowances available only if they if the home goes through a design review process. Mr. Klaskin referred to builders who would not be able to realize a profit if they were to conform to requirements. Mr. Klaskin stated they would not be able to eliminate the spec builder component.

Chairperson Albinson asked the Village staff to determine if other communities can be used as a point of reference where residential design guidelines have successfully worked. Mr. Schoon referred to the guidelines used in Lake Bluff which focuses on whether a new home to too similar or too dissimilar to the neighboring homes and which have not had an application presented before an advisory body in at least five years. Ms. Niehoff commented on how commercial design guidelines benefit the neighborhood and community. She also stated they want diversity in a quality way. Chairman Albinson suggested the Board continue the discussion at the next meeting and asked Mr. Schoon to provide information regarding the history of single family residential gross floor area bonuses and provide examples of good design review processes from other communities from across the country. Mr. Schoon stated the history behind it can be presented to the Board at the next meeting.

**Other Business**.

a. July 21, 2022, Meeting – Quorum check.

The Board Members discussed their availability.

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b. Comprehensive Plan Update.

Mr. Schoon informed the Board the PC completed their Comprehensive Plan visioning work and it would be presented at the July 12, 2022, Village Council study session.

**Adjournment:**

A motion to adjourn was made by Mr. Klaskin and seconded by Ms. Moor. A vote was taken, and the motion unanimously passed, 5 to 0:

AYES: Albinson, Klaskin, Meiners, Moor, Niehoff

NAYS: None

The meeting was adjourned at 9:31 p.m.

Respectfully submitted,

Antionette Johnson
Recording Secretary

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**Winnetka Design Review Board/Sign Board of Appeals**
**Special Meeting Minutes**
**August 24, 2022**

**Members Present:** Kirk Albinson, Chairman
Michael Klaskin
Paul Konstant
Katie Moor
Michael Ritter

**Members Absent:** Maggie Meiners
Heather Niehoff

**Village Staff:** Christopher Marx, Associate Planner

**Call to Order & Roll Call:**
Chairman Albinson called the meeting to order at 7:01 pm and took roll call of the Board Member present.

**Public Comments**.
No comments were made at this time. Chairman Albinson noted the workshop items on the agenda would be tabled until the September 2022 meeting since Mr. Schoon is not present.

**Approval of Minutes**.
a. July 21, 2022 Meeting Minutes.
Chairman Albinson asked for if there were any comments or corrections to be made or a motion to approve the July 21, 2022 meeting minutes. A motion was made by Ms. Moor to approve the July 21, 2022 meeting minutes. The motion was seconded by Mr. Klaskin. A vote was taken and the motion unanimously passed, 5 to 0:
AYES: Albinson, Klaskin, Konstant, Moor, Ritter
NAYS: None

**New Applications**.
**a. Case No. 22-17-DR: 896 Green Bay Road - H. Marion Framing Studio: Sign permit, awning permit and Certificate of Appropriateness to allow installation of window signs, awnings, awning signs, and window decals on the storefront of the property located at 896 Green Bay Road.**
Mr. Marx identified the applicant and the services they provide which he stated is moving into 896 Green Bay Road in the C-2 overlay district. He also identified the building, current tenants and proposed space to be occupied by the applicant on the north side of the courtyard. Mr. Marx then described the window decals to be installed on the Green Bay Road side as well as the awning recovering for which he provided a fabric sample to the Board for their review. He then referred to the rendering in Attachment A and further described the green band location and text of the decals noting no awnings are proposed for the interior courtyard. Mr. Marx noted Figure 5 included a photo of Pedego Electric Bikes which previously received approved for orange awnings and that the proposed design would be a continuation of that style and would provide unity. He noted the request is compliant with the side code requirements and asked if there were any questions.

Chairman Albinson asked if the awnings would be similar to those on the other side of the courtyard in terms of size and whether they are open ended. Mr. Marx responded they would be open since the

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awnings are only to be recovered. Mr. Konstant questioned the masonry and whether the brick would change and Mr. Marx confirmed it would not. Chairman Albinson stated the existing awnings have covered ends and Mr. Marx responded the applicant can confirm. Ms. Moor asked if window decals would not be proposed other than those on the bottom and Mr. Marx confirmed that is correct.

Chairman Albinson asked for the applicant's presentation. Jan Marion introduced himself to the Board and confirmed the store hours would be included. Mr. Marx confirmed that store hours are to be displayed in a one square foot or less graphic. Chairman Albinson asked if the company name would be included on the door entrance and Mr. Marion responded it is not necessary. He stated the awnings would be redone in the same fashion as the existing frame. Chairman Albinson and Ms. Moor referred to Figure 1. The Board Members discussed whether the awnings should be open or closed. Mr. Marion confirmed lime green is the company's color. Chairman Albinson referred to the Board's general consensus as a result of their discussion in connection with the design guidelines for awnings. He suggested a condition for approval for open awnings be encouraged. Mr. Marion agreed with Chairman Albinson's suggestion which would be left to the awning manufacturer's discretion.

Chairman Albinson then asked for a motion. Mr. Konstant moved to issue a Certificate of Appropriateness and to approve the request with the recommendation for open ended awnings if determined appropriate by the awning manufacturer. Mr. Klaskin seconded the motion. A vote was taken and the motion unanimously passed, 5 to 0:
AYES: Albinson, Klaskin, Konstant, Moor, Ritter
NAYS: None

**b. <u>Case No. 22-19-DR: 510 Winnetka Avenue - Shabahang Royal Carpet</u>: Sign permit to allow installation of window signs and awning signs on the storefront of the property located at 510 Winnetka Avenue.**

Mr. Marx identified the building's location near the Indian Hill business district which is not in the C-2 overlay district and is a relatively new building. He described the proposed window and awning signs which included a sign application for the awnings. Mr. Marx also identified the awning sign's location, font, size and color and referred to a rendering in Attachment A. He also identified the proposed signs' location and text noting the awning and window signs are compliant with sign code requirements and asked if there were any questions. No questions were raised at this time.

Chairman Albinson asked for a motion. A motion was made by Mr. Konstant to approve the request as presented. Mr. Konstant second the motion. A vote was taken and the motion unanimously passed, 5 to 0:
AYES: Albinson, Klaskin, Konstant, Moor, Ritter
NAYS: None

**c. <u>Case No. 22-18-DR: 1550 Edgewood Lane - Nick Corwin Park</u>: Certificate of Appropriateness to allow replacements of play equipment and sand surface with a wood fiber play surface, as well as hardscaping and landscaping improvements to the existing playground at Nick Corwin Park at 1550 Edgewood Lane.**

Mr. Marx stated the Park District submitted the application to make playground improvements and identified the property's location and zoning classification noting the request did not require a special use permit. He stated a variance is being presented to the ZBA with the Village staff determining that the design aspect should be presented to the DRB in terms of the equipment improvements which would improve ADA accessibility. Mr. Marx then described the request's details and referred to Figure Nos. 6

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and 7 of the proposed equipment renderings. He noted there are two structures to be used for climbing and slides in a green shade for which the height requirements require a zoning variation. Mr. Marx also stated the canvases are to provide shade and the request also included new tree plantings. He then referred to the walkway in Figure 5 containing trees which are to be removed and asked if there were any questions.

Mr. Konstant asked why trees are being removed and Mr. Marx responded the Village Forester indicated there are some problematic tree species with construction causing damage to the trees' root systems. He also stated the tree removal with the play equipment being kept in the same location was the best alternative. Ms. Moor indicated the walkway trees should not be impeded by the equipment and provided a significant amount of shade.

Costa Kutulus introduced himself as the Winnetka Director of Parks and Maintenance and stated he would address the concerns raised and their plan to be diligent in terms of tree removal and the playground design. He then referred to the PowerPoint presentation and noted the playground was last renovated in 1999. Mr. Kutulus stated they plan to be compliant with ASTM and ADA safety standards which would result in the surface being replaced with a wood fiber material. He then identified the proposed design which would include an adaptive swing to assist with more accessibility among other equipment. He also referred to renderings of the proposed color palette, playground restrictions, equipment and play surfacing material which is used throughout the park system. Mr. Kutulas informed the Board the existing playground equipment would be repurposed to be used in Ghana. He then referred to an illustration of the new treetop elements and the playground equipment elevation heights. Mr. Kutulas then provided a color palette and canopy samples to the Board for their review.

Mr. Kutulas stated they considered the proposal in terms of design consideration for the Certificate of Appropriateness and the proposed equipment would be similar to the existing equipment and identified the equipment manufacturer. He then described how the proposal met the standards. Mr. Kutulas also referred to an illustration of the proposed equipment and asked if there were any questions. Ms. Moor asked why trees are being removed from the park walkway entrance. Mr. Kutulas responded the Bradford Pear trees outline the walkway which are in decline and would eventually need to be removed and replaced. He described how the evergreen tree root structures would be affected by the equipment and would be removed as part of the project since they were identified as future hazards. Mr. Kutulas then referred to the landscape plan on page nos. 45 and 60. He noted the structures' height did not have a direct correlation affecting the tree root systems and identified the elements affecting the trees' removal. Mr. Kutulas confirmed they would further design the trees to be used on the walkway and that the walkway weather inclement sheltering aspect has not yet been budgeted.

Chairman Albinson commented he liked the proposed plan. Mr. Kutulas stated they are mindful of the walkway approach and plan to make it more welcoming and open and are not opposed to putting more trees on the walkway. Mr. Konstant referred to mature trees being replaced with smaller trees and suggested more mature trees be used as replacements. Mr. Kutulas stated they can consider larger caliper trees as replacements.

Mr. Marx informed the Board they are to make a recommendation to the Village Council in terms of the proposal's aesthetics. Mr. Kutulas added the sandpit was initially proposed to contain a concrete curb and they plan to install a natural stone seat wall. Mr. Ritter stated his concern related to the lime green color compared to the existing brown color as well as the high canopies which may not provide enough shade. He also commented he did not think they are attractive. Mr. Konstant agreed with Mr. Ritter's comments.

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Mr. Kutulas explained the rationale behind the lime green color selection and stated they have the ability to change the color with construction to begin in the spring. Mr. Klaskin commented he liked the lime green color and that the plan is great as presented.

Chairman Albinson asked if there were any comments or a motion to approve the request with the recommendation that the Park District consider additional landscaping to enhance the area and provide additional shade options. Mr. Klaskin moved to approve the request as stated by Chairman Albinson. The motion was seconded by Mr. Konstant. A vote was taken and the motion unanimously passed, 5 to 0:
AYES: Albinson, Klaskin, Konstant, Moor, Ritter
NAYS: None

**Workshop Sessions**.

a. Discussion of Awnings and Awning Sign Code Requirements and Design Guidelines.
b. Discussion of Residential Design Guidelines for Single-Family Homes.

Chairman Albinson confirmed these agenda items would be continued to the September 2022 meeting.

**Other Business**.

a. September 15, 2022 Meeting – Quorum check.

The Board Members discussed their availability.

b. Comprehensive Plan Update.

Mr. Marx stated there is no Comprehensive Plan update to be provided at this time.

**Adjournment:**

A motion to adjourn was made by Mr. Ritter and seconded by Mr. Konstant. A vote was taken and the motion unanimously passed, 5 to 0:
AYES: Albinson, Klaskin, Konstant, Moor, Ritter
NAYS: None
The meeting was adjourned at 7:54

p.m.

Respectfully submitted,

Antionette Johnson
Recording Secretary

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# MEMORANDUM
## VILLAGE OF WINNETKA
### COMMUNITY DEVELOPMENT DEPARTMENT

**TO:** DESIGN REVIEW BOARD

**FROM:** CHRISTOPHER MARX, AICP, ASSOCIATE PLANNER

**DATE:** SEPTEMBER 30, 2022

**SUBJECT:** 910 GREEN BAY ROAD – EVERSEE BOUTIQUE EYECARE – SIGN PERMIT (CASE NO. 22-20-DR)

**INTRODUCTION**

On October 3, 2022, the Design Review Board (DRB) is scheduled to consider a sign permit application submitted by Eversee Boutique Eyecare (the "Applicant"), as the lessee of the commercial space located at 910 Green Bay Road (the "Subject Property"), to allow the installation of window signs and a projecting sign on the street frontage of the Subject Property.

**PROPERTY DESCRIPTION**

The Subject Property is located on the west side of Green Bay Road between Tower Road and Gage Street 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 was previously occupied by *MyEyeDr.*, an optometrist studio, and is one of two first-floor commercial tenant spaces along with *Bella Bleu Bridal Boutique* in a two-story Spanish Revival style building. Figure 1 below identifies the Subject Property. Figure 2 at the end of this report further identifies the Subject Property.

**Figure 1 – Subject Property – Store frontage of business along Green Bay Road**

**PREVIOUS APPROVALS**

The Subject Property's previous tenant, *MyEyeDr.*, along with *Bella Bleu Bridal Boutique*, had sign permits approved for projecting signs and window signs in 2016.

**CURRENT REQUEST**

The Applicant is seeking approval of a projecting sign and window signs that would provide identification and promotion for his new optometry office. The projecting sign would be a refacing of the existing sign which is fixed above the recessed main doorway entrance in the center of the building. Below the decorative cast iron arm would be an aluminum sign face measuring 2 feet in height by 2 feet in length. The sign would feature a dark green circular business logo with white text that reads "EVERSEE BOUTIQUE EYECARE" in a contemporary sans serif font. The sign would project 2 feet from the building wall and be 8.92 feet above the public sidewalk.

The storefront window would have three identically white die-cut decals with a variation of the same logo and a text font up to 3.5 inches that also reads "EVERSEE BOUTIQUE EYECARE." The decals would be placed towards the bottom of the window with a die-cut vinyl application and applied on the inside of the window. ***Please note the rendering of the proposed window signs illustrates the signage in black for illustrative purposes only, the proposed signs would be in white, without a background***. The window currently features temporary signage that the Applicant states will be removed upon installation of the approved permanent window sign. The Applicant has provided renderings and illustrations of the proposed sign that are available in the application materials included in Attachment A.

**SIGN CODE ANALYSIS**

Section 15.60.120 of the Village Sign Code establishes standards for projecting signs and window signs in the commercial districts. Window signs are limited to 10% of the overall window area; the proposed decal signs would comply with a window coverage of 6.37%. A staff analysis of sign area with calculations is included as Attachment B.

Blade signs, or projecting signs, may extend over 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. The proposed sign would comply with Sign Code requirements.

**DESIGN GUIDELINES ANALYSIS**

The Village's Design Guidelines provide guidance on the design and appropriate placement of projecting signs and window signs. The Guidelines recommend that decals be placed in the lower section of the storefront window area and occupy no more than 10% of the glass area of a single pane. They also suggest that sign lettering be limited to 6 inches in height and should harmonize with the building while reflecting the character of the building style.

In terms of projecting signs, the Design Guidelines recommend that projecting signs be mounted on fixed hardware; no swinging or chain-mounted signs. Additionally, the Guidelines also suggest that projecting blade signs be located between the first and second floors of a building's store frontage while not exceeding 6 square feet in area.

The proposed window signs and projecting sign would be consistent with the Guidelines' suggestions. An excerpt of the Design Guidelines pertaining to window signs and projecting signs is included as Attachment C.

**SUMMARY**

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

**<u>ATTACHMENTS</u>**

Attachment A: Application Materials
Attachment B: Staff Sign Code Analysis
Attachment C: Design Guidelines Excerpt

**Figure 2 – Green Bay Road – Store frontage of Subject Property and adjacent neighboring business' with projecting signs**

**V I L L A G E  O F  W I N N E T K A,  I L L I N O I S**

**DEPARTMENT OF COMMUNITY DEVELOPMENT**

# SIGN PERMIT APPLICATION

**Tenant/Lessee**

| Name of Business | | Primary contact name | Phone No. |
|---|---|---|---|
| Eversee Boutique Eyecare | | Dan Myers | [redacted] |
| Street Address<br>910 Green Bay Rd | | | |
| City<br>Winnetka | State<br>IL | Zip Code<br>60093 | [redacted] |

**Sign Company**

| Name of Sign Company | | Primary contact name | Phone No. |
|---|---|---|---|
| A Monks Sign Co | | Oscar | 847-729-5009 |
| Street Address<br>2055 Chestnut Ave | | | |
| City<br>Glenview | State<br>IL | Zip Code<br>60025 | Email<br>amonks@flash.net |

**Property Owner**

| Name of Company | | Primary contact name | Phone No. |
|---|---|---|---|
| Elmdale Partners | | Jim Sayegh | [redacted] |
| Street Address:<br>5301 Dempster St #300 | | | |
| City<br>Skokie | State<br>IL | Zip Code<br>60077 | Email<br>[redacted] |

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

- [x] window graphics
- [ ] wall-mounted sign
- [ ] ground-mounted sign
- [x] projecting sign
- [ ] other_____

Additional description of sign type and materials 3 window decals, lower center of each window each decal will approximately be 6% of a window. 1 projecting vinyl sign, , color will be a dark green for all signage.

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

CONDITIONS OF APPROVAL:_____

24"
EVERSEE
BOUTIQUE EYECARE
24"
107"
THE SHADE STORE
916

80"
Windnow Area: 5080
Sign Area: 324
18"
18"
EVERSEE
BOUTIQUE EYECARE
3.5"
63.5"
80"
324/5080= ~6%
18"
18"
EVERSEE
BOUTIQUE EYECARE
3.5"
63.5"
80"
18"
18"
EVERSEE
BOUTIQUE EYECARE
63.5"
3.5"

**From:** [redacted]
**To:** Christopher Marx
**Subject:** Re: signage for 910 Green Bay Rd
**Date:** Wednesday, August 24, 2022 2:27:43 PM

---

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

Chris,

Here are the answers to your questions:

1. What color will the font be, white or black? Will the decals be die cut? And, will the application be on the inside or outside of the window?

For the window decals, material is Premium wrap film by 3M. I was planning on doing the dark green font, but that would be difficult to see. So let's plan on a white font. The decals will be dye cut.

I was under the impression that the decals had to be on the inside, however is outside an option? It seems like that would be easier.

1. What would the material of the projecting sign be? Would the sign be fixed or hanging? I believe the previous sign was fixed and that is required in the Sign Code. Otherwise, the dimensions and placement are compliant.

The material is Max Metal. The material is aluminum faced with a plastic core.

Also, the sign will be mounted and fixed as the current signage is currently mounted.

Please let me know if anything else is needed.

Thank you.

Sent from my iPhone

On Aug 24, 2022, at 9:11 AM, Christopher Marx <CMarx@winnetka.org> wrote:

- What color will the font be, white or black? Will the decals be die cut? And, will the application be on the inside or outside of the window?
- What would the material of the projecting sign be? Would the sign be fixed or hanging? I believe the previous sign was fixed and that is required in the Sign Code. Otherwise, the dimensions and placement are compliant.

# Attachment B – Staff Analysis of Sign Area

Area of Storefront Window: 6.67 feet x 15.875 feet = 105.89 square feet
Area of Proposed Storefront Window Signs: 3 x (1.5 feet x 1.5 feet) = 6.75 square feet
Maximum Permitted Sign Area of Left Storefront Window: **10.59 square feet (10%)**
Proposed Sign Area of Left Storefront Window: **6.75 square feet (6.37%)**

**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)

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 39*

*Figure 40*

*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.

# MEMORANDUM
## VILLAGE OF WINNETKA
### COMMUNITY DEVELOPMENT DEPARTMENT

| | |
|---|---|
| **TO:** | **DESIGN REVIEW BOARD** |
| **FROM:** | **CHRISTOPHER MARX, AICP, ASSOCIATE PLANNER** |
| **DATE:** | **SEPTEMBER 30, 2022** |
| **SUBJECT:** | **1000 GREEN BAY ROAD – CIBC BANK – SIGN PERMIT (CASE NO. 22-22-DR)** |

**INTRODUCTION**

On October 3, 2022, the Design Review Board (DRB) is scheduled to consider a sign permit application submitted by CIBC Bank (the "Applicant"), as the lessee of the commercial space located at 1000 Green Bay Road (the "Subject Property"), to allow installation of wall signs on the street frontage of the Subject Property.

**PROPERTY DESCRIPTION**

The Subject Property is located on the west side of Green Bay Road between Scott Avenue and Merrill Street in the Hubbard Woods Business District. It is zoned C-2 General Retail Commercial and is located in the Commercial Overlay District. The Subject Property is a one-story commercial building with a traditional brick façade and colonial style architectural elements that currently contains CIBC Bank. Figure 1 below identifies the location of the Subject Property. Figures 2 through 4 on the following page identify the Subject Property.

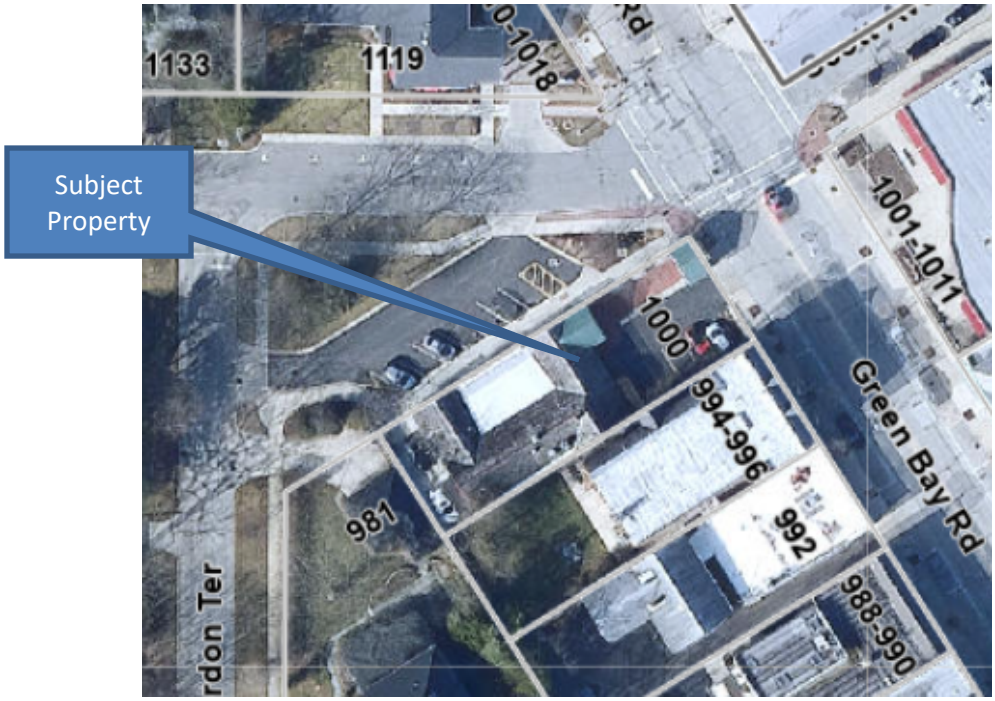


**Figure 1 – Aerial Map**

**Figure 2 – Subject Property – Intersection of Green Bay Road and Scott Avenue**

**Figure 3 – Subject Property – North Elevation along Scott Avenue**

**Figure 4 – Subject Property – East Elevation along Green Bay Road**

**PREVIOUS APPROVALS**

In 2017, a sign permit was approved to allow installation of the existing signage, when the bank was rebranded.

**CURRENT REQUEST**

The Applicant is seeking approval of three wall signs that would replace the existing signs in the same locations. The proposed signs would provide identification for the bank branch and update the current signage to reflect the bank's new logo. Two of the signs would be rectangular aluminum panels that say "CIBC Banking Center" in a white modern font over a red background with a variation of the bank's new logo. One sign would be 14 square feet in area, located over the freestanding gateway structure at the edge of the property, facing Green Bay Road. Another sign of equal size would be located over the main entrance along the Green Bay Road frontage. The third sign would measure 4.76 square feet in area and be located over the side entrance facing Scott Avenue. This sign would only include "CIBC" and the new bank logo. An incidental sign of one square foot in the form of a window decal would be placed on the right window of the main doorway to display the business hours. The existing gooseneck external lighting for the signs facing Green Bay Road would remain in place. The Applicant has provided renderings and illustrations of the proposed signs that are available in the application materials included in Attachment A.

**SIGN CODE ANALYSIS**

Section 15.60.120 of the Village Sign Code establishes standards for wall signs in the commercial districts. Wall signs may only contain the business name and logo, and a three-word generic description; the proposed signs would contain only that information. The sign code states that no wall sign shall exceed 70 square feet in area. Additionally, the sign code also states that for each street exposure, the total area of all wall signs, window signs, and awning signs other than exempt signs, and permitted directional and incidental signs, shall not exceed 15% of the street exposure. The proposed signs would be well under 70 square feet individually and would have coverages of 9.05%, 8.65%, and 1.82%. The window decal displaying the business hours is permitted as an incidental sign that does not require a sign permit, nor is it included in the calculation of sign area. A staff analysis of sign area with calculations is included as Attachment B.

**DESIGN GUIDELINES ANALYSIS**

The Village's Design Guidelines provide guidance on the design and appropriate placement of wall signs. The Guidelines state that signs should harmonize with the building and reflect the character of the building style. Sign materials are limited to painted wood, canvas, architectural glass, and metal. The sign color must harmonize with the building upon which it is mounted and adjacent structures. Additionally, wall signs should be located a minimum of 8 feet above grade, but no more than 15 feet above grade, with a height measurement of no more than 14 inches. The Guidelines recommend that signs be externally illuminated or highlighted where possible. The proposed signs would be made of aluminum with vinyl applications while generally being located in the sign band at approximately 12 feet above grade with a sign height that would range between 1.19 feet and 2 feet. The external illumination of two of the signs would be maintained from the existing signage. An excerpt of the Design Guidelines pertaining to wall signs is included as Attachment C.

**SUMMARY**

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

**ATTACHMENTS**

Attachment A: Application Materials
Attachment B: Staff Sign Code Analysis
Attachment C: Design Guidelines Excerpt

VILLAGE OF WINNETKA, ILLINOIS
DEPARTMENT OF COMMUNITY DEVELOPMENT

# SIGN PERMIT APPLICATION

**Tenant/Lessee**

| Name of Business | | Primary contact name | Phone No. |
|---|---|---|---|
| CIBC Bank | | Beth Murphy | (312)564-3988 |
| Street Address<br>1000 Green Bay Road | | | |
| City<br>Winnetka | State<br>IL | Zip Code<br>60093 | Email<br>beth.murhpy@cibc.com |

**Sign Company**

| Name of Sign Company | | Primary contact name | Phone No. |
|---|---|---|---|
| Olympik Signs Inc | | Guy Dragisic | 630-424-6100 |
| Street Address<br>1130 N Garfield | | | |
| City<br>Lombard | State<br>IL | Zip Code<br>60148 | Email<br>gdragisic@olysigns.com |

**Property Owner**

| Name of Company | | Primary contact name | Phone No. |
|---|---|---|---|
| Satellite Properties LLC | | Walter W Bell, Manager | (262)384-3701 |
| Street Address:<br>710 North Street | | | |
| City<br>Lake Geneva | State<br>WI | Zip Code<br>53147 | Email<br>wbell@bellandersonlaw.com |

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

- ☐ window graphics
- ☒ wall-mounted sign
- ☐ ground-mounted sign
- ☐ projecting sign
- ☐ other_____

Additional description of sign type and materials Replace existing signs on storefront and east elevation with non-illuminated reverse channel letters on backer panel to read CIBC logo banking center. Replace one wall plaque on north elevation to read CIBC logo. Aluminum pate letters with vinyl overlay.

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

CONDITIONS OF APPROVAL:_____

## SITE PLAN

Scale: NTS

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8959 Tyler Boulevard
Mentor, Ohio 44060
888.503.1569

CLIENT: CIBC

ADDRESS: 1000 Green Bay Rd
Winnetka, IL 60093

PAGE NO.: 2

ORDER NUMBER: 1164639

PROJECT NUMBER: 4769

SITE NUMBER: 328

PROJECT MANAGER: BILL DESTEFANO

ELECTRONIC FILE NAME: K:\ACCOUNTS\C\CIBC\LOCATIONS\2022\IL\328_Winnetka R2

| Rev # | Req # | Date/Artist | Description | Rev # | Req # | Date/Artist | Description |
|---|---|---|---|---|---|---|---|
| Original | 369266 | 02/22/22TC | | | | | |
| Rev 1 | 375413 | 03/30/22TC | | | | | |
| Rev 2 | 380096 | 04/27/22TC | | | | | |

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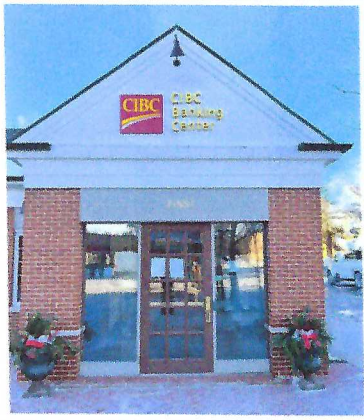
## 1 STOREFRONT ELEVATION

NI-HERO-24

Scale: 3/8"=1'-0"

## EXISTING CONDITIONS




*Existing 2'-0" x 5'-9/16" sign to be removed. Wall patched and painted as required*

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| | |
|---|---|
| CLIENT: | CIBC |
| ADDRESS: | 1000 Green Bay Rd<br>Winnetka, IL 60093 |
| PAGE NO.: | 3 |
| ORDER NUMBER: | 1164639 |
| PROJECT NUMBER: | 4769 |
| SITE NUMBER: | 328 |
| PROJECT MANAGER: | BILL DESTEFANO |
| ELECTRONIC FILE NAME: | K:\ACCOUNTS\C\CIBC\LOCATIONS\2022\IL\328_Winnetka R2 |

| Rev # | Req # | Date/Artist | Description |
|---|---|---|---|
| Original | 369266 | 02/22/22 TC | |
| Rev 1 | 375413 | 03/30/22 TC | |
| Rev 2 | 380096 | 04/27/22 TC | Revised to custom layout & FCO's |

| Rev # | Req # | Date/Artist | Description |
|---|---|---|---|
| | | | |

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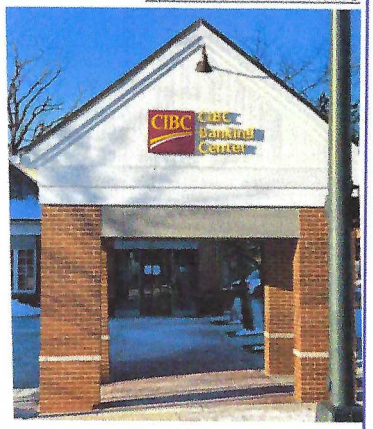
## 2 EAST ELEVATION

Scale: 3/8"=1'-0"

NI-HERO-24

28.4 Square Feet

## EXISTING CONDITIONS




*Existing 2'-0" x 5'-9/16" sign to be removed. Wall patched and painted as required*

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CLIENT: CIBC

ADDRESS: 1000 Green Bay Rd, Winnetka, IL 60093

PAGE NO.: 4

ORDER NUMBER: 1164639

PROJECT NUMBER: 4769

SITE NUMBER: 328

PROJECT MANAGER: BILL DESTEFANO

ELECTRONIC FILE NAME: K:\ACCOUNTS\C\CIBC\LOCATIONS\2022\IL\328_Winnetka R2

| Rev # | Req # | Date/Artist | Description |
|---|---|---|---|
| Original | 369266 | 02/22/22TC | |
| Rev 1 | 375413 | 03/30/22TC | |
| Rev 2 | 380096 | 04/27/22TC | Revised to custom layout & FCO's |

| Rev # | Req # | Date/Artist | Description |
|---|---|---|---|
| | | | |

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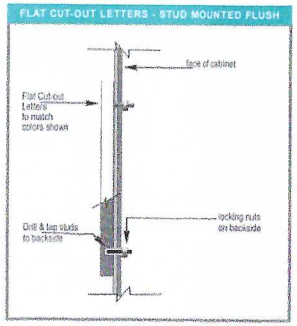
## 1 NON ILLUM. REVERSE CHANNEL LETTERS ON BACKER & FCO's NI-HERO-24 CUSTOM

Scale: 3/4"=1'-0"

14 Square Feet

2



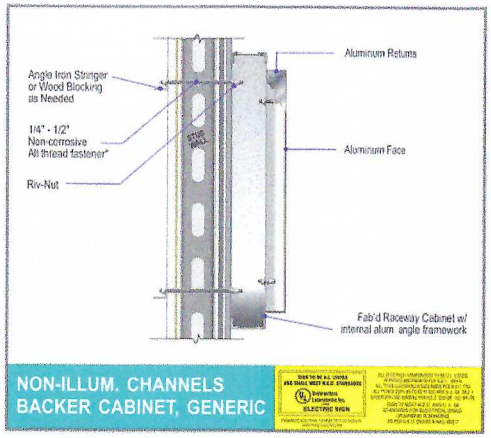

| | |
|---|---|
| **LOGO FACES:** | .090 aluminum; surface painted White w/ grey vinyl overlay on logo |
| **RETURNS:** | 1" deep .063 aluminum welded to faces - all welds sanded smooth; Painted White |
| **COPY:** | 1/4" thick aluminum plate letters painted white; Stud mounted flush to backer as required. |
| **BACKER PANEL:** | Fabricated .090" alum. backer panel w/ 2" deep returns over internal alum. angle frame as required. Painted to match colors shown |
| **WALL MATL:** | Wood Paneling |
| **INSTALL:** | Thru bolted flush using all thread into blocking as required<br>12" standard length of threaded rod will be supplied unless otherwise noted<br>3/8" threaded rod into blocking or Stratus approved equivalent |
| **QUANTITY:** | **(2) TWO LETTERSET REQUIRED** |

**COLOR PALETTE**

**BACKER:** Paint to match PMS 7636 C

**LETTERS & LOGO:** White

**LOGO:** 3M 3730-0387 CIBC Grey

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| | |
|---|---|
| CLIENT: CIBC | ORDER NUMBER: 1164639 |
| | PROJECT NUMBER: 4769 |
| | SITE NUMBER: 328 |
| | PROJECT MANAGER: BILL DESTEFANO |
| ADDRESS: 1000 Green Bay Rd Winnetka, IL 60093 | PAGE NO.: 5 |
| | ELECTRONIC FILE NAME: K:\ACCOUNTS\C\CIBC\LOCATIONS\2022\IL\ 328_Winnetka R2 |

| Rev # | Req # | Date/Artist | Description |
|---|---|---|---|
| Original | 369266 | 02/22/22 TC | |
| Rev 1 | 375413 | 03/30/22 TC | |
| Rev 2 | 380096 | 04/27/22 TC | Revised to custom layout & FCO's |

| Rev # | Req # | Date/Artist | Description |
|---|---|---|---|
| | | | |

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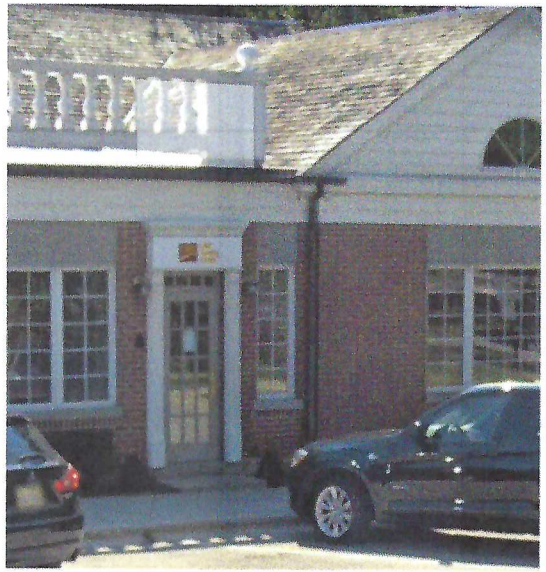
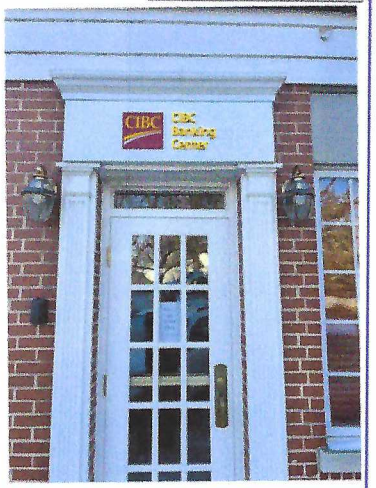
## 3 NORTH ELEVATION

Scale: 3/4"=1'-0"

Width of the sign ban entire area: 31.1 Ft
Height: 8'-5"



**EXISTING CONDITIONS**




*Existing 1'-2-1/4" x 4'-0" sign to be removed. Wall patched and painted as required*

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CLIENT: CIBC

ADDRESS: 1000 Green Bay Rd
Winnetka, IL 60093

PAGE NO.: 6

ORDER NUMBER: 1164639

SITE NUMBER: 328

PROJECT NUMBER: 4769

PROJECT MANAGER: BILL DESTEFANO

ELECTRONIC FILE NAME: K:\ACCOUNTS\C\CIBC\LOCATIONS\2022\IL\328_Winnetka R2

| Rev # | Req # | Date/Artist | Description |
|---|---|---|---|
| Original | 369266 | 02/22/22TC | |
| Rev 1 | 375413 | 03/30/22TC | |
| Rev 2 | 380096 | 04/27/22TC | Updated logo |

| Rev # | Req # | Date/Artist | Description |
|---|---|---|---|

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## 3 WALL PLAQUES (EXTERIOR)

Scale: 1"=1'-0"

CUSTOM

4.8 sq. ft.

**LOGO:** 1/4" thick aluminum plate letters painted white w/ grey vinyl overlay for logo as shown. Stud mounted flush to backer as required.

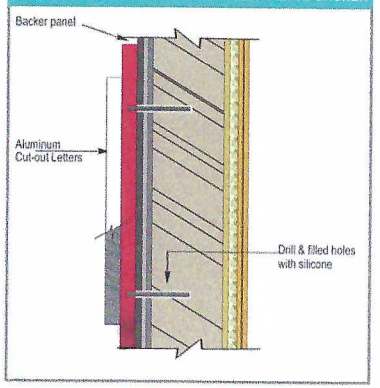
**BACKER:** 1/4" thick aluminum painted red

**INSTALL:** Panel stud mounted flush to wall. All penetrations to be filled with silicone.

**QUANTITY:** (1) ONE REQUIRED

**NOTE:** Custom size to match existing footprint

FLAT CUT-OUT LETTERS - STUD MOUNTED W/ BACKER




**COLOR PALETTE**

**PANEL:** Paint to match PMS 7636 C

**LETTERS & LOGO:** White

**LOGO:** 3M 3730-0387 CIBC Grey

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888.503.1569

CLIENT: CIBC

ADDRESS: 1000 Green Bay Rd, Winnetka, IL 60093

PAGE NO.: 7

ORDER NUMBER: 1164639

SITE NUMBER: 328

PROJECT NUMBER: 4769

PROJECT MANAGER: BILL DESTEFANO

ELECTRONIC FILE NAME: K:\ACCOUNTS\C\CIBC\LOCATIONS\2022\IL\328_Winnetka R2

| Rev # | Req # | Date/Artist | Description |
|---|---|---|---|
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| Rev 1 | 375413 | 03/30/22TC | |
| Rev 2 | 380096 | 04/27/22TC | Updated logo |

| Rev # | Req # | Date/Artist | Description |
|---|---|---|---|

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# Attachment B – Staff Analysis of Sign Area

Area of Wall Frontage: 13.54 feet x 11.42 feet = 154.63 square feet
Area of Proposed Storefront Wall Sign: 2 feet x 7 feet = 14 square feet
Maximum Permitted Sign Area: **23.19 square feet (15%)**
Proposed Sign Area: **14 square feet (9.05%)**

Area of Wall Frontage: 11.42 feet x 14.17 feet = 161.82 square feet
Area of Proposed Storefront Wall Sign: 2 feet x 7 feet = 14 square feet
Maximum Permitted Sign Area: **24.27 square feet (15%)**
Proposed Sign Area: **14 square feet (8.65%)**

Area of Wall Frontage: 8.42 feet x 31.1 feet = 261.87 square feet
Area of Proposed Wall Sign: 1.19 feet x 4 feet = 4.76 square feet
Maximum Permitted Sign Area: **39.28 square feet (15%)**
Proposed Sign Area: **4.76 square feet (1.82%)**

**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)

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 39*

*Figure 40*

*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.

# MEMORANDUM
## VILLAGE OF WINNETKA
### COMMUNITY DEVELOPMENT DEPARTMENT

**TO:** DESIGN REVIEW BOARD

**FROM:** CHRISTOPHER MARX, AICP, ASSOCIATE PLANNER

**DATE:** SEPTEMBER 30, 2022

**SUBJECT:** 554-558 GREEN BAY ROAD – CERTIFICATE OF APPROPRIATENESS (CASE NO. 22-21-DR)

**INTRODUCTION**

On October 3, 2022, the Design Review Board (DRB) is scheduled to consider an application for a Certificate of Appropriateness submitted by Elizabeth Stamos (the "Applicant"), as the lessee of the commercial space located at 558 Green Bay Road, to allow exterior alterations to the building located at 554-558 Green Bay Road (the "Subject Property").

**PROPERTY DESCRIPTION**

The Subject Property is located on the west side of Green Bay Road between Elm and Spruce Streets in the Elm Street Business District. It is zoned C-2 General Retail Commercial and is not located in the Commercial Overlay District. The Subject Property is a traditional two-story building with a first-floor brick veneer, second-floor stucco façade, and high-pitched brown shingle roof that previously housed *Londo Mondo* boutique and still includes *Pauline's Hair Salon*. Figure 1 below identifies the Subject Property. Figures 2 through 4 at the end of this report further identify the Subject Property.

**Figure 1 – Subject Property – Street frontage of building along Green Bay Road**

**PREVIOUS APPROVALS**

The Subject Property's previous tenant, *Londo Mondo,* along with *Pauline's Hair Salon*, had awning permits approved in 2018. The awning above the entrance to the second floor and the awning over the commercial space previously occupied by *Londo Mondo* have since been removed.

**CURRENT REQUEST**

The Applicant is seeking approval of exterior alterations to the east and south building facades which include new material colors and roofing. The Applicant is relocating her business into the space previously occupied by *Londo Mondo* and is coordinating the exterior alterations with the property owner. The store frontage along the east façade would have its first-floor brick and second-floor stucco painted over with a flat-finished white paint with a product specification of Benjamin Moore *Swiss Coffee*. The building's plain brick south façade would also receive the treatment of white paint. The roof would be given new asphalt shingles with a color that is labeled *Estate Gray*. The changes would shift the building's color scheme from a red-brick-and-cream scheme to more of a gray-and-white theme.

The Applicant has indicated that permits for signage and a potential awning installation would be applied for at a later date. The Applicant has provided renderings and illustrations of the proposed alterations available in the application materials included in Attachment A. Physical material samples of the proposed roof shingles and paint color will be available at the meeting.

**CERTIFICATE OF APPROPRIATENESS CONSIDERATIONS**

As established by the Village Code, the Design Review Board is to consider the following four (4) factors in determining whether to grant a Certificate of Appropriateness:

> *"(1) whether the proposed external architectural features and site improvements are appropriate to and compatible with the character of the immediate neighborhood;"*
>
> *"(2) whether the proposed external architectural features and site improvements are appropriate to and compatible with adopted Village plans for and improvements in the immediate neighborhood, and including both urban design and site arrangement considerations;"*
>
> *"(3) whether the proposed external architectural features and site improvements are consistent with applicable Village design guidelines and such standards and criteria as may be adopted by the Board; and"*
>
> *"(4) the probable effect of the proposed external architectural features on the integrity of the immediate vicinity."*

The proposed alterations are intended to improve the general appearance of the building while updating its roofing.

**DESIGN GUIDELINES ANALYSIS**

The Village's Design Guidelines provide guidance on materials and color of exterior facades for commercial buildings. The Guidelines state that the brick color palette of a building should be "restricted to those present in the district but can vary in color from reds to yellows and have varying levels of iron spotting." They also state that the number of facade colors should be minimized, and the use of white and cream stucco with reds and browns should be considered to emphasize earth tones and eliminate saturated colors. For roof materials, the Guidelines suggest materials such as clay tiles, cement tiles and shingles, ceramic tiles, architectural series of asphalt shingles, fire-treated wood shingles, slate, and real copper.

An excerpt of the Design Guidelines pertaining to the proposed changes is included as Attachment B.

**SUMMARY**

The Applicant requests that the DRB find the proposed exterior alterations as appropriate and compatible with the Design Guidelines and approve the application as proposed. Should the DRB find the proposed changes appropriate, the Applicant would first need to receive an approved building permit from the Community Development Department prior to installation of the roof and an approved Certificate of Appropriateness prior to painting the exterior of the building.

**ATTACHMENTS**

Attachment A: Application Materials
Attachment B: Design Guidelines Excerpt

**Figure 2 – Subject Property – South and east façade of building along Green Bay Road**

**Figure 3 – Subject Property – Left side of store frontage of building along Green Bay Road**

**Figure 4 – Subject Property – Right side of store frontage of building along Green Bay Road**

VILLAGE OF WINNETKA, ILLINOIS
DEPARTMENT OF COMMUNITY DEVELOPMENT

# CERTIFICATE OF APPROPRIATENESS APPLICATION

Project Address: 554-558 Green Bay Road

Name of Business(es): _____

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

- ☐ Sign — Sign Permit Application attached? ☐
- ☐ Awning — Awning Permit Application attached? ☐
- ☑ Other (general description) roof replacement/tile color change, paint color change + paint brick on building

Please provide a detailed description of the proposed work (attach additional information such as material specifications, photographs, etc.): We request to replace roof tile with a a gray color as well as paint the stucco and brick a single color - swiss coffee by Benjamin Moore.

I/We hereby certify that as owner (Lessee/Owner) of the property located at 554-558 GreenBay Road (address), I am/we are authorized to submit plans for alterations of the subject property. I/We agree to perform the subject work in accordance with the conditions of approval by the Winnetka Design Review Board as well as all other applicable codes, rules and regulations of the Village of Winnetka.

SIGNED: Roman Sanchez

PRINTED NAME(S): Roman Sanchez

ADDRESS: [redacted] Glencoe

PHONE NO.: [redacted]

EMAIL: [redacted]

**FOR OFFICE USE ONLY**

COA applied for (date): _____

COA Case Number: _____

COA Issued (date): _____

PRIMARY DESIGN FIRM: Elizabeth Stamos Design

CONTACT NAME: Elizabeth Stamos

ADDRESS: _____

PHONE NO.: [redacted]

EMAIL: elizabeth@elizabethstamosdesign.com

ELIZABETH STAMOS

DESIGN

# Proposed Exterior Update Package for:

554 -558 Green Bay Road
Winnetka, IL 60093

(Existing Front Elevation)

# ELIZABETH STAMOS

DESIGN

**ROOF -**
Manf: Owens Corning
Line: Oakridge Shingles
Color: Estate Gray
Material: Asphalt Shingles

**FACADE-**
Brick and Stucco to be re-painted
Manf: Benjamin Moore Exterior Grade Paint
Color: Swiss Coffee
Finish: Flat

## Front Elevation Concept

(Material Samples Available to be Dropped Off)

## IV. Style(s)

In Winnetka, a variety of architectural styles has flourished, the most common of these are:

a. **English Tudor**. The most prominent Winnetka architectural style is characterized by a mixture of materials, medieval detailing, human scale and proportion. A typical commercial building has a heavy masonry base with the upper floors articulated by timber and stucco bays and punched windows. Most of the Tudor buildings range from 1-½ to 2 -½ stories in height. The top story is usually concealed under a steeply pitched roof interrupted by cross gables and dormers. (See figures 14 & 15)

*Figure 14 English Tudor*

b. **Georgian**. Several prominent institutional buildings reflect the Georgian style, which is characterized by a symmetrical facade, hipped roof with gabled entry, classical detailing and the use of quoins to articulate the corners. Georgian buildings are generally constructed of brick with limestone detailing. The fenestration pattern on Georgian buildings is typically small stacked punched openings with double-hung, divided-light windows. (See figure 16)

*Figure 15 English Tudor*

c. **Art Deco**. Art Deco is a style of decoration consisting largely of low-relief geometrical designs of straight lines, zigzags, chevrons and stylized floral motifs. The style is a conscious expression of modernity and the machine age. Exterior architectural materials vary from smooth faced concrete and stone to metal, terra cotta and glass. Predominant Midwest Art Deco buildings, as exemplified in Winnetka, are built of dressed limestone and are generally horizontal, most often single story commercial structures with low-relief stylized designs at the sign band. (See figure 17)

*Figure 16 Georgian*

2. Screening

For at-grade equipment screening, see Sections IX.a (p.26), X.c.9 (p. 33), and XI.d.5 (p.57).

Mechanical equipment located at grade should be screened from view with a fence or wall that is constructed of the same materials as the adjacent building. Rooftop equipment that cannot be located out of view should be screened by walls constructed of materials sympathetic to those of the primary facade.

## VIII. Materials

Building materials throughout the districts consist primarily of masonry and stucco. The existing buildings currently have a good palette of colors, textures and material mixes from which new materials should be selected. The masonry palette consists of wirecut, smooth and textured modular brick and rough-face and dressed limestone veneer. Rough-faced limestone should be limited to accent or base pieces only. The brick color palette should be restricted to those present in the district but can vary in color from reds to yellows and have varying levels of iron spotting. Pink or orange brick is not allowed.

English Tudor buildings obtain some of their character from the mix of materials used in the upper floors. Creative use of material combinations is encouraged to break up the massing. The number of facade colors should be minimized to maintain unified districts – white and cream stucco with reds and browns, emphasizing earth tones and eliminating saturated colors.

Commercial and Mixed Use: Acceptable materials include modular brick, rough-faced or dressed limestone and exterior grade stucco with wood trim. Wood, aluminum or vinyl siding, metals, rough/random lannon stone, concrete block (split face or smooth) and glassblock are not acceptable materials. EIFS may be allowed if the location is limited to the second floor facades or higher and the finish and articulation are acceptable. The finish of the EIFS must resemble exterior grade stucco of the historic English Tudor buildings in the Village.

Institutional: Institutional buildings are encouraged to have monochromatic material selection such as modular brick, or rough-faced or dressed stone. Wood, aluminum or vinyl siding, metals, rough/random lannon stone, concrete block (split-face or smooth) and glassblock are not acceptable materials. EIFS may be allowed if the location is limited to the second floor facades or higher on secondary facades only and the finish and articulation are acceptable. The finish of the EIFS must resemble exterior grade stucco of the historic English Tudor buildings in the Village.

Multiple-Family Residential: Acceptable material for multiple-family structures includes modular brick, limited areas of dressed limestone, and exterior grade stucco with wood trim. Wood siding is allowed on secondary facades on upper floors only. Aluminum or vinyl siding, metals, rough/ random lannon stone, concrete block (split face or smooth) and glassblock are not acceptable materials. EIFS may be allowed if the location is limited to the second floor facades or higher and the finish and articulation are acceptable. The finish of

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

**Acceptable Materials:**

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

*Figure 43*

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

*Figure 44*

c. **Roof materials**
Commercial, Mixed Use, Multiple-Family and Institutional.
Clay Tiles (See figure 47)
Cement Tiles and Shingles
Ceramic Tiles that simulate natural materials.

*Figure 45*

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

*Figure 46*

Institutional only
Flat roofs must be hidden by parapet on primary / secondary facades.
Commercial and Multiple- Family
Flat roof must not be visible from street, pedestrian, or open spaces.

*Figure 47*

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

*Figure 48*

*Figure 49*

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

# MEMORANDUM
## VILLAGE OF WINNETKA
### COMMUNITY DEVELOPMENT DEPARTMENT

**TO:** DESIGN REVIEW BOARD

**FROM:** DAVID SCHOON, COMMUNITY DEVELOPMENT DIRECTOR

**DATE:** SEPTEMBER 29, 2022

**SUBJECT:** 93 GREEN BAY ROAD – CERTIFICATE OF APPROPRIATENESS (CASE NO. 22-13-DR)

**INTRODUCTION**

On October 3, 2022, the Design Review Board (DRB) is scheduled to consider an application for a Certificate of Appropriateness submitted by SAR, Incorporate, d/b/a Tala Coffee Roasters ("Tala"), lessee of the property at 93 Green Bay Road (the "Subject Property"), and the Village of Winnetka, as owner of the Subject Property (collectively the "Applicants"). The request is to allow renovation of the existing commercial building and construction of site/streetscape improvements on the Subject Property. Given the property is in the C-1 Limited Retail Commercial District, the Village Council has the final authority on the Certificate of Appropriateness. ***In this instance, the DRB is only a recommending body.***

A mailed notice was sent to property owners within 250 feet of the Subject Property, in compliance with the Village Code. As of the date of this memo, staff has received one written comment from the public regarding this application. (**Attachment 4**)

The DRB was originally scheduled to consider this application at its September 15 meeting; however, due to the lack of quorum, that meeting was cancelled. **Since then, a few changes have been made to the proposed building plans.** Tala has learned of the need for an additional support post for the proposed canopy/sunscreen. Tala has also confirmed the white color for the proposed building and canopy. They have also made some adjustments to the windowpanes on the facade. The plans now reflect these changes.

**BACKGROUND**

In February 2021, the Village Council directed staff to release a request for proposals from qualified users and developers for the repurposing of the Village-owned property at 93 Green Bay Road. The goals for the RFP included creating a first-rate development at this corner in terms of the building and site/streetscape improvements as well as for the public gathering space it would create for the Indian Hill area and the community as a whole.

In October 2021, three semi-finalists made public presentations of their proposal for the Subject Property. Following that meeting, the Council discussed the three proposals and then directed staff to negotiate lease terms with Tala for the Subject Property. The Council found Tala's proposed use of the site, a coffee shop with food offerings, the best fit for the site and the greater

community.

Over the last several months, the Village has held several meetings with Tala to discuss their plans, to develop a concept site plan that meets both parties' goals, and to discuss lease terms. On August 16, 2022, the Village Council adopted a resolution approving a lease agreement with Tala. Under the lease terms Tala is responsible for the improvements to the building, and the Village is responsible for constructing the site improvements.

**PROPERTY DESCRIPTION**

The Subject Property is located the southeast corner of the intersection of Green Bay Road and Winnetka Avenue and is zoned C-1 Limited Retail Commercial District. The Subject Property currently contains a vacant one-story building, which was originally constructed as a gasoline service station in the early 1960s and most recently had been leased to a car dealership and used for vehicle storage. The following figures contain an aerial and a photograph of the existing improvements on the site.

**Figure 1 – Subject Property**

**Figure 2 – Subject Property from Green Bay Road**

**CURRENT PROPOSAL**

Tala is seeking approval of the exterior alterations to the existing building facades, and the Village is seeking approval of proposed site improvements on the Subject Property.

**Building Improvements**. Tala plans to retain the general character of the existing building by re-using the existing materials and structure of building when possible. Details of the plans for the building can be found in **Attachment 1.** They plan to reuse and restore the existing steel siding panels, and a few of the panels that cannot be reused will be replaced. The panels will be painted with a glossy acrylic paint in colors consistent with Tala's brand. The paint will be Benjamin Moore paint with the base of the building and the roof fascia painted "In the Midnight Hour," which is a blue color, and the rest of the building painted "White Diamond", which is a white color, that will match the proposed canopy. Paint samples will be provided at the meeting. The roof and roof fascia will be replaced, and surface of the fascia will be flat rather than ribbed liked the current fascia.

**Figure 3 - Rendering of Building**

The building will contain the same openings but will be replaced with all new doors and windows. All windows and doors will have aluminum frames painted black and contain clear glass, except as otherwise noted. The two of the existing garage doors will be replaced with windows that keep the paneling garage door look. The other existing garage door will be replaced with glass window to more consistent with the original building design. The front entrance will be in the center of the most easterly garage door opening. The entrance door on the western façade will become a glass window. What previously had been exterior bathroom doors on the western façade will be replaced with opaque windows to let in light but protect privacy.

Tala also plans to add a 20'x18' white aluminum canopy on the westerly end of the southerly façade that would be supported by the building on one end and by three square posts on the other.

The canopy would have a very simple design with rooftop louvers that can open and close.
The canopy would have a white powder coating. The canopy will be outfitted with canned lights and infrared heat.

Tala plans to provide a variety of outdoor tables and chairs, some of which will be similar to what they have at their current Highwood café. All will be black powder-coated metal graded for outdoor use.

**Figure 4 – Shade Canopy General Style**

Tala has indicated that permits for signage would be applied for at a later date.

**Site Improvements**. As previously stated, the Village has worked with Tala and Teska Associates to develop site improvements that create a public gathering space for the Indian Hill area and the community as a whole, as well an outdoor space for Tala customers. Details can be found in **Attachment 2**.

Prior to describing the proposed site improvements, it should be noted the location of impacted soils on a small portion of the site, which effects what can be constructed on that portion of the site. Though underground fuel storage tanks associated with the prior service station have been removed, soils in the northwest corner of the site still contain level of contaminants that require a remediation plan by the Illinois Environmental Protection Agency (IEPA). The site remediation plan calls for the maintenance of an engineered barrier located over the impacted soils. This barrier can be in the form of a hard paved surface. As will be noted later, this compliance element impacts what can be constructed in this area.

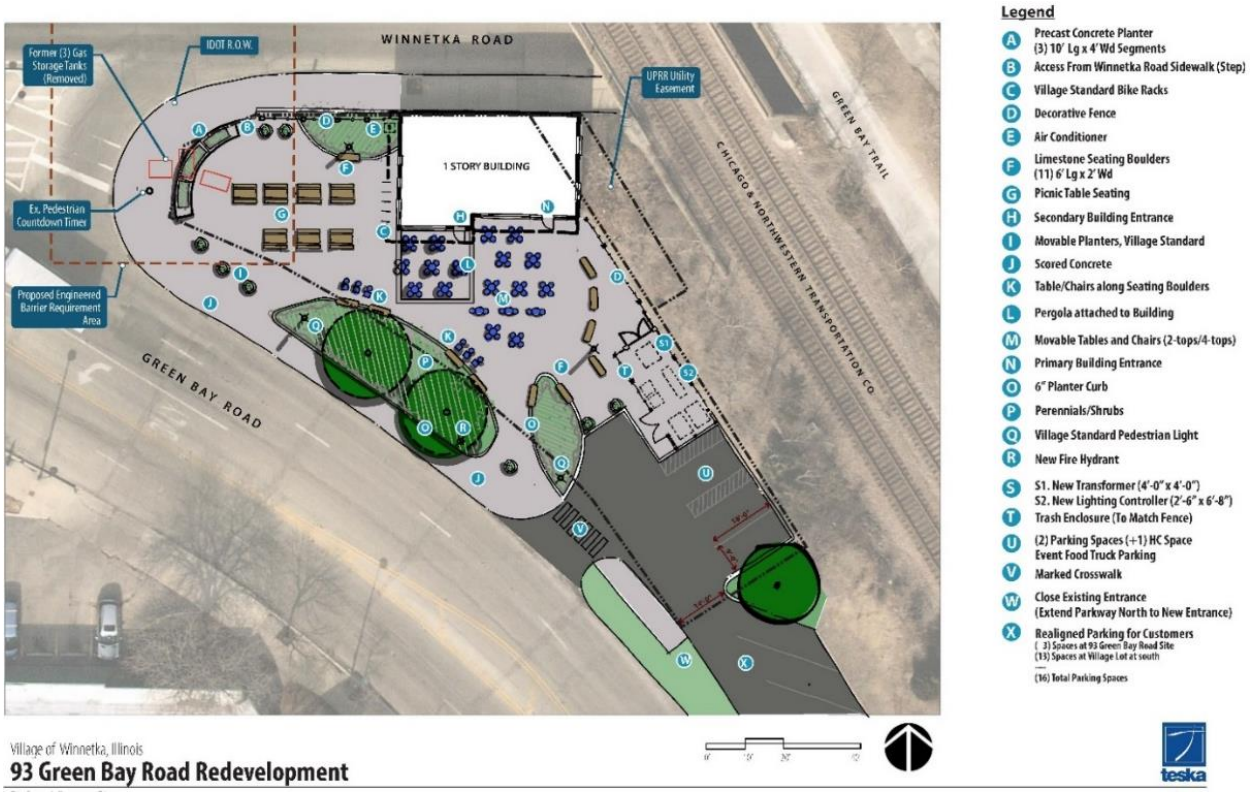



**Figure 5 - Proposed Site Plan**

The proposed site plan creates a public gathering space for community members. This is achieved in two ways. One is that a coffee shop by its nature serves as a place for community members to meet up. They can do that either inside the coffee shop or on the outdoor portion of the site that is part of the Tala lease area. The second way is by the creation of a small public gathering space on the northwest corner of the site, which members of the public as well as Tala customers can use. The proposed design incorporates elements from the Village's streetscape projects, while also incorporating compatible elements with a more natural feel.

Site elements from the Village's Elm Street Business District streetscape project will be incorporated in some fashion into the site improvements. They include concrete curbed landscape areas with seat walls, planter pots, pedestrian-scale light fixtures, and bike racks. To create a more natural, casual feel, the proposed seat walls will actually be natural quarry stone seat boulders that will border the seating areas. Due to the nature of the material, there will be some irregularity in dimension, but are specified at an approximate length of 6 feet and depth of 2 feet. The boulders will be in a grey/buff color tones. The images below provide a general idea of the cut and color of the boulders.

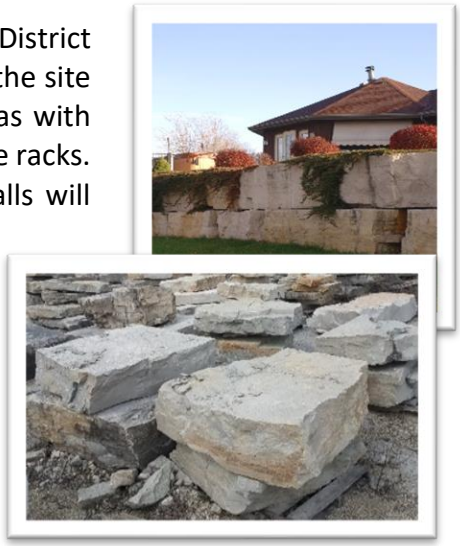


**Figure 6 – Seat Boulders**

Though most of the planter pots will be similar to those in the Elm Street Business District, a two-foot-tall precast planter wall will be installed at the northwest corner of the site to create a barrier between the intersection and the gathering area on the site. The design of this planter would integrate the custom reveal features from the nearby railroad bridge that crosses over Winnetka Avenue. Other than the reveal, the current plan is not to have any text or identifying graphic on this wall.

**Figure 7 – Proposed Precast Planter Wall & Railroad Bridge Reveal**

The plans call for some fencing and screening elements. In the southeast corner of the site their will be an enclosure for the garbage and recycling elements as well as for a transformer and lighting controller. To complement the building design and materials, horizontal aluminum panels are proposed for the enclosure. Given its location on the property, we are proposing an architectural bronze color so as to blend into the adjacent vegetation and embankment along the railroad track. Along the north property line is an existing fence that is proposed to be placed with an aluminum or steel fence that integrates the exiting rail features from the nearby train overpass. This fence would also be an architectural bronze to be consistent with the color of the trash enclosure and screening along the railroad embankment.

**Figure 8 – Proposed Screening & Fencing**

The surface of the site and adjacent public sidewalk, which is a State road, will be scored concrete. A concrete surface can serve as the engineered barrier required by the remediation plan. Staff had explored with our landscape architect and civil engineering consultants the idea of installing brick pavers in the public sidewalk area at the corner as has been done in with the streetscape improvements in the Elm Street Business District. The Village standard specification for installation of brick pavers requires them to be placed on a concrete surface for long term durability and to withstand the heavier demands placed on public sidewalk areas. Additionally, the concrete surface would need to have holes drilled into them to allow drainage of water so as to minimize the impacts of freezing and thawing rainwater on the concrete and bricks. As a result, brick pavers are precluded from being used on the corner sidewalk area and on a portion of the site due to the IEPA remediation plan requirements. Also, given there are no near-term plans to reconstruct the Green Bay Road and Winnetka Avenue intersection, this would leave only one corner with brick pavers until the intersection was reconstructed to include brick pavers on all four corners. We had also looked at incorporating brick pavers into the site itself but found the building style and proposed improvements did not support the use of a brick paver surface.

**Village Parking Lot Reconfiguration.** It should also be noted that the Village also has plans to reconfigure the parking lot to the south of 93 Green Bay Road and to connect the parking lot to the Subject Property.

Currently the 93 Green Bay Road site has a single driveway where vehicles enter and exit the site along Green Bay Road, located at the southern end of the site. The Village parking lot is currently accessed from the south end of the parking lot and has a one-way drive aisle that heads north and exits back onto Green Bay Road at the northern end of the parking lot. This Village lot is currently for “A” permit holders (employees of the business district).

The proposed redesign of the parking lot would provide parking for two different users. The approximately southern two-thirds would remain available for “A” permit holders. The northern one-third would be available for customers of the business district. There would remain 27 parking spaces along the east side of Green Bay Road for customers. Given the location of the parking, it would likely be used nearly exclusively by the customers of Tala Coffee. The access points have been designed to minimize conflicts between these two different users. There would be three (3) access points – one at the northern end, one about one-thirds of the way to the south (“mid-point”), and one at the southern end. Customers would enter at the northern end, drive south, and exit at the mid-point driveway. “A” permit holders would enter at the southern end, drive north, and exit at the mid-point driveway. The figures below show the layout of the redesigned parking lot.

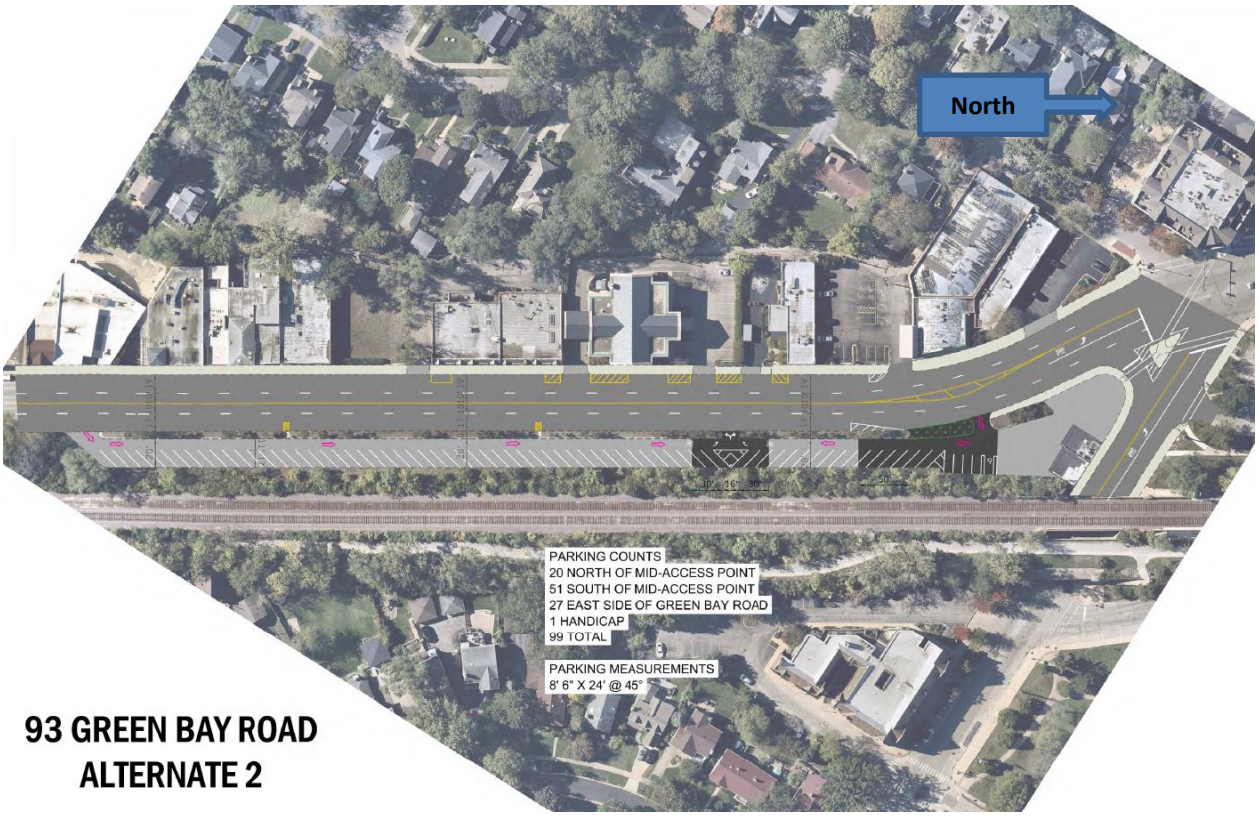



**Figure 9 - Proposed Reconfiguration of Parking Lot South of 93 Green Bay Road**

**Figure 9 – Close-up of Proposed Reconfiguration of Parking Lot South of 93 Green Bay Road**

**CERTIFICATE OF APPROPRIATENESS CONSIDERATIONS**

As established by the Village Code, the Design Review Board is to consider the following four (4) factors in determining whether to grant a Certificate of Appropriateness:

> *"(1) whether the proposed external architectural features and site improvements are appropriate to and compatible with the character of the immediate neighborhood;"*
> *"(2) whether the proposed external architectural features and site improvements are appropriate to and compatible with adopted Village plans for and improvements in the immediate neighborhood, and including both urban design and site arrangement considerations;"*
> *"(3) whether the proposed external architectural features and site improvements are consistent with applicable Village design guidelines and such standards and criteria as may be adopted by the Board; and"*
> *"(4) the probable effect of the proposed external architectural features on the integrity of the immediate vicinity."*

The Board will need to determine if the proposed building improvements and site improvements comply with the above standards. Excerpts of the Village Design Guidelines related to commercial buildings are included in Attachment 3.

**RECOMMENDATION**

At the September 15, 2022, Design Review Board meeting, the Board is scheduled to consider the design of the Applicants' proposed **exterior building improvements** and proposed **site improvements**. After hearing from the Applicants and the public, the Board may decide to act on one of two options:

1) Continue further review of the application to a date specific in order to provide the Applicant and/or staff additional time to address questions and comments from the Board.
2) Adopt a motion recommending approval or a motion recommending denial of a certificate of appropriateness for design of the proposed mixed-use building.

If the Board wishes to adopt a motion recommending approval or denial, a Board member may want to make a motion such as the following:

> *Move to recommend **approval [denial]** of a certificate of appropriateness for the **design of the proposed exterior building improvements and site improvements on the Subject Property**, subject to the following conditions:*
>
> ***A. [If the Board chooses to place conditions as part of its recommendation, it will want to include the conditions here.]***
>
> *The Board's recommendation is based on evidence in the record, or a public document, and upon the following findings of fact:*

*(1) the proposed external architectural features and site improvements are appropriate to and compatible with the character of the immediate neighborhood;*
*(2) the proposed external architectural features and site improvements are appropriate to and compatible with adopted Village plans for and improvements in the immediate neighborhood, and including both urban design and site arrangement considerations;*
*(3) the proposed external architectural features and site improvements are consistent with applicable Village design guidelines and such standards and criteria as may be adopted by the Board; and*
*(4) the probable effect of the proposed external architectural features on the integrity of the immediate vicinity.*

**ATTACHMENTS**

Attachment 1: Proposed Exterior Building Improvements
Attachment 2: Proposed Site Improvements
Attachment 3: Design Guideline Excerpts
Attachment 4: Public Comments

Attachment 1
Building Improvements

# 93 GREEN BAY ROAD

*The Village of Winnetka and Tala Coffee Roasters*

# ARCHITECTURAL PLANS *Overview*

Where possible, we strive to preserve and re-use the existing materials and structure of this building. Attached are the full plans for the building including proposed changes. Here we outline additional items for the building…

- The materials used on the outside
- The colors chosen
- Updating windows and doors

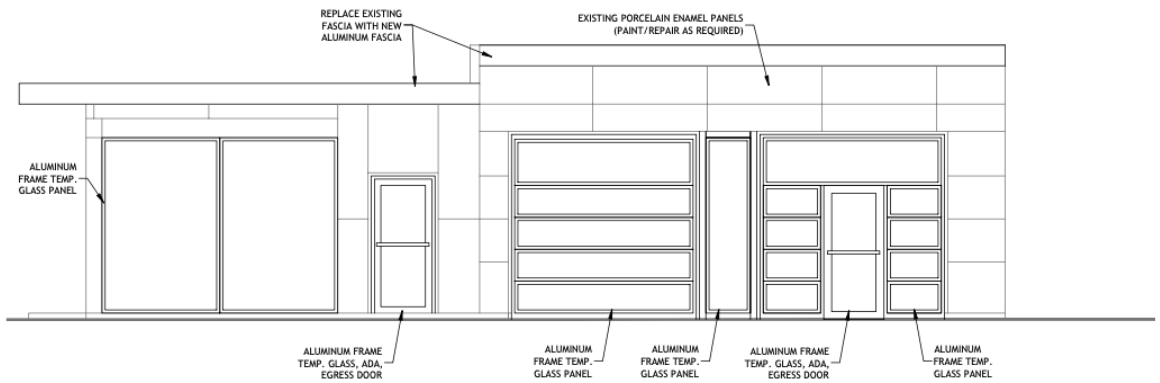
# EXTERIOR *Materials and colors*

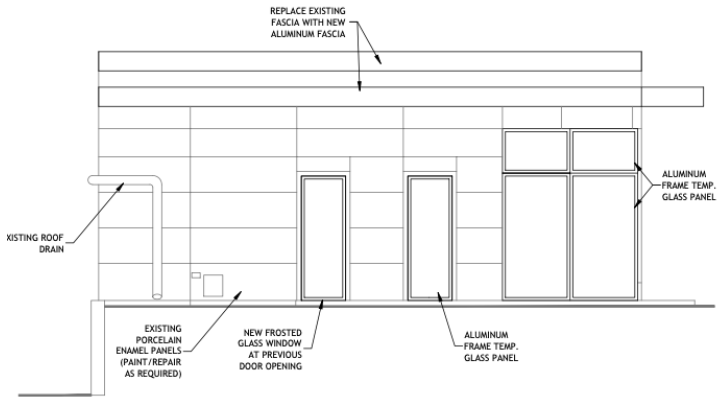
We will re-use and restore the existing steel siding, which is made of fabricated panels fit together into a system. These panels mimic the design on the interior of the building, which we will also be restoring to its former glory (and more).

- All panels will be sanded and stripped for paint readiness
- 2-4 panels will be re-fabricated and replaced
- All panels will be resealed with caulking between joints
- The whole exterior will be painted with Benjamin Moore 100% acrylic paint.
- The blue color we are using is, “In the Midnight Hour”
- The white color we are using is, “White Diamond”
- The white has been color-matched to a sample of the canopy structure
- Please see physical samples provided for exact color reference

# EXTERIOR *Windows and doors*

We will transform the look of this building by replacing all existing windows and doors with alternatives that bring in lots of natural light, while keeping the existing framed openings. All windows and doors will have black aluminum framing, and clear glass (except where noted below).




- The three existing garage doors will be replaced with windows that keep the paneling garage-door look.
- The front entrance will be in the center of the current garage door opening on the southeastern corner of the building.
- Opaque windows will replace the old bathroom doors to bring in light but protect privacy.
- The western entrance door will become a large window.

# SPECIFICATIONS

Attached are the specifications provided us by our contractors for the windows, doors and glass for the building. The roofing will not be visible from the street.

Any replacement metal panel materials on the exterior will be consistent with the existing metal panel materials. We will demonstrate consistency of materials to Village staff prior to installation.

See attachments for more information.

*This photo more closely resembles the state of the building we'd like to remember in our adaptive reuse efforts.*

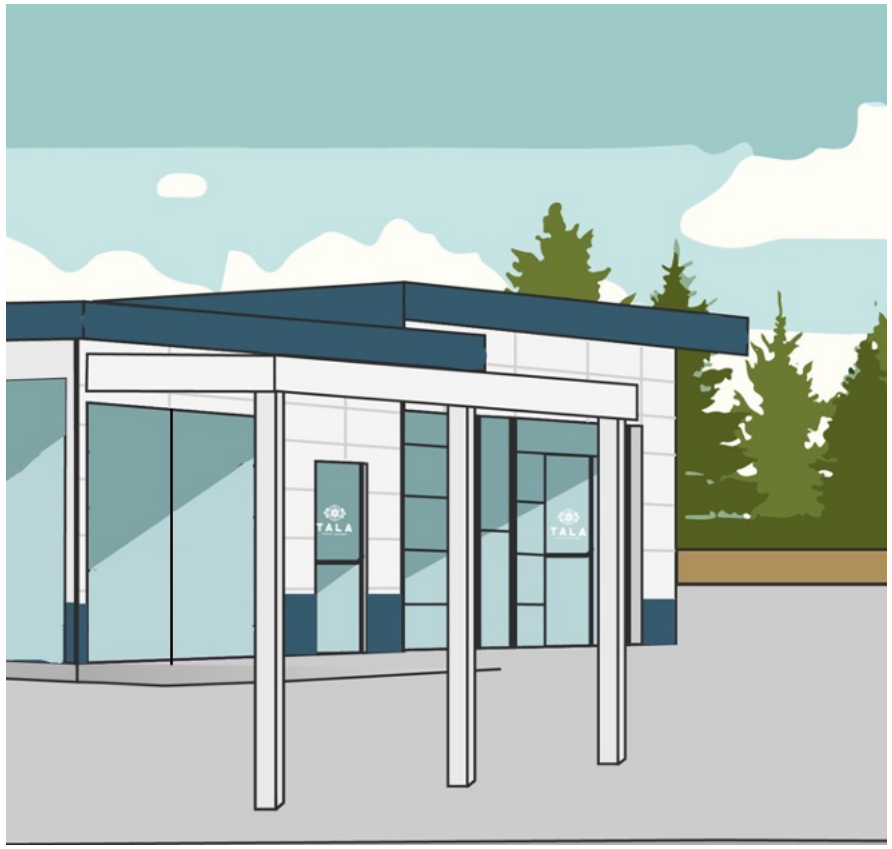
# CANOPY *Design and function*

We would like to add a canopy with a louvered roof, attached to the building, in order to accommodate more seating all year-round.

- The canopy will be attached to the building at one end
- The two corners not attached to the building will have simple, square posts
- The structure will be made of white aluminum
- The structure will be outfitted with canned lights (as shown on right)
- The structure will be outfitted with infrared heaters in white (as shown below)

*Bromic Heating - BH0420031 - 3000 Watts Electric Single Element Heater*

*This example shows the basic elements of the canopy.*

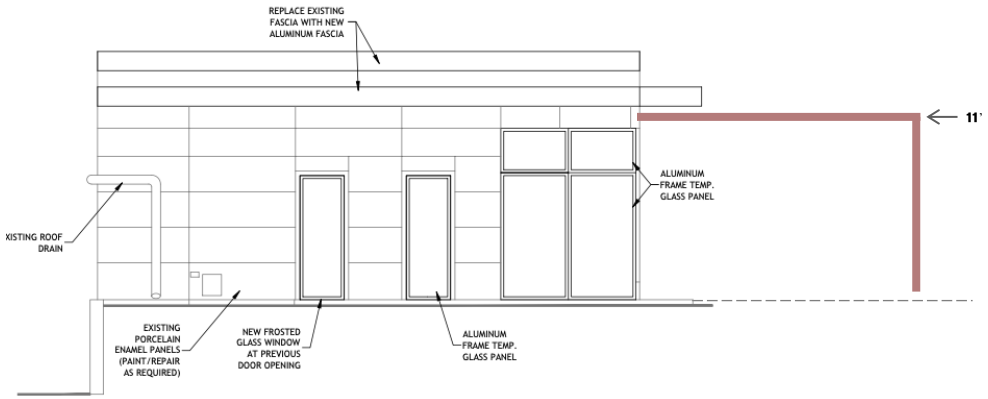


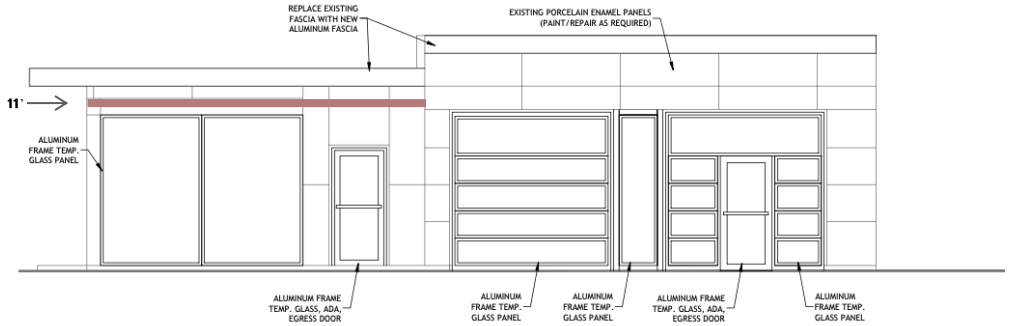

*This rendering is meant to give an example of how the canopy will look on the building. Examples on the following page show the canopy structures in use in similar contexts.*

# CANOPY *Placement*

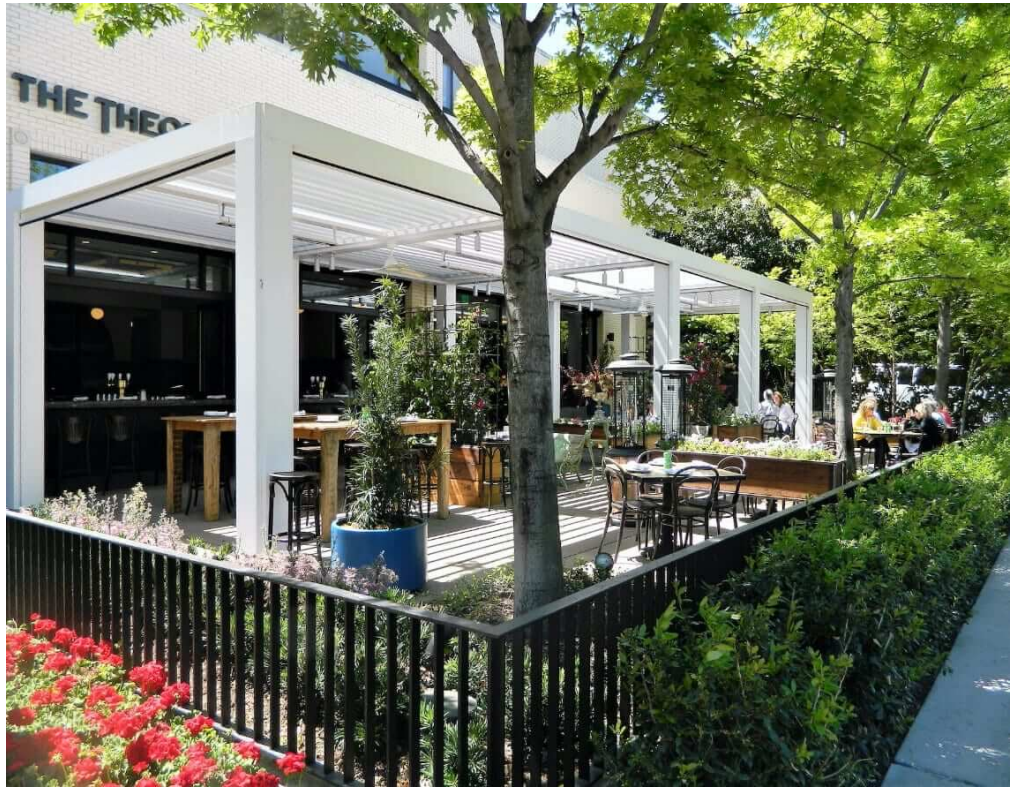
The canopy we would like to build would be attached to the building underneath the existing fascia and run the length of the shorter bay of the building (20'), going out from the building 18' from the southwest corner. The structure would stand 11' tall from the ground.

- The canopy would be attached to the building and would cover the southwest corner of the patio area in front of the building. See the top right image.
- The canopy would be attached for the entirety of the shorter side of the building, to create a look of continuity. See the bottom right image for the place of attachment to the building.



# CANOPY *Design examples*




*This example shows the the canopy in a commercial context, similarly to the way it will feel in use at our location, with potted plants, tables, chairs, and landscape surrounding.*

*This example, although residential, shows an example closer to the size and shape we would like on our property.*

We would like to use a simple, white design to match the aesthetic of the building, and provide a clean slate look that doesn't compete for attention with the softer elements of the landscape and seating. In addition to the landscaping, we would like to have potted or hanging planters that would be non-intrusive but add visual appeal.

# EXTERIOR FURNISHINGS *Tables and chairs*

We would like to offer a variety of sizes for our outdoor tables, and tastefully match tables and chairs. We also want to prioritize being congruent with our existing Highwood Café elements. All elements are powder-coated metal tables, graded for outdoor use and waterproof.

- Circular four-top tables (same as Highwood)
- Rectangular six-top tables
- Café-style chairs (same as Highwood)
- Bistro tables and chairs

# TALA COFFEE ROASTERS

## 93 GREEN BAY ROAD
## WINNETKA, IL 60093

## INDEX OF DRAWINGS


**ARCHITECTURAL**

| | |
|---|---|
| T1 | TITLE SHEET, LOCATION MAP, SITE DATA, AND ELEVATIONS |
| A1 | EXISTING ELEVATIONS |
| A2 | PROPOSED ELEVATIONS |
| A3 | FLOOR PLANS, DETAILS AND SCHEDULES |
| P1 | PLUMBING PLANS, DETAILS, RISER DIAGRAMS, AND NOTES |
| M1 | MECHANICAL PLAN, SPECIFICATIONS, AND NOTES |
| E1 | ELECTRICAL PLAN, SPECIFICATIONS, AND NOTES |


## CODE / ORDINANCE DATA

APPLICABLE CODES:

- 2015 INTERNATIONAL BUILDING CODE
- 2015 INTERNATIONAL EXISTING BUILDING CODE
- 2015 INTERNATIONAL MECHANICAL CODE
- ILLINOIS STATE PLUMBING CODE
- 2014 NATIONAL ELECTRICAL CODE
- 2015 INTERNATIONAL FUEL GAS CODE
- 2018 ILLINOIS ENERGY CONSERVATION CODE
- 2015 INTERNATIONAL FIRE CODE
- 2015 NFPA LIFE SAFETY CODE
- 2018 ILLINOIS ACCESSIBILITY CODE
- VILLAGE AMENDMENTS TO THE ABOVE CODES

THERE IS NO EXISTING FIRE SPRINKLER IN THE BUILDING. NEW FIRE SUPPRESSION/SPRINKLER SYSTEM DESIGNED BY FIRE SUPPRESSION CONTRACTOR, PERMIT TO BE OBTAINED BY FIRE SUPPRESSION CONTRACTOR.

THERE IS NO EXISTING FIRE ALARM IN THE BUILDING. FIRE ALARM DESIGN AND SHOP DRAWINGS TO BE PROVIDED BY FIRE ALARM CONTRACTOR.

IT SHALL BE EACH CONTRACTOR'S RESPONSIBILITY TO KNOW, UNDERSTAND AND ENSURE COMPLIANCE WITH THE APPLICABLE REQUIREMENTS OF THE ILLINOIS ENERGY CONSERVATION CODE.

KEYS WILL BE PROVIDED FOR THE KNOX BOX.

## SCOPE OF WORK (GENERAL):

INTERIOR BUILD-OUT AND EXTERIOR REMODEL OF AN EXISTING 1-STORY, METAL FRAME COMMERCIAL BUILDING

## GENERAL INFORMATION

- CONSTRUCTION TYPE: 2B, UNPROTECTED
- USE GROUP: A-2
- SQUARE FOOTAGE: 1380 SF
- OCCUPANCY: SEATING FOR 61 OCCUPANTS
  EMPLOYEES 5 OCCUPANTS
  WAITING 10 OCCUPANTS
  MAX. 76 OCCUPANTS TOTAL

## GENERAL NOTES

ALL INTERIOR WALL, CEILING AND TRIM FINISHES SHALL BE MINIMUM CLASS 2 FSR 26-75. ALL EXPOSED INSULATION MATERIAL WILL HAVE A FLAME SPREAD RATING NOT TO EXCEED 25 WITH A SMOKE DEVELOPED FACTOR NOT TO EXCEED 450.

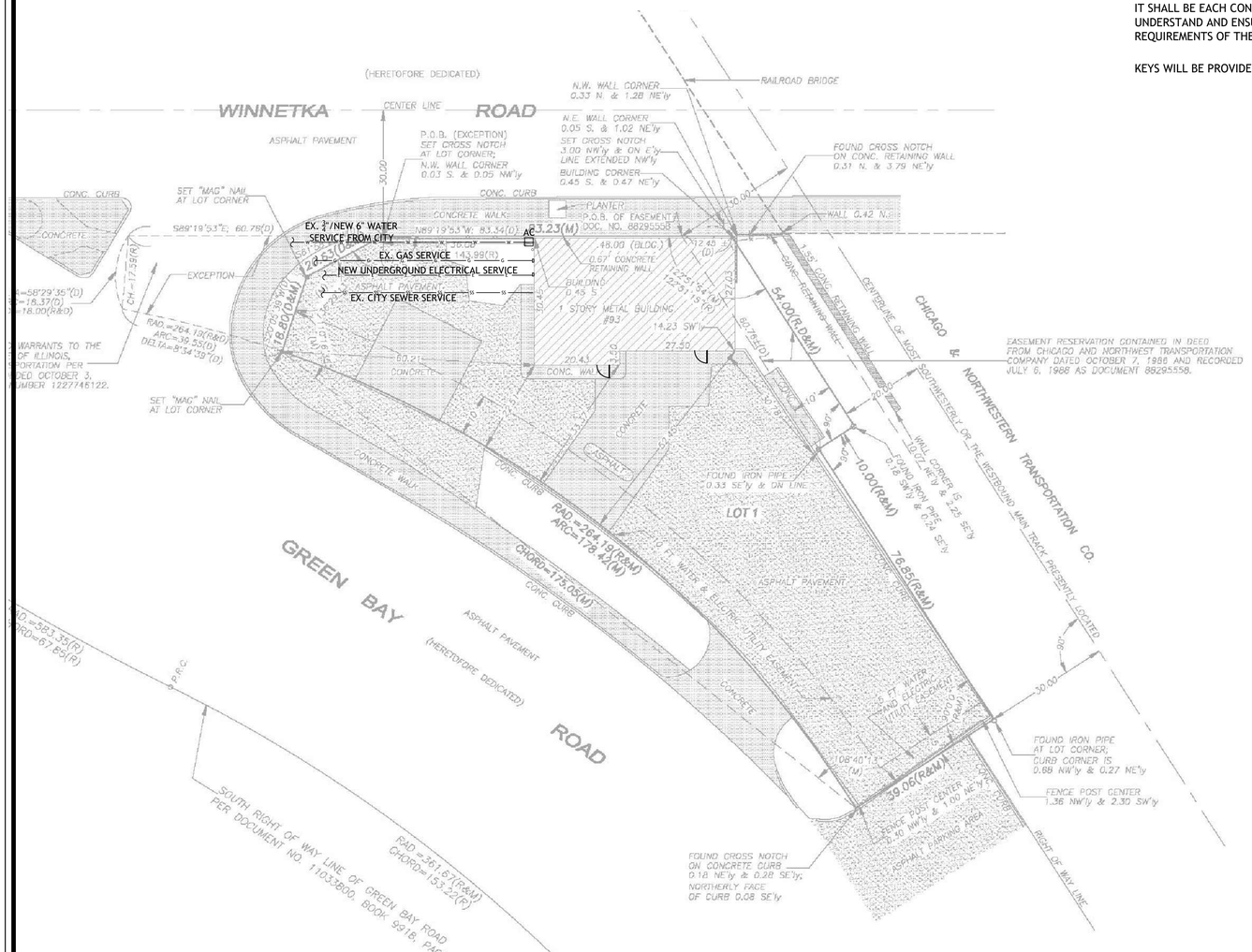
FIRE BLOCKING AND DRAFT STOPPING SHALL BE INSTALLED IN COMBUSTIBLE LOCATIONS IN ACCORDANCE WITH THE BUILDING CODE.

EGRESS DOOR HARDWARE SHALL BE OPERABLE FROM THE SIDE EGRESS IS TO BE MADE WITHOUT THE USE OF A KEY OR SPECIAL KNOWLEDGE OR EFFORT. DOOR HANDLES, PULLS, LATCHES, LOCKS AND OTHER DEVICES SHALL BE AT A MINIMUM HEIGHT OF 34" AND A MAXIMUM HEIGHT OF 48" A.F.F.. THE OPERATING DEVICES SHALL BE CAPABLE OF OPERATING WITH ONE HAND AND SHALL NOT REQUIRE TIGHT GRASPING, TIGHT PINCHING, OR TWISTING OF THE WRIST TO OPERATE. THUMB-TURN DEVICES ARE NOT PERMITTED.

ALL EXIT AND EMERGENCY LIGHTING SHALL BE PROVIDE WITH 90 MINUTES OF AUXILIARY POWER.

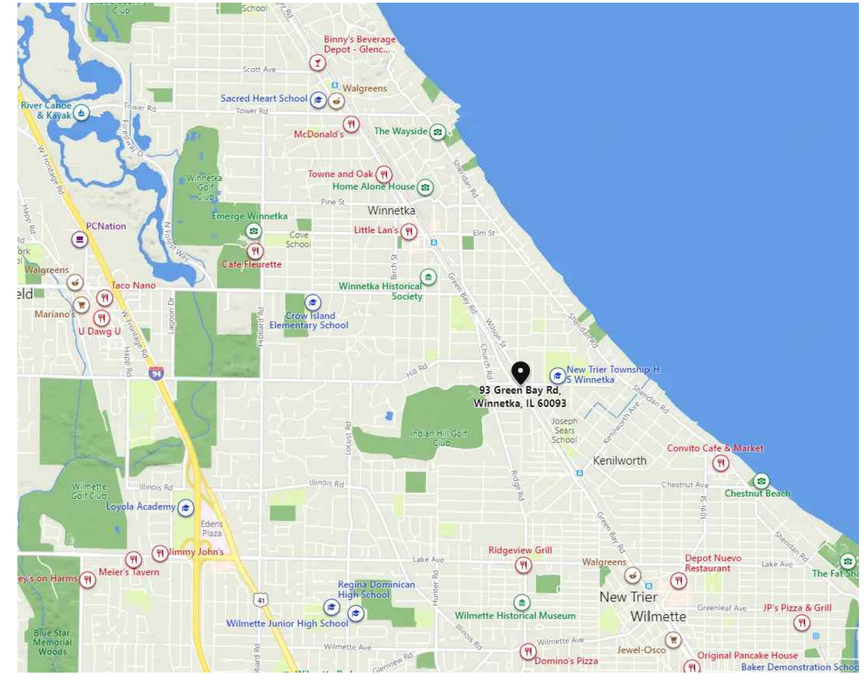
THE TENANT SPACE ADDRESS SHALL BE PLAINLY (MINIMUM 6-INCH LETTERS/ NUMBERS) DISPLAYED AT THE MAIN ENTRANCE TO THE BUILDING IN ACCORDANCE WITH THE FIRE CODE AND MUNICIPAL REQUIREMENTS.

CONTACT THE FIRE DEPARTMENT FOR APPROVAL OF TYPES AND LOCATIONS OF PORTABLE FIRE EXTINGUISHERS TO BE USED PRIOR TO FINAL OCCUPANCY INSPECTIONS.




## SITE PLAN

SCALE 1/16"= 1'-0"




## LOCATION MAP


Randolph F. Liebelt AIA, NCARB
900 North Shore Drive
Suite 100
Lake Bluff, Illinois 60044
PH (847) 615-0707
FAX (847) 574.6207
LA.Design@sbcglobal.net


**PROJECT NAME:**
TALA COFFEE ROASTERS

**Project:**
INTERIOR BUILD-OUT AND EXTERIOR REMODEL OF AN EXISTING 1 STORY COMMERCIAL BUILDING

**ADDRESS:**
93 GREEN BAY ROAD
WINNETKA, IL 60093

| | |
|---|---|
| Issued For Permit | 08.23.22 |
| Preliminary Drawings | 01.17.22 |
| Drawn By | DH |
| Checked By | RL |

Sheet:

# T1

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PROJECT NUMBER
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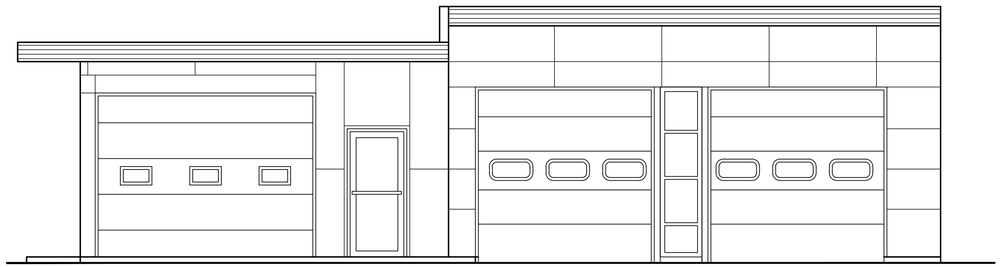
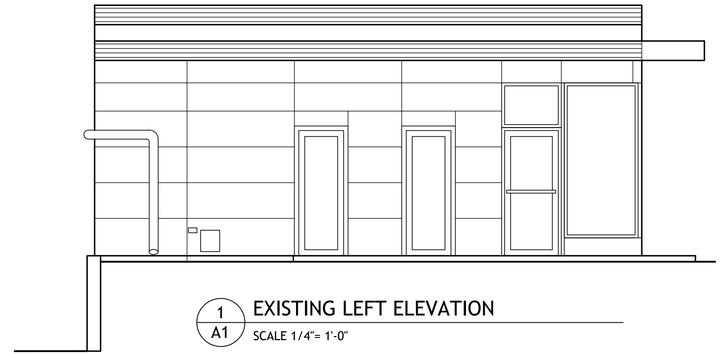
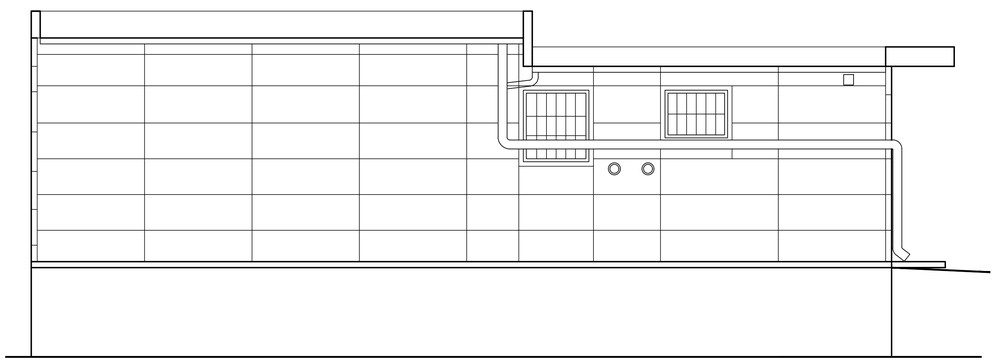


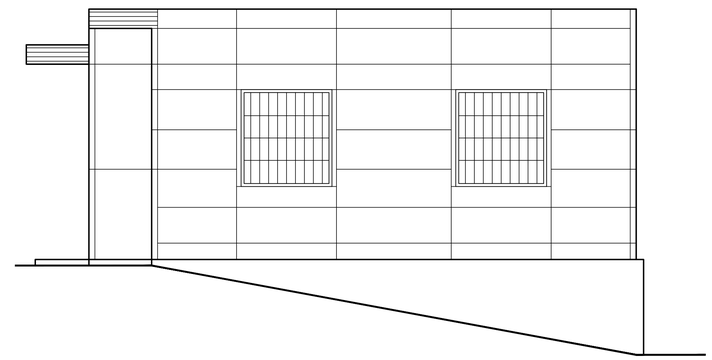
1 / A1 EXISTING FRONT ELEVATION
SCALE 1/4"= 1'-0"



1 / A1 EXISTING LEFT ELEVATION
SCALE 1/4"= 1'-0"



1 / A1 EXISTING REAR ELEVATION
SCALE 1/4"= 1'-0"



1 / A1 EXISTING RIGHT ELEVATION
SCALE 1/4"= 1'-0"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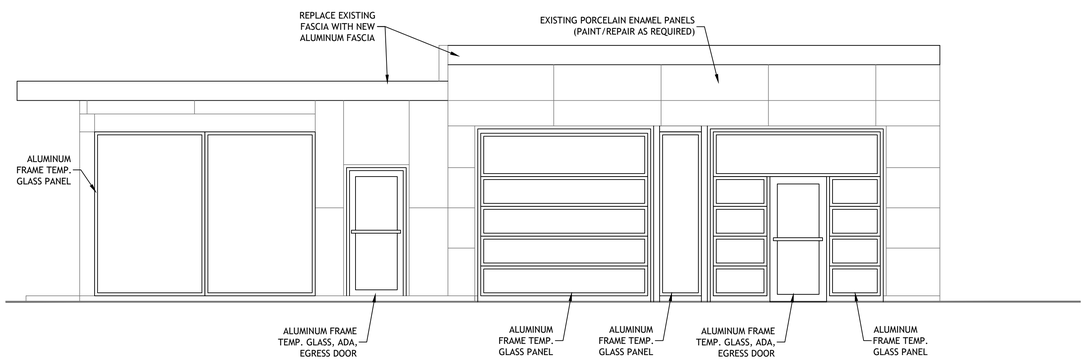
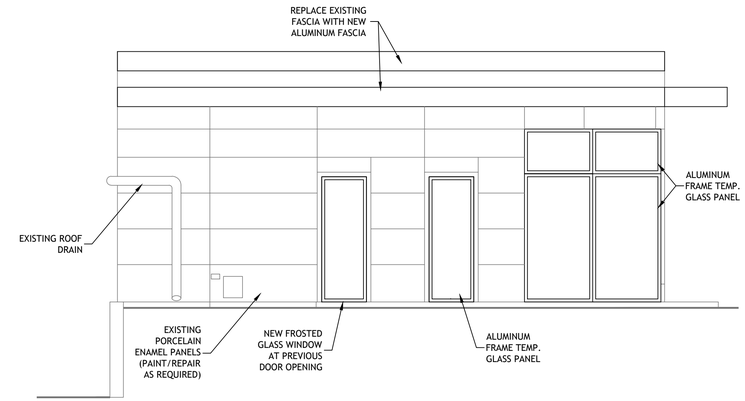



1 / A2 PROPOSED FRONT ELEVATION

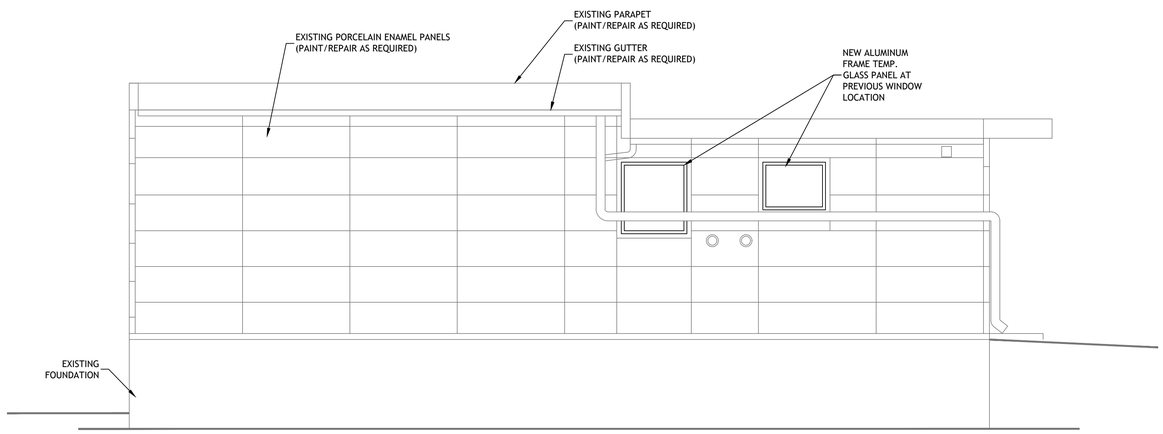
SCALE 1/4"= 1'-0"




1 / A2 PROPOSED LEFT ELEVATION

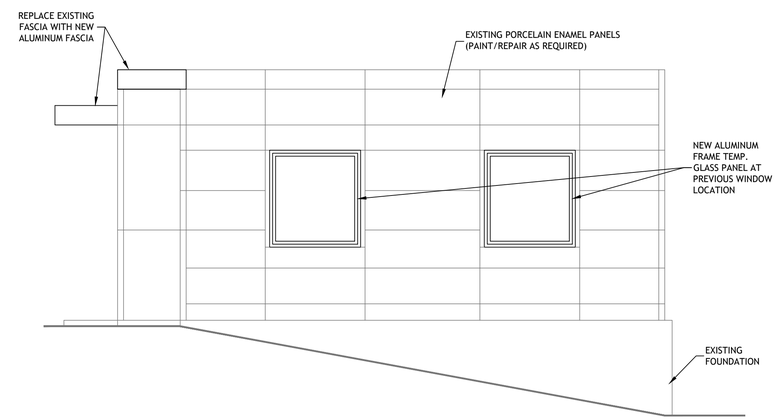
SCALE 1/4"= 1'-0"

NOTES:
VERIFY ALL WINDOW/DOOR/GLAZING SIZES.
VERIFY WINDOW/DOOR/GLAZING STYLES AND LAYOUTS WITH OWNER.
WINDOW/DOOR/GLAZING OPENINGS ARE EXISTING, CONTACT ARCHITECT IF ADDITIONAL STRUCTURE IS REQUIRED (AFTER WALL FINISHES ARE REMOVED).
WINDOW/DOOR/GLAZING SHALL BE TEMPERED PER CODE REQUIREMENTS.
WIDOW/DOOR/GLAZING SHALL BE A MIN. U-FACTOR OF 0.30.
ROOD AND WALL STRUCTURE AND FINISHES ARE EXISTING TO BE CLEANED AND REPAIRED AS REQUIRED.




3 / A2 PROPOSED REAR ELEVATION

SCALE 1/4"= 1'-0"




4 / A2 PROPOSED RIGHT ELEVATION

SCALE 1/4"= 1'-0"

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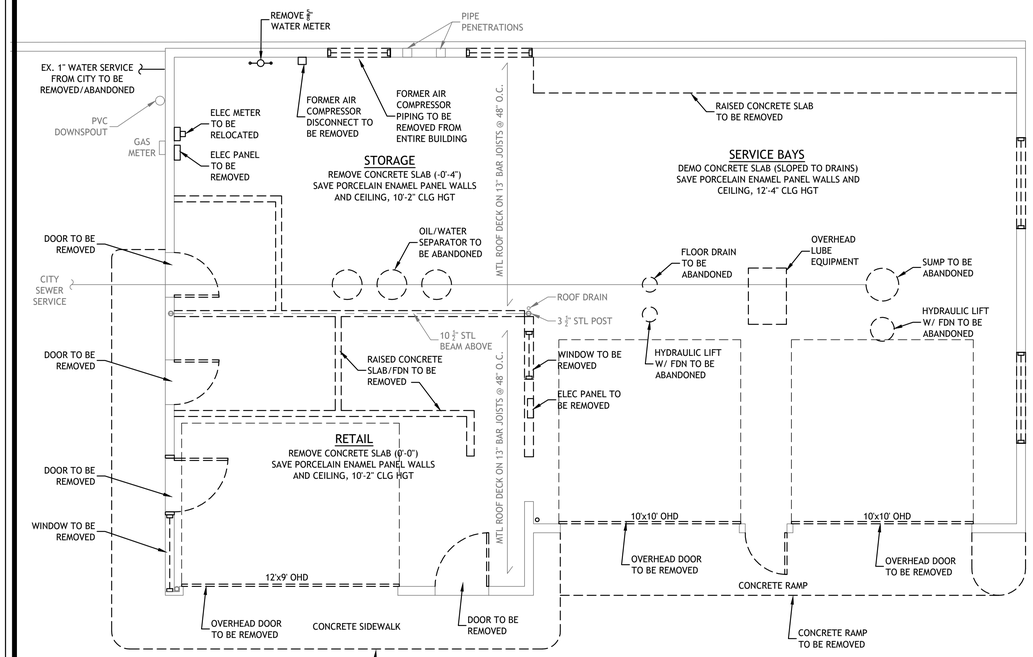
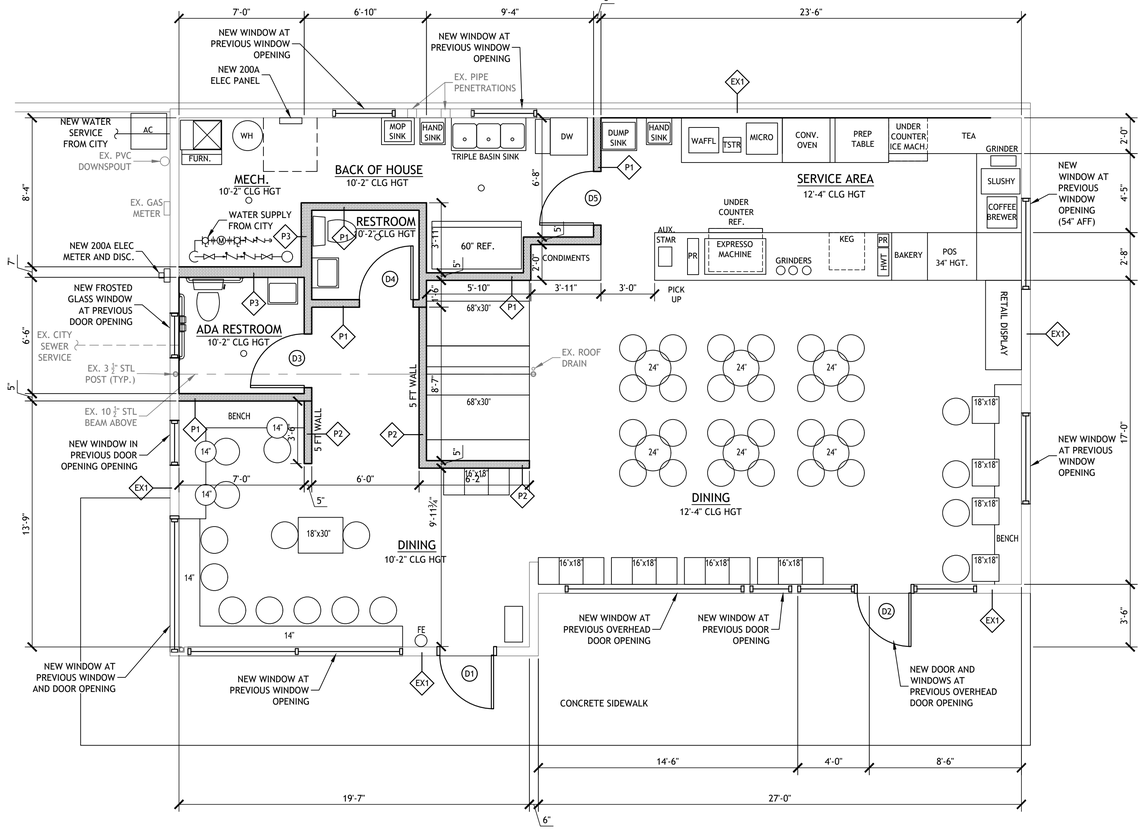



DEMO NOTES:
REMOVE UNEVEN CONCRETE SLAB AS REQUIRED.
SALVAGE AND PROTECT ALL EXISTING PORCELAIN ENAMEL PANELS.
SHORE EXISTING STRUCTURE AS REQUIRED FOR DEMO.
ALL DOORS AND WINDOWS TO BE REMOVED FOR NEW WINDOWS AND DOORS.
FILL ABANDONED STRUCTURES WITH GRAVEL (OR REMOVE STRUCTURE).
ALL UTILITY LOCATIONS SHALL BE VERIFIED AND UPGRADED AS REQUIRED.

1 / A3 PROPOSED DEMO PLAN
SCALE 1/4"= 1'-0"




2 / A3 PROPOSED FLOOR PLAN
SCALE 1/4"= 1'-0"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## GENERAL DEMOLITION NOTES

PROVIDE TEMPORARY BRACING AND SHORING WITH CONNECTIONS OF SUFFICIENT STRENGTH TO BEAR IMPOSED LOADS, TO PROTECT ALL PERSONS AND PROPERTY, AND TO ENSURE PROPER ALIGNMENT. COMPLY WITH ALL STATE, O.S.H.A. AND LOCAL CODES. THE CONTRACTOR SHALL ASSUME RESPONSIBILITY FOR PROVIDING ADEQUATE BRACING OF EXISTING WALLS DURING DEMOLITION AND ERECTION TO PREVENT DAMAGE DUE TO HIGH WINDS OR OTHER LATERAL LOADS AND CONSTRUCTION IMPACTS. CONTRACTOR SHALL ASSUME ALL RESPONSIBILITY FOR DAMAGE DUE TO HIS/HER FAILURE TO TAKE SUCH PRECAUTIONS.

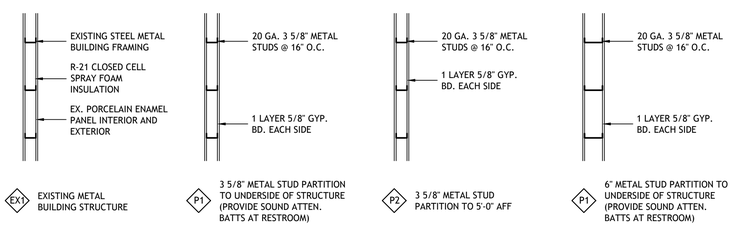
FIELD VERIFY SCOPE OF WORK & EXISTING CONDITIONS CAREFULLY PRIOR TO COMMENCEMENT OF DEMOLITION WORK & NOTIFY ARCHITECT IF ANY DISCREPANCIES FOUND.

REROUTE/ PRESERVE ANY ELECTRICAL LINES, PIPING, ETC. WHEREVER NECESSARY IN ORDER TO REUSE FOR NEW MECHANICAL / ELECTRICAL EQUIPMENT - REFER TO MECHANICAL & ELECTRICAL DRAWINGS

ALL DEMOLITION WORK IS SHOWN IN BOLD DASHED LINE. TYPICAL FOR THIS SHEET.

G.C. TO COORDINATE SCOPE OF DEMOLITION W/ PROPOSED WORK.

ALL CONSTRUCTION DESIGNATED TO REMAIN TO BE PROTECTED FROM DAMAGE



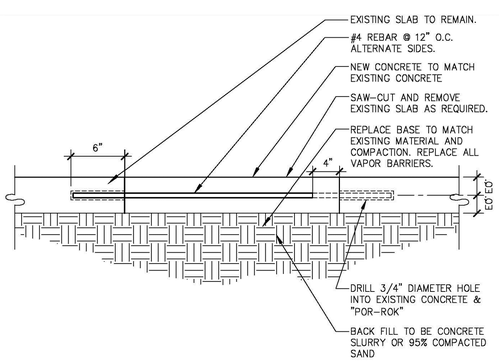

4 / A3 WALL TYPE
SCALE 1/2"= 1'-0"

NOTES:
PROVIDE FRP OR STAINLESS STEEL AT KITCHEN (SEE ROOM FINISH SCHEDULE).
PROVIDE FRP OR CT AT BATHROOMS (SEE ROOM FINISH SCHEDULE).

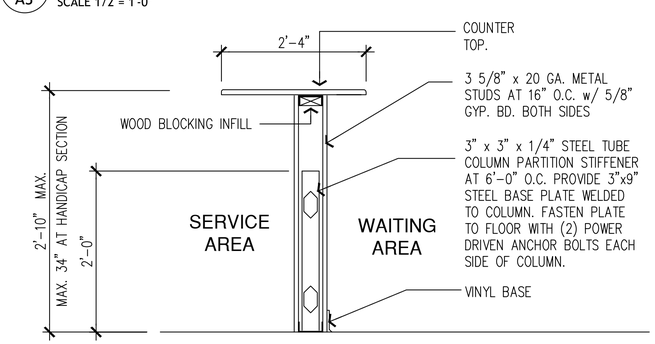
## ROOM FINISH SCHEDULE

| AREA | FLOOR | BASE | WALL | CEILING |
|---|---|---|---|---|
| DINING | CONCRETE | VINYL | PORCELAIN PANEL/GYP. BD | PORCELAIN PANEL |
| SERVICE AREA | CONCRETE | VINYL | FRP TO 6 FT/GYP BD | PORCELAIN PANEL |
| RESTROOM | CONCRETE | CT | CERAMIC TILE TO 6FT GYP. BD ABOVE | PORCELAIN PANEL |
| BACK OF HOUSE | CONCRETE | VINYL | FRP TO 6 FT/GYP ABOVE | PORCELAIN PANEL |

ROOM FINISH NOTES:
AT ALL WET AREAS; BASE TO BE COVE TYPE, WATERTIGHT UP TO 5" A.F.F.
WALLS, FLOOR AND CEILING SHALL BE EASILY CLEANABLE.




3 / A3 SAWCUT CONCRETE REPAIR
SCALE 1 1/2"= 1'-0"




5 / A3 HANDICAP COUNTER SECTION
SCALE 3/4"= 1'-0"

## DOOR SCHEDULE

| DOOR NUMBER | DESCRIPTION | FRAME MATERIAL | FRAME FINISH | DOOR SIZE | DOOR MATERIAL | REMARKS | HARDWARE SET |
|---|---|---|---|---|---|---|---|
| D1 | EXTERIOR DOOR | HM | PAINT | 3'-0"x7'-0" | WD | MATCH EXISTING | 1 |
| D2 | EXTERIOR DOOR | HM | PAINT | 3'-0"x7'-0" | WD | MATCH EXISTING | 1 |
| D3 | RESTROOM DOOR | HM | PAINT | 3'-0"x7'-0" | WD | MATCH EXISTING | 2 |
| D4 | RESTROOM DOOR | HM | PAINT | 3'-0"x7'-0" | WD | MATCH EXISTING | 2 |
| D5 | SERVICE/BACK OF HOUSE DOOR | HM | PAINT | 3'-0"x7'-0" | WD | MATCH EXISTING | 3 |

**DOOR GENERAL NOTES**

1. REFER TO PROJECT SPECIFICATIONS FOR COMPLETE INFORMATION AND REQUIREMENTS.
2. CONTRACTOR MUST VERIFY ALL ROUGH OPENING AND MASONRY DIMENSIONS, WITH DOOR AND WINDOW MANUFACTURER PRIOR TO ORDERING, FABRICATING, OR INSTALLATION.
3. CONTRACTOR MUST PROVIDE "B" LABEL DOORS WHERE NOTED, REFER TO PLANS.
4. FINAL DOOR DESIGN, COLOR, AND HARDWARE TO BE APPROVED AND SIGNED OFF ON BY OWNER.
5. MANUAL PUSH/PULL AT DOORS W/ CLOSERS TO BE NOT MORE THAN 5.0 (FIVE) LBS.
6. SEE PLANS FOR MARK, LOCATIONS, AND SWINGS OF DOORS AS SHOWN.
7. ALL DOOR GLAZING TO BE TEMPERED SAFETY GLASS.
8. ALL INTERIOR DOORS TO BE PRE-HUNG U.N.O.
9. ALL INTERIOR DOORS TO BE PRIMED AND PAINTED, U.N.O.
10. ALL SAFETY / TEMPERED GLASS AND FIRE LABELED DOORS SHALL BEAR A PERMANENT MARKING, INDICATING THE MANUFACTURER & THE TYPE OF GLASS OR SHALL BEAR THE UL RESISTANCE LABEL

*INTERIOR UNIT DOORS:*

DOOR MATERIAL: SOLID CORE, SMOOTH FINISH; TO BE PAINTED
FRAME MATERIAL: WOOD - PINE; TO BE PAINTED
LATCH HARDWARE: "SCHLAGE", LEVER HANDLE

HARDWARE: SEE SCHEDULE
HARDWARE FINISH: BRUSHED CHROME

**DOOR REMARKS**

1. PROVIDE HEAVY DUTY HINGES AND REINFORCED MULLIONS AS REQUIRED TO SUPPORT THE DOOR LEAF.
2. DOOR OPENING DEVICE SHALL BE LEVER TYPE.
3. KNURLED/TACTILE WARNING SURFACE SHALL BE SUPPLIED TO ALL LEVER HANDLE DOOR OPENING DEVICES WITH ACCESS TO HAZARDOUS AREAS.

**DOOR HARDWARE:**

DOOR CLOSERS: LCN 4110 SERIES PARALLEL ARM HANDICAPPED ACCESSIBLE CLOSER. PAINTED FIN.
DOOR LEVERS: SCHLAGE "D" SERIES OLYMPIAD HANDICAPPED ACCESSIBLE. SATIN CHROME FINISH
NOTE: SEE BUILDING STANDARD ADA HARDWARE

IN ACCORDANCE WITH SECTION 10-7.2.2.2-g EVERY BATHROOM DOOR LOCK SHALL BE DESIGNED TO PERMIT OPENING OF THE LOCKED DOOR FROM THE OUTSIDE IN AN EMERGENCY. THE OPENING DEVICE SHALL BE READILY ACCESSIBLE TO THE STAFF.

ALL THRESHOLDS TO BE ALUMINUM IAC COMPLIANT DESIGN.

HARDWARE SUPPLIER TO REVIEW PLAN AND VERIFY REQUIREMENTS OF ALL SPECIFIED HARDWARE.

## HARDWARE SET SCHEDULE

SET 1 EXTERIOR ENTRY DOOR (HEAVY DUTY USE)
CYLINDER LOCK W/ EXIT LEVER HANDLE
PUSH AND PULL
1 1/2 PAIR BB BUTT HINGES (EACH LEAF)
FLAT ALUMINUM THRESHOLD
WEATHERSTRIPPING ALL SIDES
DOOR BOTTOM SWEEP
1 CLOSER W/ BACKCHECK (MAX. 5 LB. PULL)
1 WALL OR FLOOR STOP (WHERE APPROPRIATE)

SET 2 TOILET DOOR
1-1/2 PAIR BB BUTT HINGES
1 CLOSER W/ BACKCHECK (MAX. 5 LB. PULL)
1 WALL OR FLOOR STOP (WHERE APPROPRIATE)
LOCK W/ LEVER HANDLE

SET 3 PASSAGE DOOR
1-1/2 PAIR BB BUTT HINGES
1 WALL OR FLOOR STOP (WHERE APPROPRIATE)
LEVER HANDLE

| | |
|---|---|
| Issued For Permit | 08.23.22 |
| Preliminary Drawings | 01.17.22 |
| Drawn By | DH |
| Checked By | RL |

Sheet:
A3
- of -

PROJECT NUMBER
-

| Table 1—Motor Specifications (2000N) | |
|---|---|
| Input voltage (VDC) | 12 |
| Load<br>Static load (Fx) maximum<br>Dynamic load (Fx) maximum | <br>2000 (450 poinds)<br>2000 (450 poinds) |
| Stroke length | custom |
| Current<br>Current consumption, rated load (A)<br>Current consumption, stall/in-rush (A) | <br>45/22<br>14/80 |
| Speed, no load | 5.8 mm/23 seconds |
| Speed, rated load | 4 mm/16 seconds |
| Operation temperature limits | -13 to 167 degrees F<br>(-25 to 75 degrees C) |
| Dual cycle, maximum | 10% |
| Average life | 10K cycles |
| Sound level | <45 dBa |
| Lead screw type | Acme |
| Protection class | IP67 |
| Cerificates | CE (EN60601-1<br>UL (UL60601-1) |

## Sizes/Dimensions

The finished size of an Arcadia Pivot system is always custom. These are component sizes.

### Louver Lengths (in inches)

- 89
- 113
- 137

### Posts (in inches)

- 4 × 4 × ⅛
- 4 × 4 × ¼
- 6 × 6 × ⅛
- 6 × 6 × ¼
- 8 × 8 × ¼

### Post Bases and Post Base Bracket (in inches)

- 4 × 4
- 6 × 6
- 8 × 8
- 6 × 6 (post base bracket)

### Beams (in inches)

- 2 × 8 × ⅛
- 2 × 10 × ⅛

### Post-to-Beam Connectors (in inches)

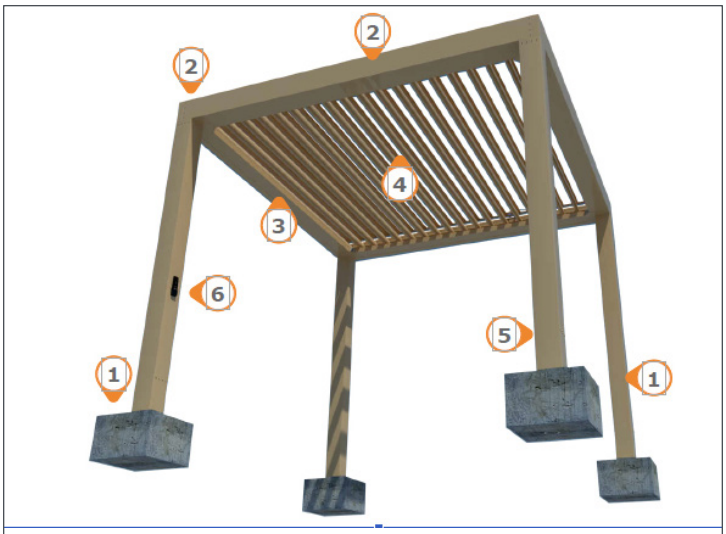
- 4 × 4
- 6 × 6
- 8 × 8
- Beam corner connector
- U-channel connector

## Motor Specifications

See Table 1.

## Options/Accessories

- Ceiling fans
- Accent lighting
- Custom colors
- Wood/faux cladding
- Custom columns
- Cornice style facade
- Pergola cuts/corbel ends
- Motorized solar screens




**1 – Post + Post Bases & Bracket**
**2 – Beams & Connectiors**
**3 – Gutters**
**4 – Louver pivot and track bar**
**5 – Additional hardware**
**6 – Operation options**

- Outdoor curtains
- Outdoor heating and cooling
- Manual operation
- Smartphone app

## System Information

Complete system brochure available **here.**

# 4. Technical Data

## Applicable Standards

### American Architechtural Manufacturers Association (AAMA)

- **AAMA 2604 V**oluntary Specification, Performance Requirements and Test Procedures for High Performance Organic Coatings on Aluminum Extrusions and Panels (with Coil Coating Appendix)

### ASTM International

- **ASTM B117** Standard Practice for Operating Salt Spray (Fog) Apparatus
- **ASTM E84** Standard Test Method for Surface Burning Characteristics of Building Materials
- **ASTM D522** Standard Test Methods for Mandrel Bend Test of Attached Organic Coatings
- **ASTM D523** Standard Test Method for Specular Gloss
- **ASTM D968** Standard Test Methods for Abrasion Resistance of Organic Coatings by Falling Abrasive
- **ASTM D2247** Standard Practice for Testing Water Resistance of Coatings in 100 % Relative Humidity
- **ASTM D2794** Standard Test Method for Resistance of Organic Coatings to the Effects of Rapid Deformation (Impact)
- **ASTM D3359** Standard Test Methods for Rating Adhesion by Tape Test
- **ASTM D3363** Standard Test Method for Film Hardness by Pencil Test

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ARCADIA
SUN • SHADE • SHELTER

## 1. Product Name

- Arcadia™ Pivot

## 2. Manufacturer

Arcadia Building Products, Inc.
154 Ethan Allen Drive
Dahlonega, GA 30533

Phone: 800-303-5248
678-208-6762
Fax: 678-208-6764
E-mail: **info@arcadiabp.com**
Web: **www.arcadiabp.com**

## 3. Product Description

### Basic Use

The Arcadia Pivot is a unique exterior sun/shade shelter/structure with operable louvers that pivot with a full 170-degree range of motion in place of a roof or rafters.

The Arcadia Pivot adjusts to maximize the comfort and use of any outdoor space. By adjusting the louvers, the user can let sunlight into the space below or keep sunlight out for complete shade. With the benefits of sky views and ventilation, the Arcadia Pivot provides protection from direct, unbroken sunlight.

The original Arcadia System has been improved and perfected since its inception in 2011. Its award-winning pivot design gives a full 170-degree range of motion to provide a cool oasis and protection from the elements. Now available with a slide design that allows full sky view and Arcadia's iLouver technology.

With the iLouver smart phone app, the Arcadia structure can be controlled from the palm of your hand and the Pivot can intuitively control the effects of the weather.

### Composition and Materials

Extruded aluminum, 6063-T6 and 6061-T6 and stainless steel 304 alloy components, screws and bolts.

### Features and Benefits

- Made in America
- Smart motor technology
- A full 170 degrees of motion
- Rain and wind programmability
- Patented interlocking louver design
- App-driven iLouver operating system
- Protection from UV exposure and other weather elements
- Arcadia Care maintenance and cleaning program available
- Fully extruded aluminum components are lightweight, strong, non-corrosive, resilient, reflective, non-combustible, recyclable, and accept finishes
- 360 degree integrated gutter system with interlocking louvers that channel water into a fully-extruded five-inch gutter system that encompasses the entire perimeter of each zone, providing more efficient water management with gutters closed
- Allows maximum light into a space with the louvers fully opened; minimizes resistance and uplift in high winds
- Arcadia's Premium Powder Coating Process is PPG's Enviracryl® and Envirocron® powder coatings that are aesthetically pleasing, produce a durable uniform finish and can be custom formulated for a range of finishes, including Arcadia's matte finish; PPG's Ultradurable Polyester Powder Coatings provide a combination of good physical and chemical resistance properties with excellent resistance to outdoor weathering
  - VOCs are essentially zero
  - Good chemical resistance
  - Excellent Exterior durability
  - Available in a wide range of colors and finishes
  - Specifically formulated to meet the requirements of AAMA 2604

### Colors

Standard colors:

- White
- Beige
- Bronze
- Adobe

Custom solid and woodgrain RAL colors available.

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- **ASTM D4214A** Standard Test Methods for Evaluating the Degree of Chalking of Exterior Paint Films

### C-UL

- **Bluetooth CE (CAN ICES-3 (B)/NMB-3(B)**

### International Electrotechnical Commission (IEC)E

- **IP67, CE (EN 60601-1)**

### UL International

- **UL (UL60601-1)**

### Approvals

- **FCC: WLL report # 14118-01 Rev 0** (Arcadia Smart Device Control)
- **Miami-Dade County, Florida, Notice of Acceptance**
- **US Army Corps of Engineers (USACE)**

### Environmental Considerations

This product may contribute to LEED® points.

## 5. Installation

### Weather/ambient considerations

Above freezing, dry, safe working environment. Verify that site conditions are acceptable for installation. Do not proceed with installation until unacceptable conditions are corrected.

Please consult with the manufacturer for complete installation information and instructions.

## 6. Availability and Cost

Please contact manufacturer for availability and pricing.

## 7. Warranty

Arcadia offers a limited lifetime warranty. Arcadia Building Products, Inc. extends a transferable limited warranty to the structural components and moveable accessories of our products.

Arcadia warrants our products for the lifetime of each product against manufacturer's defects in materials.

Electrical components and drive motor: five years.

Manual operator: ten years.

Structural components: 15 years.

## 8. Maintenance

Arcadia Louvered Roof Systems are easy to maintain. Generally, normal rainfall is sufficient to keep its appearance clean. If cleaning is required, we recommend the following steps. Attention should be given to areas under eaves, porches, awnings, and other overhangs that have limited exposure to the natural cleansing effect of rainfall.

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## Moderate Dirt

An occasional washing with clear water using a garden hose and soft-bristled brush is recommended, such as a long handled, car-washing brush is ideal for this purpose.

## Heavier Dirt Accumulation

Wash in the manner indicated above, but use the following solution:

⅓ cup detergent (e.g.Tide®)
⅔ cup trisodium phosphate powder (TSP)
1 gallon of water

## Mildew Accumulation

Mildew can collect on surfaces of all types of building products and is often evident on surfaces that have not been properly maintained. Normally, mildew will appear as black spots. Mildew is easy to remove by using the following cleaning solution:

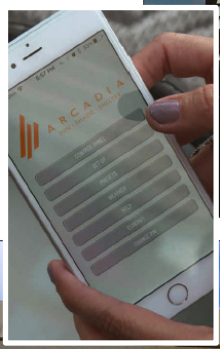
⅓ cup detergent (e.g. Tide)
⅔ cup trisodium phosphate powder (TSP)
1 quart sodium hypochloride 5% solution (e.g. Clorox®)
3 quarts water

## Environmental Black Streaking

Black streaking can also collect on the surface of a structure. Black streaking can be removed by using Gutter Zap 4, which can be purchased from the dealer that installed your unit.

## Caulking Compounds, Tar, etc.

Use mineral spirits in reasonable amounts, apply directly to foreign substance. Rinse the area thoroughly with water immediately after cleaning.



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## Arcadia Care Preventative Maintenance Program

By joining the Arcadia Care Preventative Maintenance Program you will receive standard coverage offered by the general Arcadia Product Warranty as well as the following add-ons.

- Testing of moving parts
- General wear and tear checked
- Comprehensive cleaning of louvered roof
- System gutter cleaning

Please contact your dealer that installed your system for more details and pricing. (Not all Authorized Arcadia Dealers participate in Arcadia Care, please check with you local dealer).

## 9. Technical Services

**Arcadia Academy:** full Installation training available at corporate training facilities. Free technical support via phone. Renderings, shop drawings and engineering available. Fees apply.

## 10. Filing Systems

- ConstructConnect
- Additional product information is available from the manufacturer upon request

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# Star-Tech Glass, Inc.

1835 N. Major Ave.
Chicago, IL 60639-4117
Phone: 773.745.0800
Fax: 773.745.0889

Member NGA National Glass Association

# Proposal

| | |
|---|---|
| DATE | 8/30/2022 |
| PROPOSAL # | 17452 |

NAME / ADDRESS
Tala Coffee Roasters
Ryan Hickman
93 Green Bay Rd
Winnetka IL 60093

| TERMS | REP | PROJECT |
|---|---|---|
| 50%dep/bal COD | BP | |

| QTY | DESCRIPTION | RATE | TOTAL |
|---|---|---|---|
| | 2" x 4-1/2" Black or clear anodized aluminum storefront framing with head receptor and sill flashing into punched openings consisting of:<br><br>West Elevation<br>Restroom - Stationary window approx: 32" x 87" glazed with 1" o.a frosted insulated tempered glass panel<br>Dining area - Stationary window approx: 32" x 87" ,<br>Stationary window split into sections approx: 89" x 102", all glazed with 1" o.a clear insulated tempered glass.<br><br>South Elevation<br>One standard 3'0" x 7'0" medium stile door glazed with 1" o.a clear tempered insulated glass.<br>Opening size approx: 277" x 118." Stationary windows split into sections per customer's sketch ( approx: 49" x 18" ), Star Tech Glass will use 4-1/2" x 4-1/2" mullions.<br>Center section without dividers and one standard 3'0" x 7'0" medium stile door with transom frame above.<br>Opening size approx: 137" x 104." Stationary windows split into sections per customer's sketch ( approx: 49"x 18" ) , Star Tech Glass will use 4-1/2" x 4-1/2" mullions.<br>All glazed with 1" o.a clear insulated glass tempered where required.<br><br>East Elevation<br>Two stationary window approx: 61" x 64" glazed with 1" o.a clear annealed insulated glass .<br><br>North Elevation<br>Two stationary windows, one approx: 44" x 33" and one approx: 44" x 45", each glazed with 1" o.a clear annealed insulated glass.<br><br>Each door to have hardware package included: 1" diameter push/pull handle, butt hinges, closer, bottom door sweep, threshold, lock/keyed with the cylinder. | 35,104.00 | 35,104.00T |

SEE TERMS ABOVE

Acceptance of Proposal: The above prices, specifications and conditions are accepted. You are authorized to do the work as specified. This proposal may be withdrawn by us if not accepted within 15 days. Custom orders are non-refundable nor returnable. For your convenience, we now accept most major credit cards. I agree to pay above amount according to card issuer agreement. All returned material is subject to a 25% re-stocking charge. Only products in new and unused condition will be accepted. Custom orders are non-refundable nor returnable.

CC# _____ Exp. Date _____

Name on Card (if different): _____

Billing Address (if different): _____ Zip Code: _____

_____ _____
Signature of acceptance of proposal and attached notes. Date

| | |
|---|---|
| **Subtotal** | $35,104.00 |
| **Sales Tax (5.125%)** | $1,799.08 |
| **Total** | **$36,903.08** |

Attachment 2
Site Improvements

# 93 GREEN BAY ROAD SITE IMPROVEMENTS

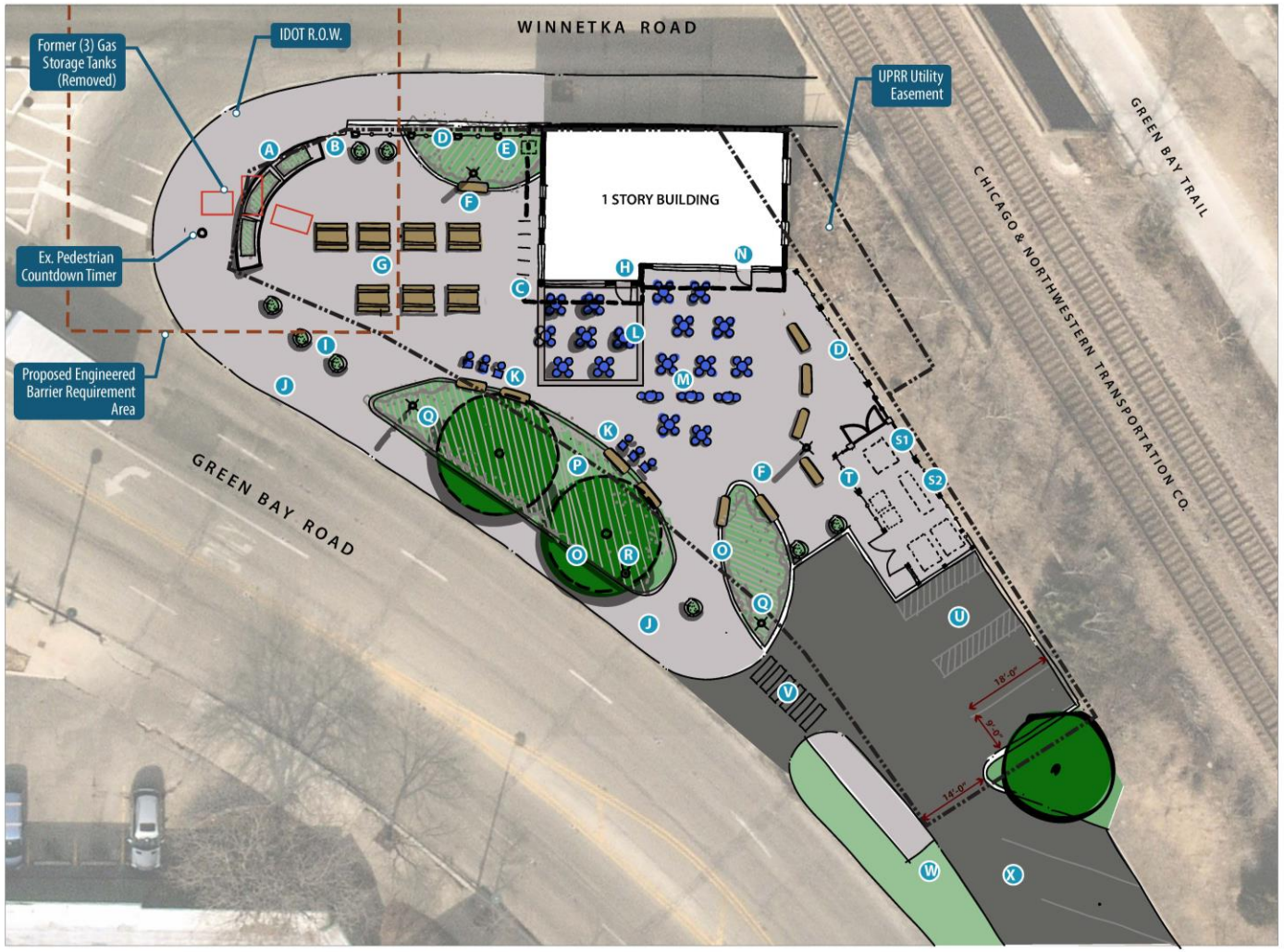
*The Village of Winnetka and Tala Coffee Roasters*

# EXISTING SITE CONDITIONS

# EXISTING SITE CONDITIONS

# EXISTING SITE CONDITIONS

# PROPOSED SITE IMPROVEMENTS




**Legend**

- A Precast Concrete Planter (3) 10' Lg x 4' Wd Segments
- B Access From Winnetka Road Sidewalk (Step)
- C Village Standard Bike Racks
- D Decorative Fence
- E Air Conditioner
- F Limestone Seating Boulders (11) 6' Lg x 2' Wd
- G Picnic Table Seating
- H Secondary Building Entrance
- I Movable Planters, Village Standard
- J Scored Concrete
- K Table/Chairs along Seating Boulders
- L Pergola attached to Building
- M Movable Tables and Chairs (2-tops/4-tops)
- N Primary Building Entrance
- O 6" Planter Curb
- P Perennials/Shrubs
- Q Village Standard Pedestrian Light
- R New Fire Hydrant
- S S1. New Transformer (4'-0" x 4'-0")
  S2. New Lighting Controller (2'-6" x 6'-8")
- T Trash Enclosure (To Match Fence)
- U (2) Parking Spaces (+1) HC Space
  Event Food Truck Parking
- V Marked Crosswalk
- W Close Existing Entrance (Extend Parkway North to New Entrance)
- X Realigned Parking for Customers
  ( 3) Spaces at 93 Green Bay Road Site
  (13) Spaces at Village Lot at south
  ---
  (16) Total Parking Spaces

0' 10' 20' 40'

Village of Winnetka, Illinois

**93 Green Bay Road Redevelopment**

Preferred Concept Plan

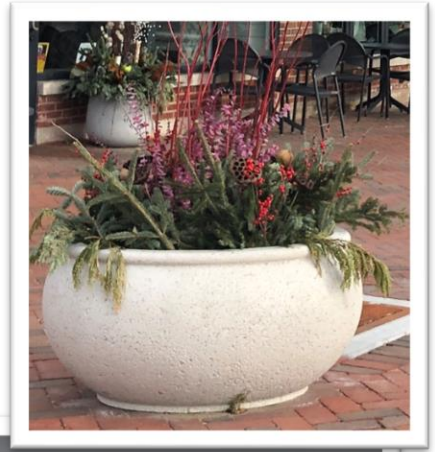
teska

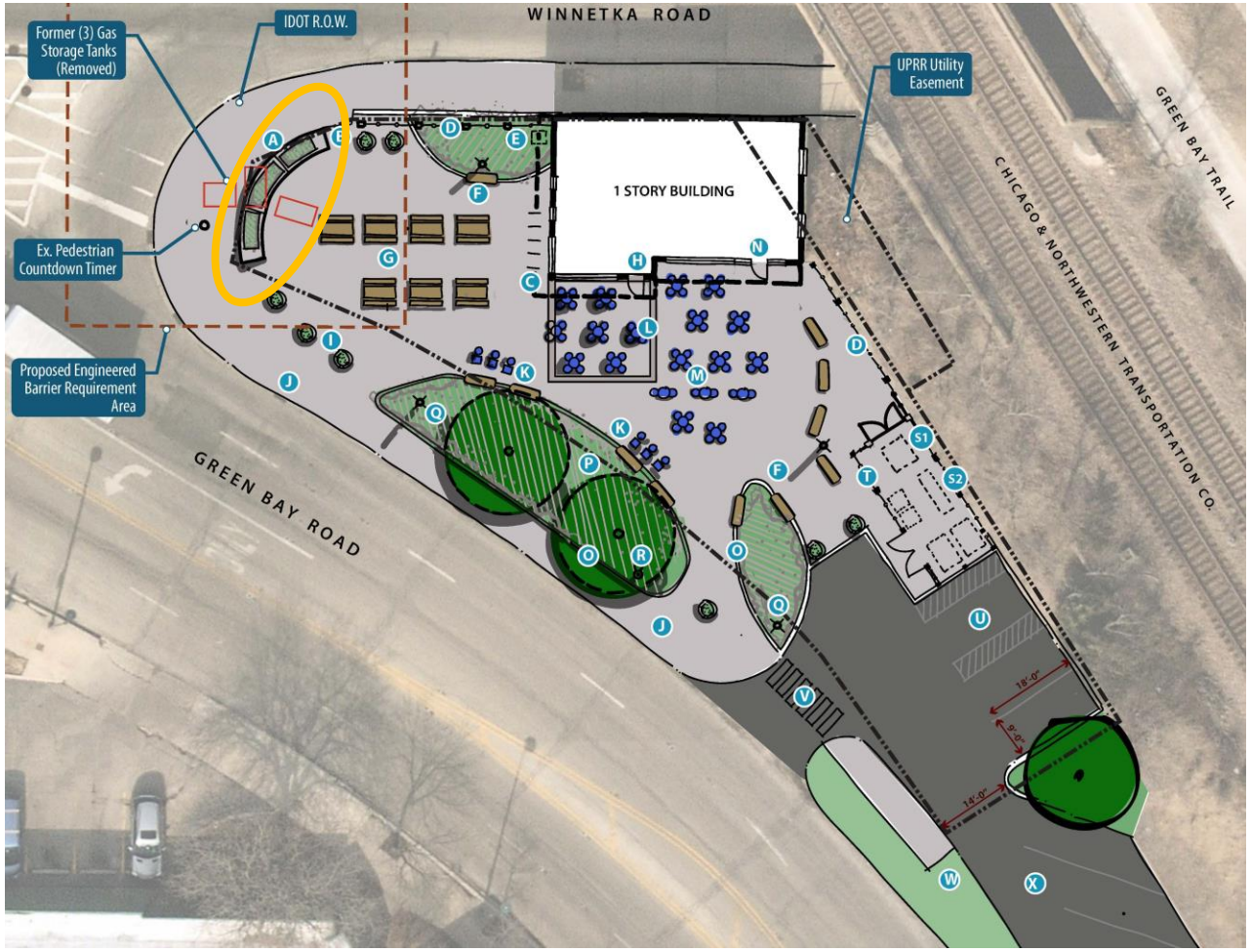
Aug 2022

# PROPOSED SITE PLAN

# PRECAST CONCRETE PLANTERS

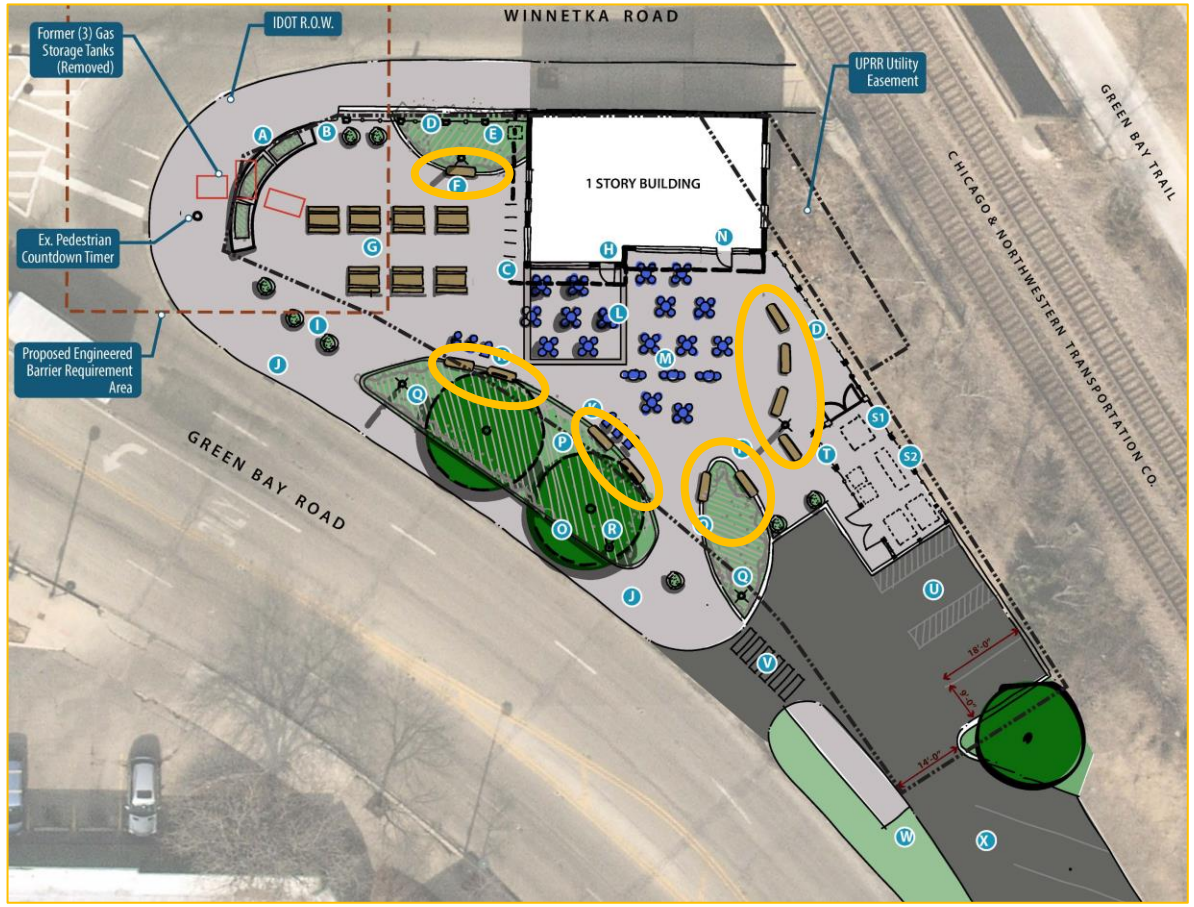
Quantity: (3) 10′ long curved segments set on concrete
Dimensions:  10′ L x 4′ W x 2′ H
Color: Match Village standard precast concrete planters
Design: Along top of planter integrate custom reveal features from railroad bridge
Signage: None
Supplier: Wausau, or approved equal





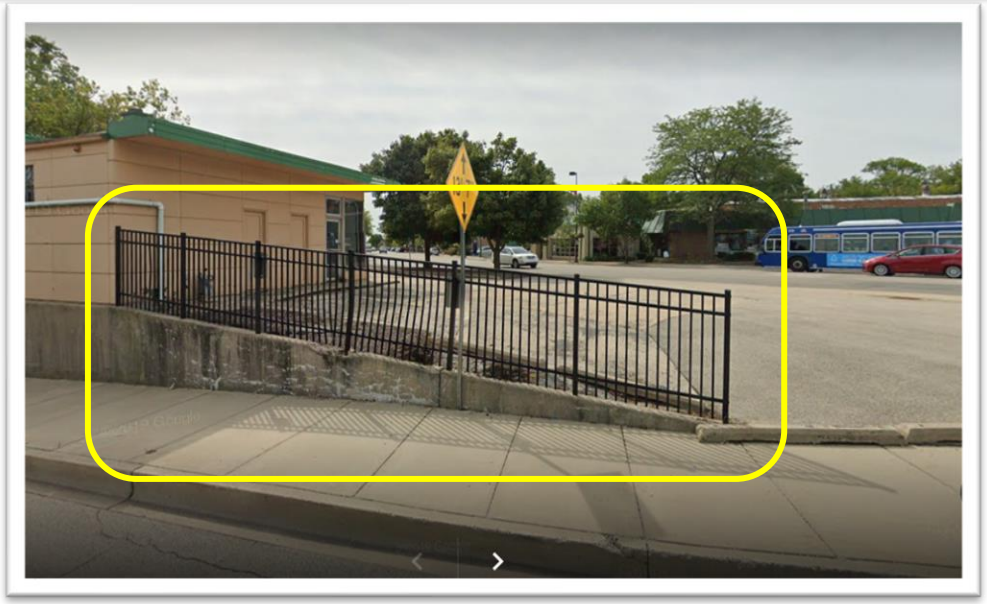
# SEATING BOULDERS

Size: 6’ long x 2’ deep x 18” height
Color: Grey/buff
Supplier: Eden Stone, or approved equal



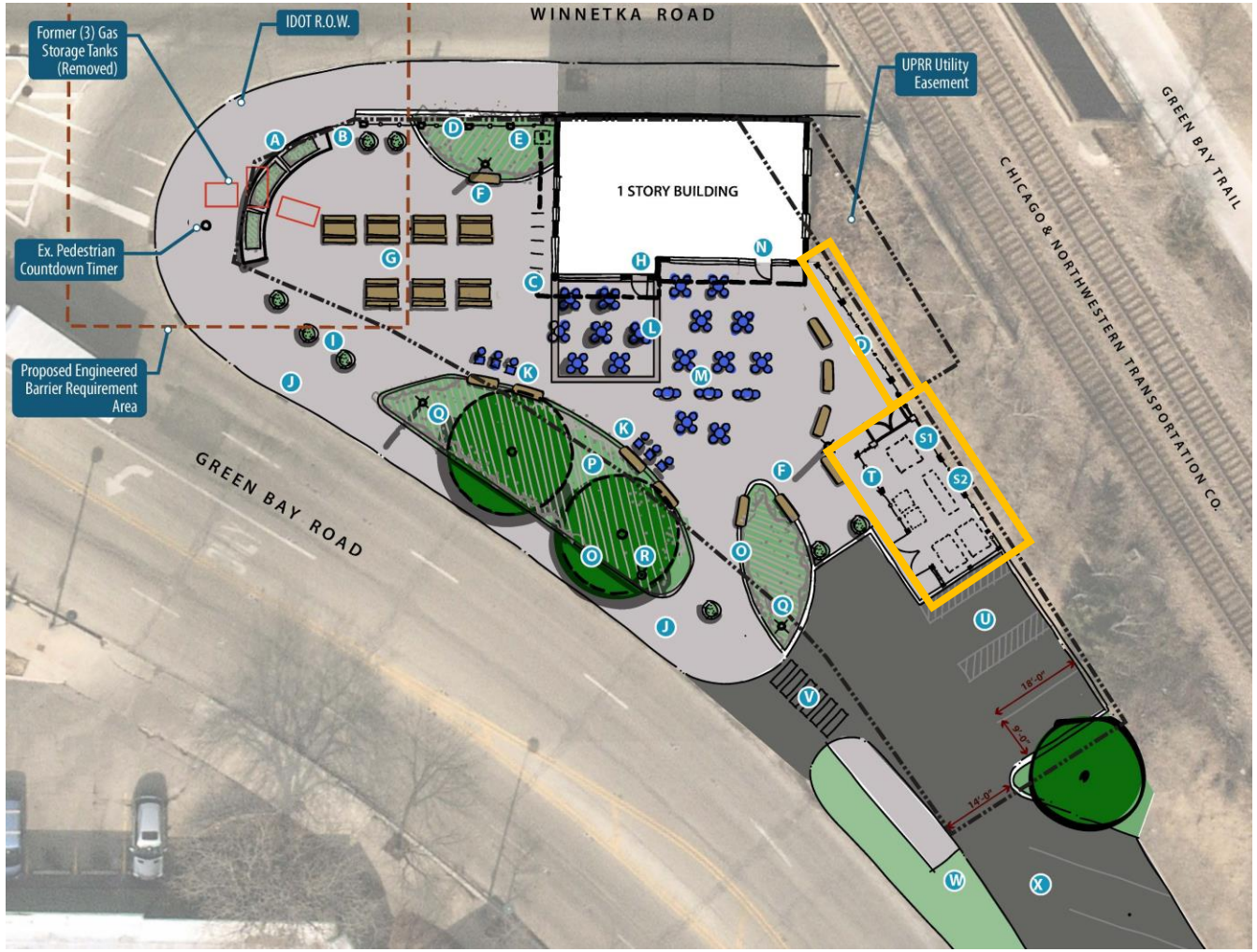
# FENCE – WINNETKA AVENUE

Design: Integrate bridge rail features, metal posts with top rail & vertical pickets
Material & Color: Aluminum or steel; architectural bronze (need color details)
Dimensions: 3′-6″ height
Supplier: Peerless Fence, or approved equal

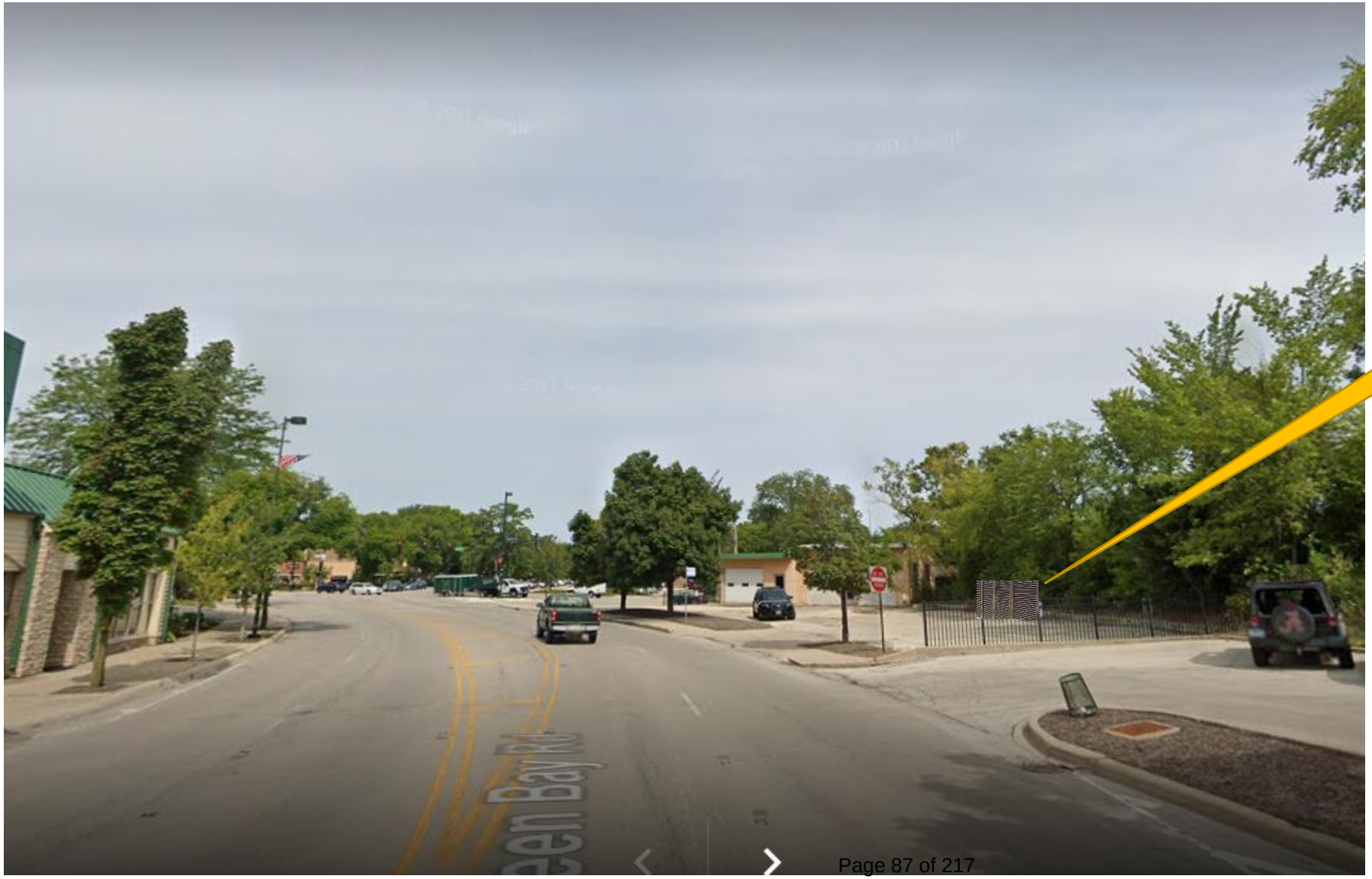


# TRASH + UTILITY ENCLOSURE; EAST PROPERTY LINE SCREENING

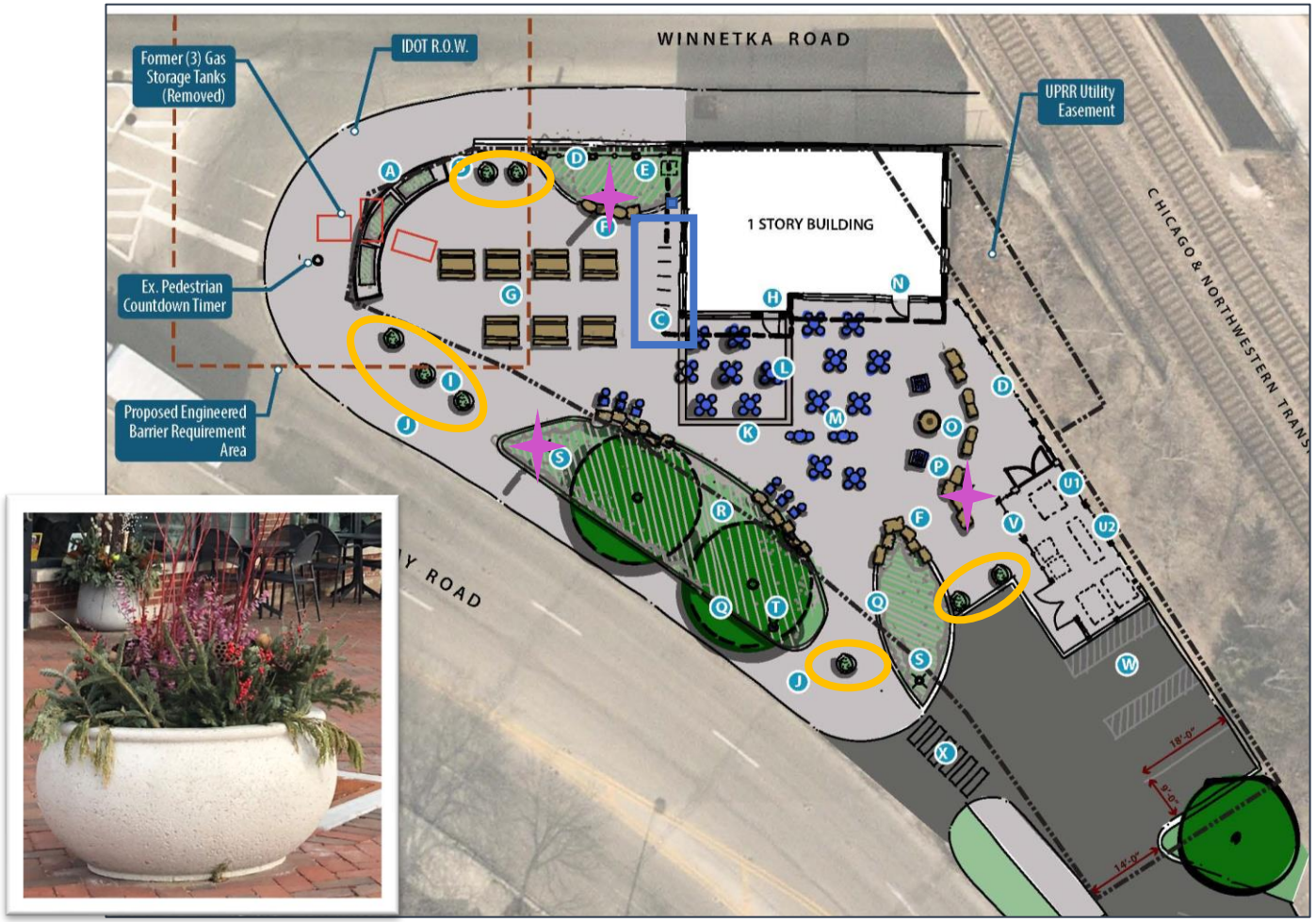
Design: Metal posts and horizontal louvers
Dimensions: 6’ H
Material & color: Steel posts with aluminum panels; architectural bronze
Supplier: Peerless Fence, or approved equal



# TRASH + UTILITY ENCLOSURE; EAST PROPERTY LINE SCREENING



# PEDESTRIAN LIGHT FIXTURE, PLANTER POTS, & BIKE RACKS

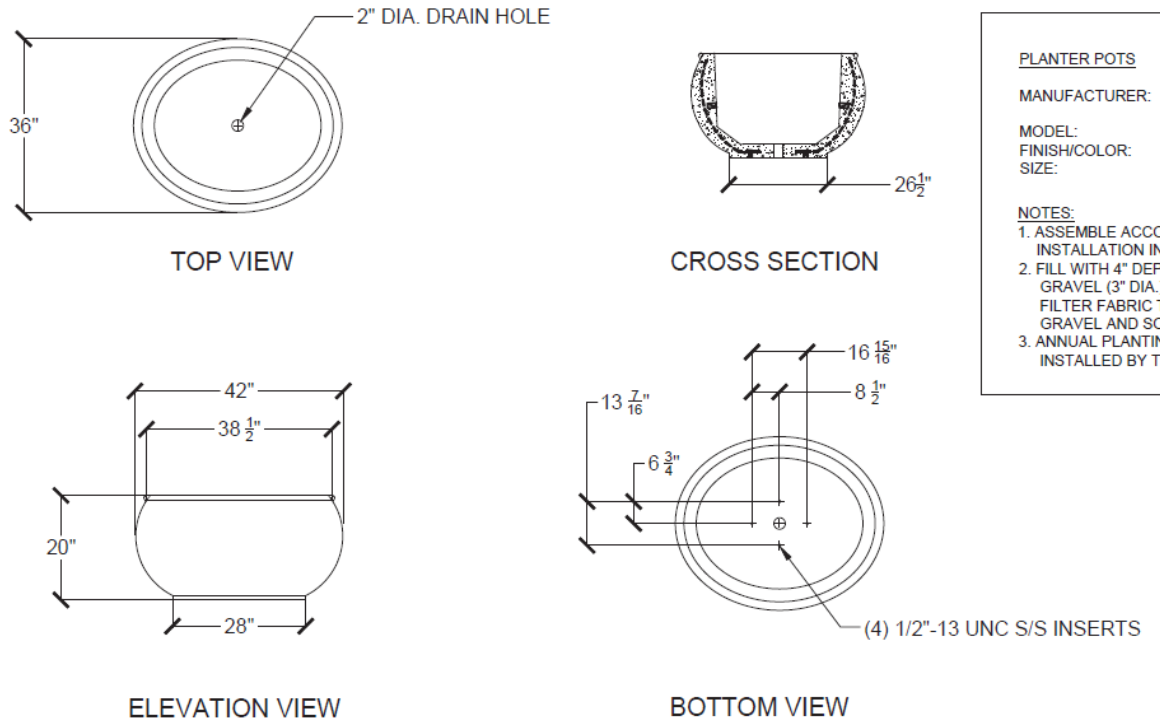


# Village Parking Lot Reconfiguration

# Village Hall Parking Lot Reconfiguration

# Specifications

# Pedestrian Light Fixture & Planter Pot

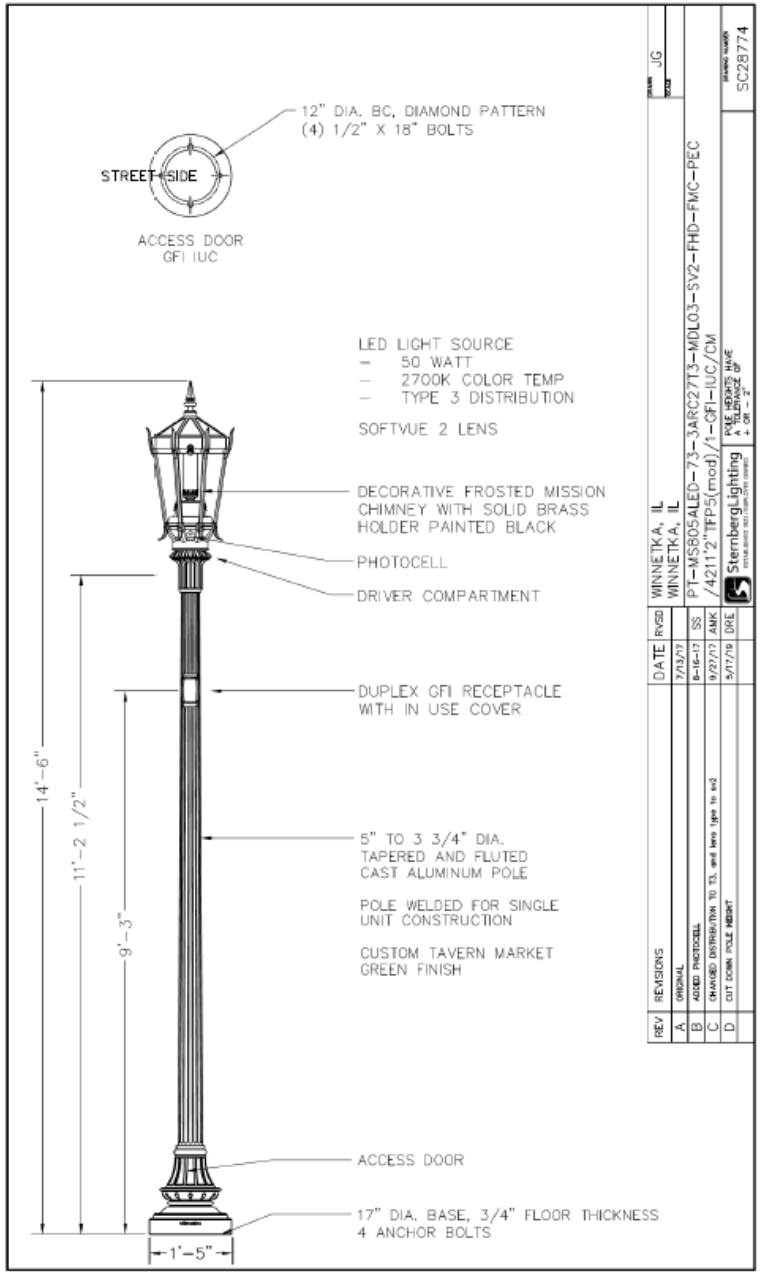



PLANTER POTS

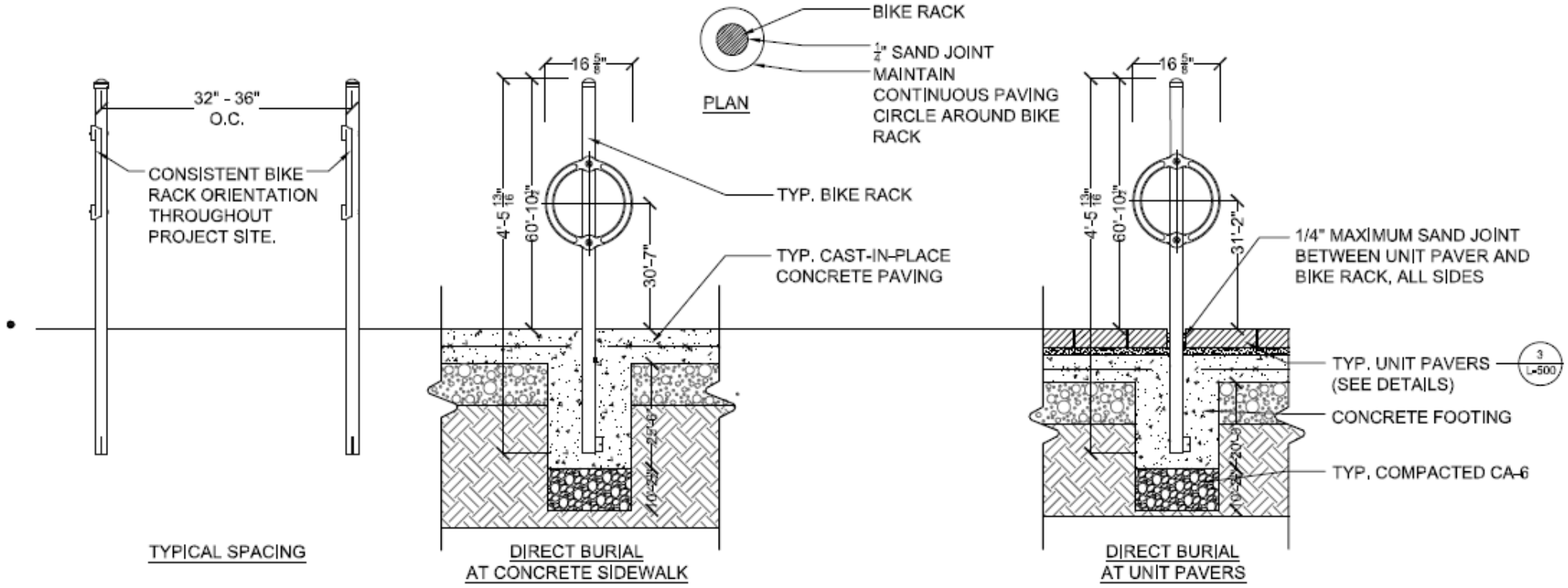
MANUFACTURER: WAUSAU OR APPROVED EQUAL
MODEL: TF4341
FINISH/COLOR: W20 WEATHERED FINISH
SIZE: 42" W x 36" W x 20" HT

NOTES:
1. ASSEMBLE ACCORDING TO MANUFACTURER INSTALLATION INSTRUCTIONS.
2. FILL WITH 4" DEPTH WASHED NON-LIMESTONE GRAVEL (3" DIA.) AND PLANTING SOIL MIX. FILTER FABRIC TO BE INSTALLED BETWEEN GRAVEL AND SOIL MIX
3. ANNUAL PLANTINGS TO BE SELECTED AND INSTALLED BY THE VILLAGE.

1 PLANTER POTS
NTS



# Bike Racks


BIKE RACK
1/4" SAND JOINT
MAINTAIN
CONTINUOUS PAVING
CIRCLE AROUND BIKE
RACK
PLAN
32" - 36"
O.C.
CONSISTENT BIKE
RACK ORIENTATION
THROUGHOUT
PROJECT SITE.
16 5/8"
4'-5 13/16"
60'-10 1/2"
30'-7"
TYP. BIKE RACK
TYP. CAST-IN-PLACE
CONCRETE PAVING
31'-2"
1/4" MAXIMUM SAND JOINT
BETWEEN UNIT PAVER AND
BIKE RACK, ALL SIDES
TYP. UNIT PAVERS
(SEE DETAILS)
3
L-500
CONCRETE FOOTING
TYP. COMPACTED CA-6
TYPICAL SPACING
DIRECT BURIAL
AT CONCRETE SIDEWALK
DIRECT BURIAL
AT UNIT PAVERS

# Introduction

For over thirty years, Winnetka has had a review board that examines proposed designs for commercial, multiple-family, mixed use and institutional (including both public and quasi-public) building projects. In recent years, this has been called the Design Review Board (DRB), whose seven members are appointed by the Village Council.

The Village of Winnetka seeks to maintain the high quality of its business districts' built environment, with development that is attractive and consistent with a pedestrian-oriented town center character. Whether a proposed project is for new development or an improvement to an existing building or landscape, it is important that each proposal enhances the contextual character of its surroundings and contributes positively to the goals of the community.

The Comprehensive Plan for the Village of Winnetka, *Winnetka 2020,* recognizes that the DRB, residents, developers and architects will all benefit from guidelines that encourage high-quality design that is sympathetic to its surroundings.

The following guidelines for site and building design are suggestive only and are not intended to supplement or supercede the Village's Codes or Ordinances nor do they represent a master plan for any immediate development project.

# Village Character

## East/West Elm Street District

The East/West Elm Street Business District known locally as "Winnetka" is the Village's main commercial district. The District conveys a strong image throughout the unified composition of the existing streetscape, landscape, land-use transitions and architecture. Visually and symbolically this district**,** bisected by Green Bay Road and the Union Pacific Train Line, is the heart of Winnetka's business and civic community.

*Figure 1*

The District's landscaping and harmonious land use transitions, anchored by Station Park at the intersection of Green Bay Road and Elm Street, help create a district edge and gateway. Neighborhood service and destination stores along with most of the Village's civic facilities are located here. One of the defining landmarks of this district is the open axis created by Chestnut Court west of Village Hall.

*Figure 2*

The pedestrian-oriented feel of the district is created in a variety of ways. First, the buildings have significant architectural consistency and scale that create an inviting outdoor "room" for pedestrians. Storefronts contain large retail windows and attractive displays, which encourage strolling and window shopping. Sidewalks provide ample room for pedestrian flow and streetscape features including furniture and landscaping. (See figures 1,2,3)

*Figure 3*

Parking is located in several public parking lots and on the street. Loading, servicing and additional parking generally occur in rear alley locations.

## Hubbard Woods

The Hubbard Woods Business District is a linear business district built on both sides of a regional arterial roadway, Green Bay Road. It has a smaller building scale than the East/West Elm Street District, giving it a more intimate feel despite heavier traffic conditions. As with the Elm Street District, the Hubbard Woods District has a pedestrian-oriented, neighborhood retail character. The buildings exhibit architectural consistency, scale and storefront displays that encourage strolling and window shopping. A significant number of multiple-family residential units are located on the upper floors of the retail stores. (See figures 4,5,6)

In general, parking is provided on the streets, in alleys behind buildings and in small public lots including a two-level parking structure adjacent to the railroad tracks. Loading and servicing occur in rear alley locations.

Hubbard Woods Park and its Gazebo are actively used and provide a major Village gathering area.

*Figure 4*

*Figure 5*

*Figure 6*

d. **Dutch Colonial.** Dutch Colonial shares some common elements with English Tudor most notably the roofline. Most colonial buildings range from 1 ½ to 2 stories and have a steeply pitch roof with a gable or dormer interrupting the roofline. Dutch Colonial buildings are usually constructed of brick with simple abstract detailing. (See figure 18)

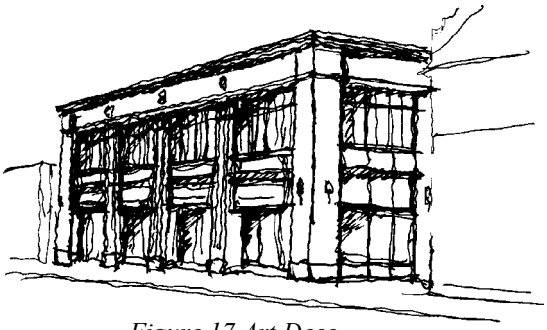


*Figure 17 Art Deco*

e. **Contemporary.** Contemporary architectural styles include buildings that were built within the past forty years and vary greatly in design, materials and detailing. They range in height from 2-½ to 4 stories. Many have not reflected Winnetka's character in terms of scale or design. The more recent contemporary buildings incorporate historic elements into facade articulation. (See figure 19)

*Figure 18 Dutch Colonial*

## V. Building Mass

Massing of a building should acknowledge the size of adjacent structures. Any changes in massing should relate to the primary and secondary building facades, the structural bay rhythms and the hierarchy of the use of the building. Massing of additions should respect the existing building volumes and contribute to the identity and hierarchy of the original building.

*Figure 19 Contemporary*

a. **Setbacks:** Setbacks are defined as the relationship of the facade to the property line. Upper level setbacks on the primary and secondary street fronts are not allowed except as indicated below.

<u>Commercial and Mixed Use</u>: A continuous "streetwall" along primary commercial thoroughfares should be provided and building facades should be located to create this uniform setback. While commercial zoning standards provide for front setbacks of up to 3 feet, new developments should align with adjacent buildings along the property line. In the Indian Hill Business District, restricted sidewalk widths may warrant a setback of 1 to 3 feet, to be evaluated on a case by case basis. Setbacks should be provided where appropriate to enhance landscaped areas and/or widen restricted sidewalks to provide appropriate widths. The main facade should be orientated to the primary commercial thoroughfare.

Upper level setbacks, which create continuous open terraces, are not allowed on the primary facades. Small setbacks (such as 10'-0" maximum), no greater than one bay width (maximum 20'-0") with a continuous roof eave line, will be considered on upper floors only. The ratio of upper level setbacks must be considered with regard to the building's proportions and scale. No continuous upper level setbacks or corner setbacks will be considered.

Roof gables should be in the same plane as the primary building facade except for the 6"-12" projections allowed under Section VI.c, Articulation. Roof eaves should meet and project beyond the primary facade to create horizontal rhythm. (See figure 20) Buildings located on corner sites should hold the property line or "streetwall" at the intersections of both thoroughfares. Slightly rounded or angled building corners at intersections are acceptable to enhance the pedestrian flow and visibility.

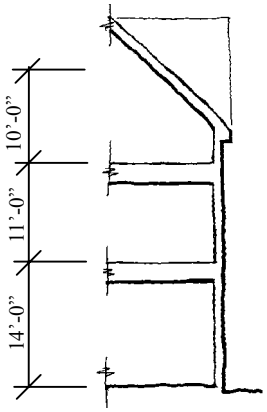



*Figure 20*

Institutional: Institutional buildings are located throughout the village in various zoning districts and are most often freestanding structures. They frequently function as a transitional element between zoning districts. If an institutional building is located within a commercial district, the mass of the building is encouraged to break from the "streetwall", creating open public space, establishing the hierarchy of the building within its context and creating both a focal point and a visual relief within the commercial district. Additions to existing institutional structures should respect the established setbacks of the original building and should be sensitive to the context of the surrounding zoning area, particularly residential neighborhoods.

Multiple-family Residential: Multiple-family residential buildings are generally located along Green Bay Road, creating a transition between a commercial thoroughfare and single-family residential zones. The B-1 and B-2 multiple-family residential zoning districts call for a 25'-0" front yard setback whereas multiple-family buildings within the C-1 and C-2 zones require a 1'-0" to 3'-0" setback. New multiple-family developments occurring at the edge of the C-1 and C-2 districts should have a front yard setback of 1'-0" to 6'-0" to create a transition between the commercial and residential districts. The primary facade should be located on the main thoroughfare for all zoning districts.

**b. Height:** Existing building heights in the commercial districts vary between single-story commercial buildings to 3-story mixed-use and institutional structures.

Commercial and Mixed Use**:** The existing building heights are consistent at 2-3 stories within the heart of the commercial district. Buildings of this height are appropriately located within dense pedestrian districts and along Green Bay Road whereas buildings of 1 and 2 stories function well as transitions to single-family residential areas. Single-story buildings are appropriately located along the automobile-oriented south end of Green Bay Road at Indian Hill. Based on existing building heights, new buildings or building additions should have transitional elements or bays such that the new building height will not vary more than ½ story lower than the immediate adjacent buildings while complying with the requirements of the zoning ordinance. (See figure 21) The current zoning restricts all building heights to 2 ½ stories within the B and C zoning districts.

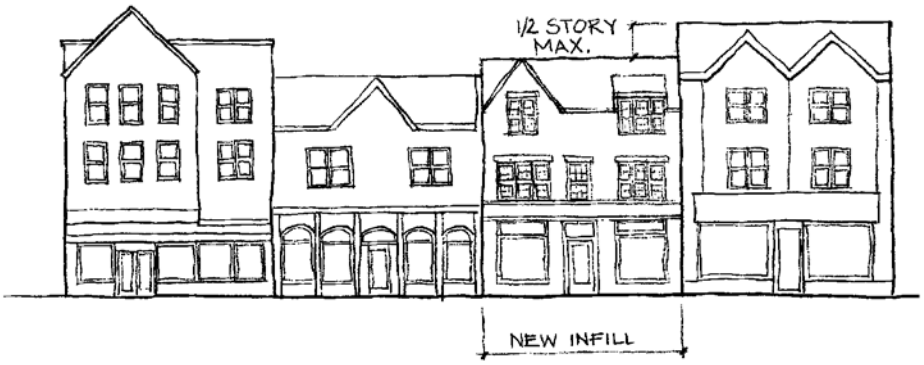



*Figure 21*

Institutional: The height of institutional buildings will vary depending on the use and location of the structure. Institutional buildings located within the commercial zoning districts (C-1 and C-2) are typically more monumental in scale and massing, and the minimum height to the eave line or parapet should not be less than 30% of the length of the primary facade or 25 feet, whichever is greater. The maximum height must conform to the existing zoning requirements. The height of institutional buildings located in the multiple-family (B-1 and B-2) or single family (R-1 through R-5) zones should be sensitive to the surrounding buildings and must conform to the existing zoning requirements. Additions to existing facilities should respect the existing heights and not differ from the established eave line by more than ½ story. Additions and alterations should be sensitive to the context of the surrounding zoning area.

Multiple-family Residential: Many of the older multiple-family residential buildings are built to the outdated zoning standard height of four stories, whereas the height of recent and new multiple-family developments is limited to 35 feet and 2 ½ stories.

**c. Roof Forms**: Roof forms contribute to the massing, scale and proportions of all buildings. Manipulation of the form can help distinguish between residential, commercial and institutional structures. Sloped roof systems, while containing the commercial ½ story defined by the zoning ordinance, should have eave lines that extend to the perimeter of the building eliminating upper story setbacks at the primary elevation. The continuous length of any roof on a primary facade should be limited to

20'0", without a break in plane using dormers, gables or hip roofs. These should be designed in conjunction with the Vertical Rhythm, Section VIb.

Commercial and Mixed Use, Multiple-family Residential: The predominant roof form within the districts is a pitched shingle roof with cross gables, projecting eave line and brackets reflecting the structural bay rhythm of the building. Variations of the gable and roof pitch contribute to the general breakdown of the building mass and contribute to the steady streetwall rhythm. No roof pitch is to be greater than 60 degrees (21:12) or less than 35 degrees (8:12). (See figures 22 & 23)

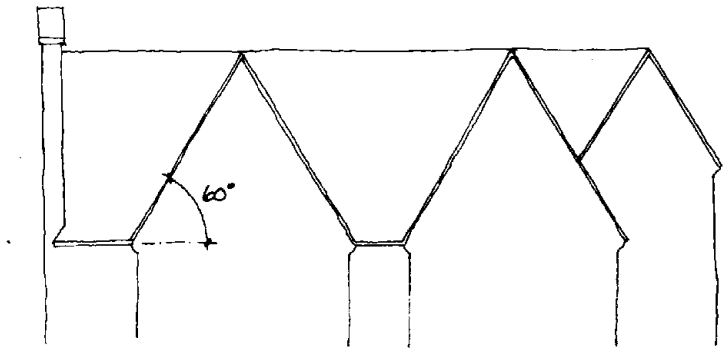



*Figure 22*

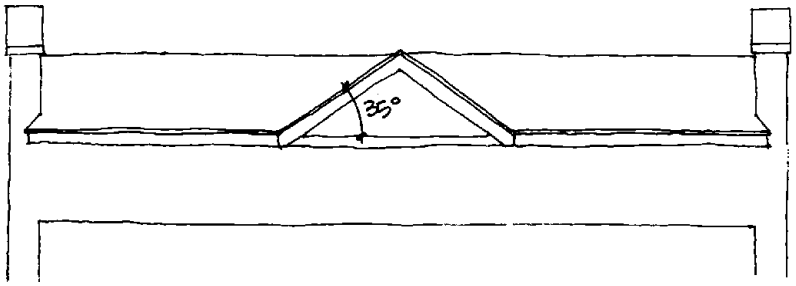



*Figure 23*

Institutional: The roofs of the institutional buildings should have shallower sloped roofs than the commercial structures and be composed of basic gable, hipped or flat roofs. The pitch of sloped roof systems should range between 25 degrees (6:12) and 45 degrees (12:12). Contextual sloped and gabled roofs are preferred. Flat roof systems must be concealed from view by a decorative parapet. The roof structures should not break up the mass of the structure, but emphasize overall volume through a uniform ridge, eave or parapet line. A cross or open gable can be introduced to provide hierarchy to the facade and identify the entry or wings. Additions to institutional structures should respect the existing roof form and slope, however, the height of the ridge, eave and parapet line can vary per the height restrictions outlined in Section V.b. (See figures 24 & 25)

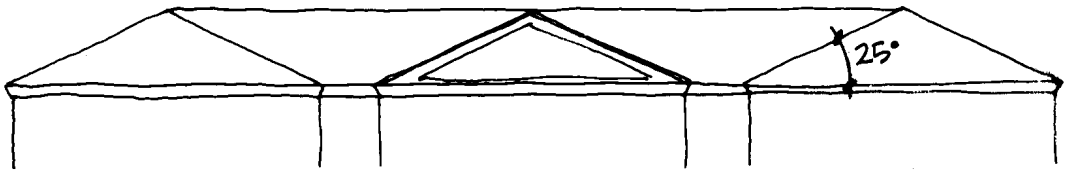



*Figure 24*

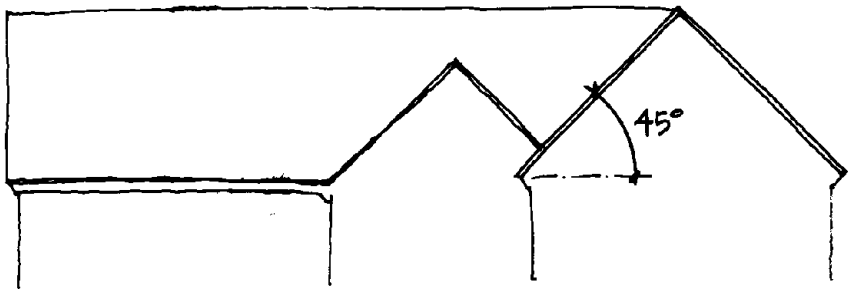



*Figure 25*

## VI. Proportion/Scale

Winnetka's original 1920's comprehensive plan was designed before the prevalence of the automobile and therefore was pedestrian oriented. Although the automobile dominates life in the 21st century, it is the intent of the Village to retain a positive pedestrian experience within the Village commercial centers. The character of the Village requires that a pedestrian balance be retained and encouraged. Unless noted otherwise, any alteration to the commercial districts must be designed to fulfill this goal.

**a. Horizontal Rhythm:** The breakdown of the building facade into horizontal bands provides human scale and proportion to the facade. The relationship of horizontal banding among buildings can unify the street elevation.

Commercial and Mixed Use: The commercial district must convey the hierarchy of the pedestrian experience through the development of horizontal rhythms. The height of the street level elevations (floor to floor) should be 20% greater than the upper floor to floor dimensions. A building base, middle and top should be strongly articulated through materials, details and changes in the plane of the wall. The retail storefront façade should be differentiated from the facade of the upper stories. (See figure 26) The street and storefront facade should be horizontal, contiguous and harmonious with the adjacent and facing structures. Storefront systems, awnings, and entrance doors should be selected to be harmonious and similar to the adjacent buildings' scale and proportion.

*Figure 26*

Institutional: Institutional structures such as civic buildings and churches convey hierarchy through larger massing, scale and proportion. The base of the building should be articulated separately from the upper floors to give the building weight and an appearance of solidity, reliability and endurance. The height of the first floor should be a minimum 20% greater than the height of the upper floors. To add to the formality of an institutional structure, an elevated first floor should be considered while complying with Federal and State ADA requirements (refer to Section VII.f). Additions to existing structures should respect the existing horizontal rhythms in order to maintain and enhance the original scale and proportion of the structure.

**b. Vertical Rhythms:** The breakdown of the building facades into vertical bays creates a sense of progression and scale to the streetwall as well as individual buildings. Vertical rhythms break down the length of a building while unifying the floors from grade to eave. Fenestration patterns will emphasize the vertical rhythms, see Section VI.d.

Commercial, Mixed Use, Multi Family Residential: Facades are to be articulated to express a vertical rhythm that is directly related to the structural columns and bays. Structural bays should not exceed 20 feet in width.

Structural elements and bays should be architecturally articulated on the facade to add interest, scale, proportion and detail. Structural bays should be recessed and/or projected approximately 6"– 12" to provide a variety of changes of plane, interest in light and shadow and to establish a hierarchy with the architectural elements. Some variation of facade materials from bay to bay is encouraged. No building facade that faces a street or pedestrian open space may have a blank uninterrupted length greater than 20 feet.

Institutional: The scale and proportion of institutional buildings should be appropriate to the function and use of the building. The scale of prominent civic buildings such as a village hall or central library would differ from a recreation

center. The facades of prominent civic buildings are to be articulated so as to distinguish them from their context. Emphasis of the vertical rhythms and structural bays should be minimized to provide a larger building mass to establish the hierarchy of the building. Vertical rhythms should reinforce the importance of the structure with 1 to 10 foot projections restricted to larger building masses that span 40-60 feet. The large-scale change in mass will establish hierarchy within the building facade. (See figure 27) Educational, recreational and public works facilities located near or adjacent to a residential district, should provide a contextual design sensitive to the neighborhood.

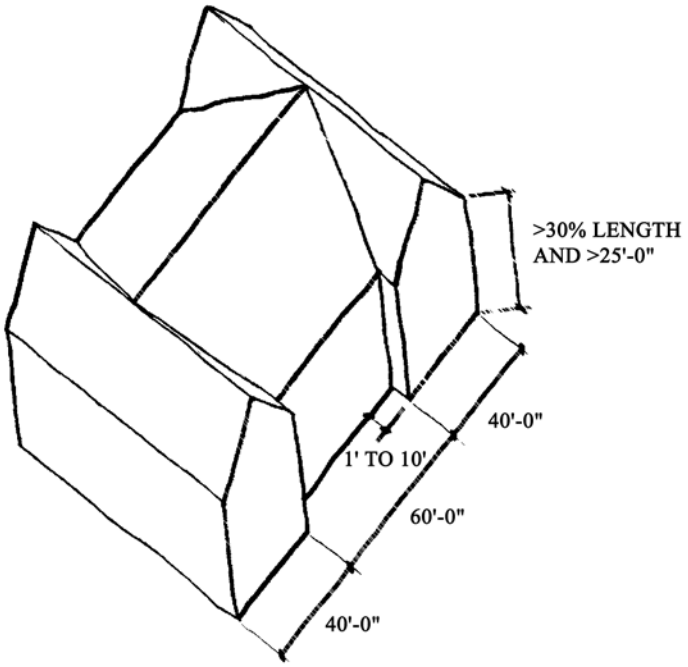



*Figure 27*

c. **Facade Articulation:** Articulation is achieved through the combination of materials, introduction of detailing and changes in plane of the facade.

Commercial, Mixed Use and Multiple-Family Residential: Facade elements should be recessed and/or projected to provide a variety of changes of plane, interest in light and shadow and to establish a hierarchy with the architectural elements. Building facades are to be proportioned to respect human scale and the existing prevalent scale of the Village's architecture. No building facade that faces a street or pedestrian open space should have a blank uninterrupted length of wall greater than 20 feet. In addition, the proportion of the fenestration should comply with Section VI.d.

Commercial and Mixed Use: Ground floor /storefronts that face public streets, adjacent development or pedestrian open space should be subdivided using fenestration along no less than 60% of the facade.

Institutional: Civic and religious institutional buildings tend to be larger and the facade articulation should be restrained so that the massing is emphasized. Vertical rhythm should be created by the articulation of stacked windows and doors.

**d. Fenestration:** The pattern of wall penetrations is created by window and door openings.

Primary facades are defined as facades facing a street or pedestrian open space.

Secondary facades are defined as facades facing pedestrian parking areas or alleys.

Windows should be recessed back from the overall plane of the building facade at the window head and sill to create additional articulation and shadow.

Strip windows are not allowed.

Commercial and Mixed Use: In order to provide a desired proportion of fenestration the following guidelines should be met:

Primary facade: At least 60% of the first floor facade is to be windows/storefront or entrances. (See figure 28) At least 25% but no more than 40% of the upper floors are to be windows or doors. (See figures 29 & 30) Note: Percentage is based on the total facade square footage, which is calculated from the top of the first or ground floor to the top of second floor.

*Figure 28*

*Figure 29*

*Figure 30*

Secondary facades: At least 25% of the first floor facade is to be windows/storefront or entries. At least 25% of the upper floors are to be windows or doors. Note: Percentage is based on the total facade square footage, which is calculated from the top of the second floor to the underside of roof eave.

Institutional: Since most institutional buildings are freestanding and larger in scale, the fenestration pattern does not vary much between the primary and secondary facades. To provide a desired proportion of fenestration and to promote an appearance of solidity:

Ground floor façade: Windows or doors should interrupt 25% but not more the 50% of the wall area. Uninterrupted wall area should not extend for more than 20 feet without the introduction of blind niches or windows. Note: Percentage is based on the total facade square footage, which is calculated from the top of the first or ground floor to the top of second floor. (See figure 31)

*Figure 31*

Upper floor facades: At least 20% but not more the 50% of the upper floor's wall area should be interrupted by windows. Uninterrupted wall area should not extend for more than 20 feet. Note: Percentage is based on the total facade square footage, which is calculated from the top of second floor to the underside of roof eave. (See figure 31)

Multiple-family Residential: In order to provide a desired proportion of fenestration the following guidelines should be met:

Ground and upper floor facades: At least 35% but no more the 60% of the façade should be windows or doors.

e. **Hierarchy:** The prioritization of certain building masses, components or elements over others.

Commercial and Mixed Use: The hierarchy of public over private spaces should be conveyed by the facade. Public or retail spaces should be open and inviting through the introduction of storefronts with doors integral to the system. Private or office/residential spaces should have a separate entrance articulated independently from the storefront. (See figure 32)

Institutional: The primary facade should have a distinct public main entrance.

Multiple-family Residential: Multiple-family residences should have a distinct and articulated common entrance on the main facade(s). Town homes should have individually articulated entrances.

*Figure 32*

**VII. Articulation**

**a. Entries:** Proportion, scale, location and details should be used to differentiate public entrances from private or semi-private entrances at all uses.

1. Hierarchy

Commercial, Mixed Use and Institutional: The identity of the public entrance should be evident from the public way and differentiated from the semi-public and private entrances. Public entries should have a large-scale approach and be open and inviting whereas semi-public and private entries are integral to the adjacent building facade and more opaque.

Multiple-family Residential: Proportion, scale, location and details should be used to differentiate common entrances from private entrances.

2. Location

Commercial and Mixed Use: Public entrances should be located along the main thoroughfares and at corners. Private or semi-private entrances should be located either to the side of a single bay building or centrally for a multiple bay building.

Institutional: Public entrances, both main and secondary, should be located in a central location on the main facade or along major access routes or vistas. Services entrances should be remotely located from the open public space and not visible from the main public approach.

Multiple-Family Residential: Common entries will be oriented toward the main street or thoroughfare. Garage entrances should be oriented toward a secondary street, alley or away from the pedestrian way.

2. Screening

For at-grade equipment screening, see Sections IX.a (p.26), X.c.9 (p. 33), and XI.d.5 (p.57).

Mechanical equipment located at grade should be screened from view with a fence or wall that is constructed of the same materials as the adjacent building. Rooftop equipment that cannot be located out of view should be screened by walls constructed of materials sympathetic to those of the primary facade.

## VIII. Materials

Building materials throughout the districts consist primarily of masonry and stucco. The existing buildings currently have a good palette of colors, textures and material mixes from which new materials should be selected. The masonry palette consists of wirecut, smooth and textured modular brick and rough-face and dressed limestone veneer. Rough-faced limestone should be limited to accent or base pieces only. The brick color palette should be restricted to those present in the district but can vary in color from reds to yellows and have varying levels of iron spotting. Pink or orange brick is not allowed.

English Tudor buildings obtain some of their character from the mix of materials used in the upper floors. Creative use of material combinations is encouraged to break up the massing. The number of facade colors should be minimized to maintain unified districts – white and cream stucco with reds and browns, emphasizing earth tones and eliminating saturated colors.

Commercial and Mixed Use: Acceptable materials include modular brick, rough-faced or dressed limestone and exterior grade stucco with wood trim. Wood, aluminum or vinyl siding, metals, rough/random lannon stone, concrete block (split face or smooth) and glassblock are not acceptable materials. EIFS may be allowed if the location is limited to the second floor facades or higher and the finish and articulation are acceptable. The finish of the EIFS must resemble exterior grade stucco of the historic English Tudor buildings in the Village.

Institutional: Institutional buildings are encouraged to have monochromatic material selection such as modular brick, or rough-faced or dressed stone. Wood, aluminum or vinyl siding, metals, rough/random lannon stone, concrete block (split-face or smooth) and glassblock are not acceptable materials. EIFS may be allowed if the location is limited to the second floor facades or higher on secondary facades only and the finish and articulation are acceptable. The finish of the EIFS must resemble exterior grade stucco of the historic English Tudor buildings in the Village.

Multiple-Family Residential: Acceptable material for multiple-family structures includes modular brick, limited areas of dressed limestone, and exterior grade stucco with wood trim. Wood siding is allowed on secondary facades on upper floors only. Aluminum or vinyl siding, metals, rough/ random lannon stone, concrete block (split face or smooth) and glassblock are not acceptable materials. EIFS may be allowed if the location is limited to the second floor facades or higher and the finish and articulation are acceptable. The finish of

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

**Acceptable Materials:**

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

*Figure 43*

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

*Figure 44*

c. **Roof materials**
Commercial, Mixed Use, Multiple-Family and Institutional.
Clay Tiles (See figure 47)
Cement Tiles and Shingles
Ceramic Tiles that simulate natural materials.

*Figure 45*

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

*Figure 46*

Institutional only
Flat roofs must be hidden by parapet on primary / secondary facades.
Commercial and Multiple- Family
Flat roof must not be visible from street, pedestrian, or open spaces.

*Figure 47*

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

*Figure 48*

*Figure 49*

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

Attachment 4
Public Comments

## David Schoon

**From:** denny cummings [redacted]
**Sent:** Sunday, September 25, 2022 8:25 PM
**To:** Planning
**Subject:** Case 22-13-DR

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

We live two blocks from this location. Currently the property is an eye-sore. The addition of Tala Coffee Roasters would be quite an improvement

# MEMORANDUM
## VILLAGE OF WINNETKA
### COMMUNITY DEVELOPMENT DEPARTMENT

**TO:** DESIGN REVIEW BOARD

**FROM:** DAVID SCHOON, DIRECTOR

**DATE:** SEPTEMBER 29, 2022

**SUBJECT:** AWNINGS & AWNING SIGN REGULATIONS & DESIGN GUIDELINES

At the October 3, 2022, Design Review Board special meeting, the Board is scheduled to hold a continued study session to review the Village's current awning code requirements and awning sign code requirements and design guidelines. This is a continuation of the Board's work on potential amendments to all Village sign code requirements and guidelines. The Board was scheduled to discuss this issue at an August 24 Board meeting but did not, and the Board continued this item to its next meeting. The Board was then scheduled to discuss this item at its scheduled meeting on Thursday, September 15, but that meeting was cancelled due to the lack of a quorum. The materials that were to be considered at the August 24 meeting are attached.

**ATTACHMENTS**

Attachment A1: August 24, 2022, DRB Meeting Materials –Awning & Awnings Sign Amendments

# MEMORANDUM
## VILLAGE OF WINNETKA
### COMMUNITY DEVELOPMENT DEPARTMENT

**TO:** DESIGN REVIEW BOARD

**FROM:** DAVID SCHOON, DIRECTOR

**DATE:** AUGUST 18, 2022

**SUBJECT:** AWNINGS & AWNING SIGN REGULATIONS & DESIGN GUIDELINES

At the August 24, 2022, Design Review Board meeting, the Board will continue a study session to review the Village's current awning code requirements and awning sign code requirements and design guidelines. This is a continuation of the Board's work on potential amendments to all Village sign code requirements and guidelines.

The design of awnings is regulated by the following the three documents:

Village Code – Chapter 12.24 – Awnings and Canopies
Village Code - Chapter 15.60 – Signs
Village Design Guidelines – Awnings & Banners

Copies of these three documents can be found in **Attachment B**. Not all awnings have signs; however, the design of all awnings require review and approval by the Board.

At the July Design Review Board meeting, the Board began to review the requirements and guidelines for awnings and awning signs and to discuss what awnings/awning signs could be administratively approved by staff and which would continue to require Board review and approval. **Attachment A** includes proposed amendments to the awning and awning sign requirements and guidelines based upon the Board's discussion at the July meeting. The Board seemed to favor limited staff administrative review for awnings and awning signs; based upon that feedback, staff has adjusted the proposed amendments accordingly. At the August meeting, we will review the proposed changes to the awning and awning sign requirements and guidelines reflecting the discussion at the July meeting.

**ATTACHMENTS**

Attachment A — Draft Awning & Awning Sign Requirements and Guidelines Identifying Those Awnings that Could be Approved Administratively by Staff and Those Requiring Design Review Board Approval.

Attachment B — A Copy of the Existing Awning and Awning Sign Regulations and Excerpts from the Village Design Guidelines

Attachment A

# Draft Awning & Awning Sign Requirements & Guidelines Amendments
# 8/24/22 DRB Meeting

Amendments are reflected as follows: **additions are bold & double-underlined** and ~~deletions are struck-through~~
Text in purple represents existing guidelines we did not review in July.

## Awnings and Awning Signs - Administrative Approval

Staff shall have the authority to administratively approve the following replacement awnings and awning signs for awnings and awnings signs that had previously been approved by the Design Review Board:

1. Replacement of an existing awning with an awning of the same shape and colors, provided the new awning meets all current awning requirements and design guidelines.
2. Replacement of awning signs with signs of the same colors.

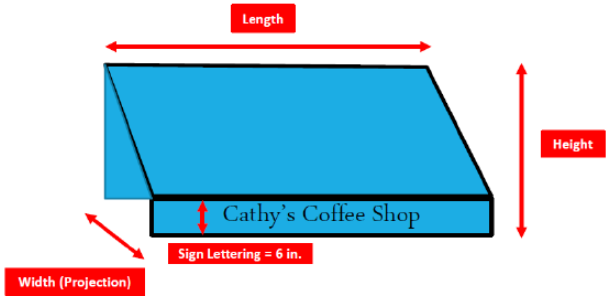
**Draft Awning & Awning Sign Requirements & Guidelines Amendments**
**8/24/22 DRB Meeting**

Amendments are reflected as follows: **additions are bold & double-underlined** and ~~deletions are struck-through~~
Text in purple represents existing guidelines we did not review in July.

## Awnings and Awning Signs Requiring Review by the Design Review Board

Any awning or awning sign that does not meet all the requirements for administrative approval listed above shall be subject to approval by the Design Review Board. In addition, such signs must meet the following requirements and comply with the following guidelines. Any variation from any of the following awning sign requirements, when permitted by this Code, shall require Board approval of a variation of the Sign Code (Village Code Chapter 15.60).

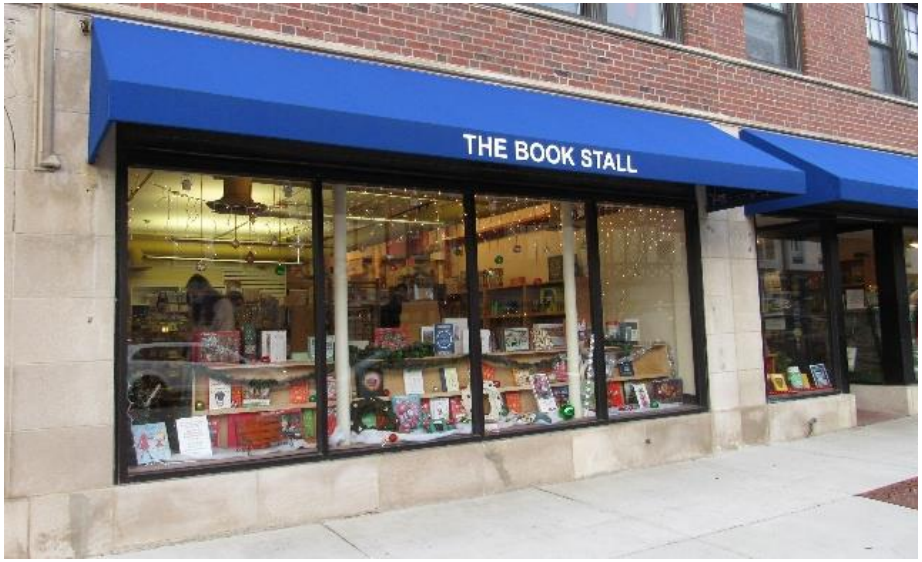
1) **Awning Shape and Size**
   a) Awnings on a building shall be ~~uniform~~ **consistent** in size, projection, and shape, except for arched openings. (Existing design guideline – proposed amendment).
   b) The length of the awning shall be restricted to the length of the storefront opening and shall not continue over the masonry piers. (Existing design guideline).
   c) The vertical and horizontal dimensions should be proportional to the overall projection of the awning. (Existing design guideline).
   d) Awning scale and proportions are to be appropriate for the building on which they are mounted as well as the adjacent structures. (Existing design guideline).



Amendments are reflected as follows: **additions are bold & double-underlined** and ~~deletions are struck-through~~
Text in purple represents existing guidelines we did not review in July.

**Awning Shape and Size** (Continued)

e) An awning shall project at least 24 inches from the face of the building and not more than 36 inches. (Existing design guidelines)
f) Arched opening shall receive ½-round dome awnings, while rectangular openings shall receive rectangular, gently sloping; planar forms ~~with closed ends~~. (Existing design guideline)
g) Valances may be fixed or loose. (Existing design guidelines)
h) Awnings may be fixed or retractable. (Existing design guidelines)



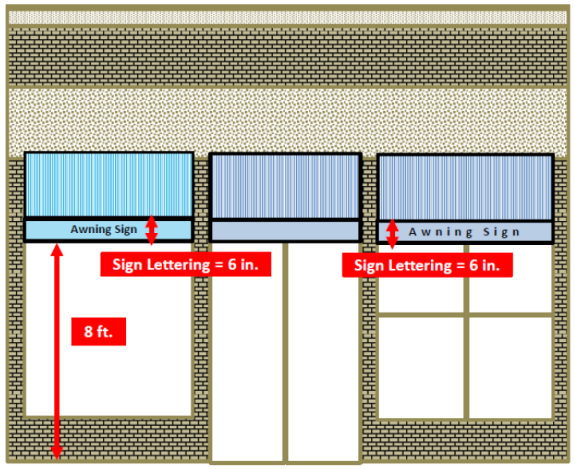
2) **Awning Materials & Colors**
   a) **The awning material shall consist of a durable canvas, or a canvas-like material**. ~~An awning shall be covered with cloth or other light and pliable substance~~. (Amended Existing awning requirement).
   b) The awning material shall be taut, not relaxed. (Existing design guidelines)
   c) ~~All awnings located on the same building shall be the same color~~. (Existing guidelines)
   d) **The awnings for a building tenant located on the street level shall be all the same color**. (New proposed guideline)
   e) **Each street level tenant located in a building with multiple tenants may have its own color of awning.** (New proposed guideline)
   f) **All awnings located on building levels above the street level shall be the same color. (**New proposed guideline)
   g) ~~Colors are restricted to~~ ~~earth tones~~ **Neutral** and primary and secondary colors **are preferred**. (Existing design guidelines - amended)
   h) ~~Awning materials shall consist of matte finish painted army duck, vinyl-coated cotton, acrylic-coated polyester, and vinyl-coated polyester or cotton and solution-dyed acrylic~~. (Existing design guidelines)
   i) Awning colors must take into account the color selection of the surrounding materials, buildings, signs, awnings, and image of the retailer/user and district. (Existing guideline)
   j) Colors should enhance and compliment the building. (Existing guideline)

Amendments are reflected as follows: **additions are bold & double-underlined** and ~~deletions are struck-through~~
Text in purple represents existing guidelines we did not review in July.

3) **Awning Illumination**. Signs shall **not be illuminated**.

4) **Construction and Placement of Awning**
   a) Awnings shall be securely attached to the building. (Existing awning requirement.)
   b) Awnings shall be properly supported, without posts, by iron or other metallic fastenings and supports. (Existing awning requirement.)

c) The clearance between the highest part of the pavement and the lowest part of the awning or canopy, including the frame, shall be no less than 8 feet. (Existing awning requirement.) Exception:




i) Any awning that is subject to the requirements of this section, that was lawfully in existence prior to March 4, 2003, that has a clearance between the highest part of the pavement and the lowest part of the awning, including the frame, of less than 8 feet but not less than 6½ feet, and that is otherwise in compliance with the provisions of this section, shall be deemed in compliance with the terms of this section until any portion of the support apparatus of the awning is replaced, at which time the awning must be installed and maintained no less than 8 feet at its lowest part above the highest part of the sidewalk. (Existing awning requirement.)

d) Awnings shall not project over more than three-fourths of the width of the sidewalk. (Existing awning requirement.)

e) Awnings shall not be constructed or repaired with wood, either wholly or in part. (Existing awning requirement.)

f) A rigid canopy may be permitted to extend over any public street, sidewalk or alley in the Village, provided that it meets all of the above "Construction and Placement of Awning" requirements. (Existing awning requirement)

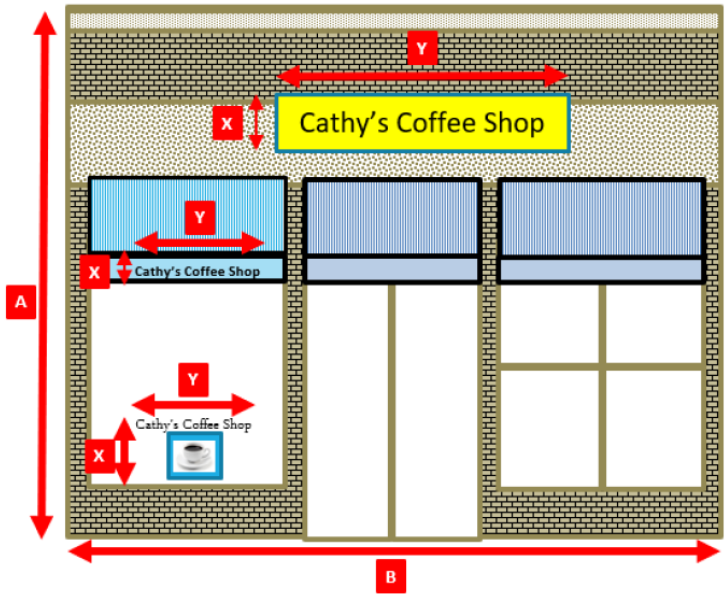
g) Fixed awnings shall have rigid ~~concealed~~ frames. (Existing guideline)

h) ~~Retractable awnings shall have a canopy cover and automatic retractable rollers mounted to the building~~. (Existing design guideline)

i) Frames shall be painted to match or compliment the color of the awning cover material or its underside. (Existing design guideline)

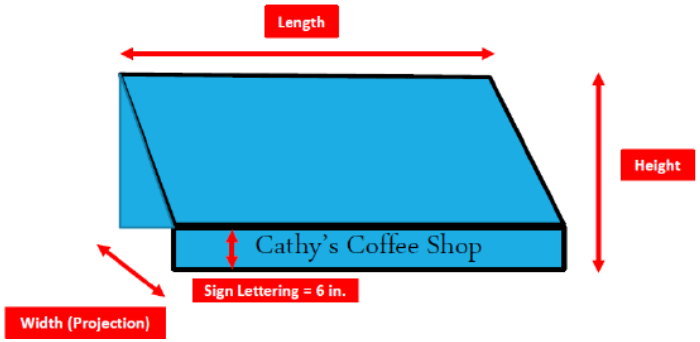
Amendments are reflected as follows: **additions are bold & double-underlined** and ~~deletions are struck-through~~
Text in purple represents existing guidelines we did not review in July.

5) **Awning Sign Area**.
   a) ~~The total area of all signs on an awning shall not exceed fifteen (15) percent of the total exterior surface area of the awning. (Existing sign requirement~~)
   b) The total area of all wall signs, window signs, and awning signs shall be no more than 15% of the area of street exposure. (Existing sign requirement)



Amendments are reflected as follows: **additions are bold & double-underlined** and ~~deletions are struck-through~~
Text in purple represents existing guidelines we did not review in July.

6) **Awning Sign Letters & Logo**
   a) No awning sign shall contain information other than the name of the occupant or business, the street address numbers of the premises and the occupant's logo or trademark. (Existing sign requirement)
   b) The size of letters, logos or trademarks on awnings shall not exceed six inches in height. (Existing sign requirement)
   c) All awning signs **for a business** located on the same building shall have the same color text and **color** logos. (Existing guidelines - amended)
   d) Awning signs shall be **designed and applied by an awning or sign professional** ~~**applied using silkscreen, painted, cutout lettering, heat color-transfer, pressure sensitive vinyl films of sewn applique** signs~~. (Existing requirement)



Amendments are reflected as follows: **additions are bold & double-underlined** and ~~deletions are struck-through~~
Text in purple represents existing guidelines we did not review in July.

7) **Awning Sign Placement**.
   a) An awning sign shall be placed on the descending vertical front skirt only. (Existing sign requirement).
   b) An awning sign shall only be placed on awnings on the ground floor. (Current sign code interpretation. Proposed sign requirement.)

Amendments are reflected as follows: **additions are bold & double-underlined** and ~~deletions are struck-through~~
Text in purple represents existing guidelines we did not review in July.

1) **Design Guidelines**
   a) The Board shall consider the "Standards and Criteria for Issuance" included in Section 15.60.150.F, of the Sign Code, which apply to all types of signs, when reviewing the design of awning signs.

**Section 15.60.150 Certificate of appropriateness.**

F. Standards and Criteria for Issuance. The following factors and characteristics relating to the safety and appearance of signage, shall govern the board's evaluation of design submittals:

1. The sign area shall ~~not exceed the maximum permitted area and~~ shall be in proportion and scale to the building or to other buildings or signs in the surrounding area; (This deleted language is already a code requirement, so language is redundant)

2. A signage package for a business establishment ~~Projects which include~~ **that includes** a number of signs and graphics shall have an overall **that demonstrates the compatibility of the design and colors of all the signs that are part of that package**;

3. The amount of **text and graphics** ~~information~~ contained in or on any sign or group of signs shall be limited so that it results in a clear and readable design;

4. Signs and graphics shall have a harmonious relationship with nearby signs, buildings and the neighborhood, and shall be designed so as not to adversely affect adjacent structures. In this respect the sign shall ~~be related~~ **relate** to its building, structure and neighborhood in terms of size, shape, material, color, texture, lettering, location, arrangement, lighting, and the like;

5. Colors shall be used with restraint and excessive brightness shall be avoided;

6. ~~External lighting shall be arranged so that the light source is screened from view~~. (This deleted language is already a Sign Code requirement (Sec. 15.60.130.B - Illumination); language is redundant.);

7. The additional provisions of this chapter, as specified in this chapter, shall be part of the criteria of the design review process.

## ADDITIONAL AWNING CODE AMENDMENTS – CHAPTER

Deletions ~~struck-through~~, and additions **bold and double-underlined**

### 12.24.030 Restrictions and Limitations.

A. Any awning that extends into a street or sidewalk of the Village shall meet all of the following requirements:

1. It shall be covered with cloth or other light and pliable substance.
2. It shall be securely attached to the building.
3. It shall be properly supported, without posts, by iron or other metallic fastenings and supports.
4. The clearance between the highest part of the pavement and the lowest part of the awning or canopy, including the frame, shall be no less than 8 feet. **However, upon request the Director of Engineering may determine~~s~~ that the unique characteristics of a proposed awning location, such as an isolated location or a location that experiences a relatively significant change in grade, warrant allowing a height less than 8 feet, but no less than 7 feet, would not create an unsafe environment for pedestrians and would allow Village maintenance crews to perform all required maintenance of the sidewalk**.
5. It shall not project over more than three-fourths of the width of the sidewalk.
6. It shall not be constructed of or repaired with wood, either wholly or in part.

B. A rigid canopy may be permitted to extend over any public street, sidewalk or alley in the Village, provided that it meets all of the requirements of the foregoing subsection A.

C. Any awning that is subject to the requirements of this section, that was lawfully in existence prior to March 4, 2003, that has a clearance between the highest part of the pavement and the lowest part of the awning, including the frame, of less than 8 feet but not less than 6½ feet, and that is otherwise in compliance with the provisions of this section,, shall be deemed in compliance with the terms of this section until any portion of the support apparatus of the

awning is replaced, at which time the awning must be installed and maintained no less than 8 feet at its lowest part above the highest part of the sidewalk.

**FOR REFERENCE PURPOSES ONLY, THE TYPES OF PROHIBITED SIGNS**

**Section 15.60.060 Prohibited signs.**

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

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

B. Internally illuminated signs;

C. Translucent awnings and signs placed on translucent awnings;

D. Changeable copy signs, other than gasoline price signs erected at automobile service stations, incidental signs, portable menu board signs displayed in accordance with Section 15.60.080 J, display case signs in accordance with Section 15.60.120(B)(7), and that portion of bulletin board signs erected in accordance with Section 15.60.110(A)(5) of this chapter;

E. Signs that are attached to the roof of any building, or that are located upon or above a roof, or above the eave line of a roof;

F. Signs painted directly on the wall of a building, fence, or similar structure;

G. (Repealed.)

H. Signs that advertise or direct attention to a business, commodity, service or entertainment conducted or offered for sale at a place other than the premises on which the sign is located. This prohibition shall not apply to signs that are located inside a building and direct attention to noncommercial events or organizations;

# Chapter 12.24

## AWNINGS AND CANOPIES

Sections:

12.24.010 Approvals Required.

12.24.020 Permit Application

12.24.030 Restrictions and Limitations.

### Section 12.24.010 Approvals Required.

A. Awning or Canopy Permit. Except as provided in subsection D, no person shall install, erect, construct or replace an awning or rigid canopy unless the owner first obtains a building permit from the Director of Community Development pursuant to Title 15 of this code.

B. Design Approval. Except as provided in subsection C, no person shall install, erect, construct or replace an awning or rigid canopy unless the owner first obtains a certificate of appropriateness of design from the Design Review Board as provided in Chapter 15.72 of this code.

C. Fees. The fees for the awning or canopy permit and for the certificate of appropriate of design shall be set from time to time by resolution of the Village Council.

D. Exceptions. No permit or design approval shall be required for any awning or rigid canopy attached to a single-family dwelling or a building or structure that is an accessory to a single-family dwelling.

### 12.24.020 Permit Application

A. Application. Application for an awning or rigid canopy building permit shall be submitted to the Director of Community Development on forms provided by the Director. The permit application shall also be considered an application for a certificate of appropriateness.

B. Contents of Application. The application shall include a description of the location of the proposed work by setting forth the street name and number assigned to the site; the name(s), address(es) and telephone number(s) of the owner of the site, the owner of the proposed awning or canopy, and, if any, the awning or canopy contractor; and shall be accompanied by plans and specifications showing: the position of each proposed awning and/or rigid canopy in relation to adjacent awnings, rigid canopies, signs, buildings and structures; the design and size, structural details, materials and colors, and placement on the premises of each proposed awning and/or canopy; current color photographs showing existing signs, awnings and/or rigid canopies on the premises and adjacent property, and the date on which the photographs were taken; and such other information as the Director or the Design Review Board shall require to show full compliance with this section and rules and regulations pertaining to awnings and/or rigid canopies. The information submitted by the applicant shall be in sufficient detail to illustrate clearly the design for which approval is being sought and its relationship to the building, structure or lot which it serves.

### 12.24.030 Restrictions and Limitations.

A. Any awning that extends into a street or sidewalk of the Village shall meet all of the following requirements:

1. It shall be covered with cloth or other light and pliable substance.

2. It shall be securely attached to the building.

3. It shall be properly supported, without posts, by iron or other metallic fastenings and supports.

4. The clearance between the highest part of the pavement and the lowest part of the awning or canopy, including the frame, shall be no less than 8 feet.

5. It shall not project over more than three-fourths of the width of the sidewalk.

6. It shall not be constructed of or repaired with wood, either wholly or in part.

B. A rigid canopy may be permitted to extend over any public street, sidewalk or alley in the Village, provided that it meets all of the requirements of the foregoing subsection A.

C. Any awning that is subject to the requirements of this section, that was lawfully in existence prior to March 4, 2003, that has a clearance between the highest part of the pavement and the lowest part of the awning, including the frame, of less than 8 feet but not less than 6½ feet, and that is otherwise in compliance with the provisions of this section,, shall be deemed in compliance with the terms of this section until any portion of the support apparatus of the awning is replaced, at which time the awning must be installed and maintained no less than 8 feet at its lowest part above the highest part of the sidewalk.

(Prior code § 7.05)

(Amended, 03/04/03, MC-3-2003)

# Chapter 15.60 - SIGNS

Sections:

15.60.010 Title.
15.60.020 Scope.
15.60.030 Intent.
15.60.040 Rules of construction.
15.60.050 Definitions.
15.60.060 Prohibited signs.
15.60.070 Exempt signs.
15.60.080 Signs allowed without a permit.
15.60.090 Permitted temporary signs.
15.60.100 Signs on residential properties.
15.60.110 Signs of religious, charitable, educational, and other specified organizations.
15.60.120 Commercial signs.
15.60.130 General standards.
15.60.140 Sign permit procedures.
15.60.150 Certificate of appropriateness.
15.60.160 Amendment to permit work.
15.60.170 Expiration and revival of permits.
15.60.180 Failure to complete work.
15.60.190 Review of existing permanent signs.
15.60.200 Nonconforming signs.
15.60.210 Unlawful display deemed nuisance.
15.60.220 Enforcement, penalties and revocation of permit.
15.60.230 Violation of regulations.
15.60.240 Appeals.
15.60.250 Variations.
15.60.260 Liability for damages.

* Prior ordinance history: Ord. MC-192-97.

Section 15.60.010 Title.

This chapter shall be known, cited, and referred to as the Winnetka Sign Code.
(Ord. MC-209-98 § 2 (part), 1998: prior code § 27.01)

Section 15.60.020 Scope.

This chapter governs and controls the erection, enlargement, expansion, alteration, operation, maintenance, relocation, and removal of all signs within the Village that are visible from any street, sidewalk, or public or private common open space. This chapter relates to the location, type, materials and size of signs within the various zoning districts established by Title 17 of this code (the Winnetka Zoning Ordinance), and is in addition to the provisions of Title 15 of this code (the Winnetka Building Code) that apply to the

location, construction, installation, operation, maintenance, and electrical wiring of signs and their sources of illumination.
(Ord. MC-209-98 § 2 (part), 1998: prior code § 27.02)

Section 15.60.030 Intent.

This chapter is intended to reduce visual confusion; to restrict signs that overload the public's capacity to receive information or that distract attention, obstruct vision or otherwise increase the risk of accidents, personal injury or property damage; to enable the public to locate goods, services and facilities in the Village without difficulty or confusion; to encourage a high quality of development and excellence in the design of signs throughout the Village; and to promote the use of signs that are appropriate to the type of activity to which they pertain as well as expressive of the identity of the proprietors of the premises on which they are located.
(Ord. MC-209-98 § 2 (part), 1998: prior code § 27.03)

Section 15.60.040 Rules of construction.

A. In the event any provision of this Sign Code is in conflict with any provision of the Building Code, or with applicable statutes, the provision imposing the stricter regulation, as determined by the Director, shall prevail unless otherwise provided by law.

B. Words used in the singular shall include the plural and words used in the plural shall include the singular.
(Ord. MC-209-98 § 2 (part), 1998: prior code § 27.04)

Section 15.60.050 Definitions.

A. Terms Defined in Other Ordinances and Codes. Terms used in this chapter, but not otherwise defined, shall have meanings ascribed to them in the Zoning Ordinance, Building Code or this code.

B. Definitions. For the purposes of this chapter, certain words and phrases are defined as follows:

"Animated sign" means a sign that uses flashing or moving parts, bright color or light, or movement of any kind. Examples of such signs include pennants, banners, streamers, balloons, search lights, beacons and flashing lights.

"Area of an exposure" means the area of a building wall facing in one principal direction, including doors and windows contained in the wall; except that where a wall is irregular in plane, the area of an exposure shall be based on the area of a projection of the wall upon a plane parallel with the nearest adjacent street.

"Awning" means a structure attached to a building, typically made of tubular frame and covered with canvas, vinyl or similar soft material.

"Backlit illumination" means a method of illumination by which the sign is illuminated from within and the light is projected back onto the support surface to create a halo effect around the sign copy. Such signs are usually fabricated from opaque materials which do not allow light to filter through the face or sides of the sign, and thus only illuminate the

wall the sign is affixed to. "Backlit illumination" also is commonly referred to or known as "halo" illumination.

“Blade sign” means a projecting sign that is mounted perpendicular to the surface of a wall.

"Board" means the Winnetka Design Review Board.

"Building Code" means Title 15 of the Winnetka Village Code.

"Building marker" means a permanent sign indicating the name of a building, the date and other incidental information about its construction, and which is cut into a masonry surface or made of bronze or other permanent material.

"Building Officer" has the same meaning ascribed to it in the Building Code.

"Bulletin board" means a permanent sign that identifies an institution or organization on whose premises it is located and which contains greetings, announcements of events, hours, or similar messages which may consist of changeable letters.

"Business sign" means a sign that directs attention to a business or profession conducted, or to a commodity or service sold, offered, or manufactured, or to an entertainment offered, on the premises where the sign is located and which is limited in content to the name and generic description of the business or product.

"Changeable copy sign" means a sign other than a bulletin board, all or part of which uses characters, letters or illustrations that can be changed or rearranged without altering the face or the surface of the sign. A sign on which the message changes more than eight times per day shall be considered an animated sign, and not a changeable copy sign for purposes of this code.

"Civic event sign" means a temporary sign announcing an event of a religious, civic or philanthropic organization.

"Commercial message" means any sign wording, logo or other representation that, directly or indirectly, names, advertises or calls attention to a business, product, service or other commercial activity.

"Court yard" means an area of open space, other than a parking lot or loading area, that abuts a public street, is walled by buildings on three sides and is open to the public.

"Directional sign" means a sign limited to information and directions necessary for the safety or convenience of persons coming on the property, including signs marking entrances and exits, parking areas, one-way drives, pickup and delivery areas, and the like.

"Director" means the Director of Community Development or authorized representatives.

"Display case sign" means a changeable sign attached to the exterior wall of a building, the message of which is communicated by the posting of one or more sheets of paper and not by individual characters, letters, or illustrations.

"Externally illuminated sign" means a sign that is illuminated by directing a source of artificial light at the face of the sign or that is illuminated by backlit illumination.

"Freestanding sign" means a sign attached to a completely self-supporting structure such as a pole or brace placed on, or anchored in or below the ground, and not attached to any building or similar structure.

"Garage sale" means a sale that is open to the general public and is conducted from or on property zoned or used for a single-family residence, for the purpose of disposing of

personal property owned by one or more persons residing in the single-family residence on the property and which was acquired in the normal course of living in or maintaining the residence, rather than for purpose of resale.

"Incidental sign" means a small sign, emblem or decal informing the public of goods, facilities or services available on the premises, such as a credit card sign or a sign indicating hours of business; provided, the cumulative area of such signs on any premise does not exceed one square foot.

"Internally illuminated sign" means a sign that is illuminated by a source of artificial light that directs the light through one or more translucent surfaces of the sign from within or behind it, rather than at the face of the sign. Internally illuminated signs include neon signs and similar illuminated gaseous tube signs with exposed lighting components.

"Nameplate sign" means a nonelectric on-premises sign giving the name, address and/or occupation of an occupant or group of occupants of the building or premises on which the sign is located.

"Portable sign" means any sign designed to be moved easily and not permanently attached to a building, structure or the ground, including, but not limited to, signs designed to be transported by means of wheels; signs converted to A- or T-frames; menu board and sandwich board signs; balloons used as signs; umbrellas used for advertising; and signs attached to or painted on vehicles parked and visible from the public right-of-way, unless the vehicle is used in the normal day-to-day operation of the business.

(Amended MC-7-2002 § 2, 08/06/02)

"Projecting sign" means a sign affixed to a building or wall in such a manner that its leading edge extends more than twelve (12) inches beyond the surface of the building or wall.

"Public street" means the area lying within the described limits of a dedicated right-of-way or thoroughfare for vehicular traffic (excluding an alley), whether or not so used.

"Sign" means any fixture, placard or structure that is readily visible from any street, sidewalk or public or private common open space and that uses any color, form, graphic, illumination, symbol or writing to advertise, announce the purpose of, or identify the purpose of a person or entity, or to communicate information of any kind to the public.

"Sign Board" means the Winnetka Sign Board of Appeals.

"Street exposure" means the exterior wall (including doors and windows) of a building having its frontage on a public street or a court yard. If a building is occupied by more than one person or entity, the street exposure for each portion of the building so occupied is the street exposure of the portion of the building wall included in the space occupied by such occupant.

"Temporary sign" means a sign that is not designed, constructed or intended for long-term use and that is not permanently mounted.

"Wall sign" means a sign that is attached substantially parallel to, but within twelve (12) inches of, a wall, or is erected and confined within the limits of an outside wall of any building or structure, is supported by such wall or building, displays only one sign surface and does not project above the highest point of a building with a flat roof, or above the eave line of a building with gable, hip, gambrel or mansard roof, or beyond the end of the building or street exposure.

"Window sign" means a sign, picture, symbol, or combination, applied or attached to the exterior or interior of a window, or located within five feet of the interior side of a window and displayed so that it is visible from the exterior of the window. For purposes of this code, displayed merchandise or products shall not be considered a window sign.
(MC-3-2021 § 2, Amended, 5/4/2021; MC-3-2020 § 2, Amended, 8/18/2020; Ord. MC-209-98 § 2 (part), 1998: prior code § 27.05)

Section 15.60.060 Prohibited signs.

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

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

B. Internally illuminated signs;

C. Translucent awnings and signs placed on translucent awnings;

D. Changeable copy signs, other than gasoline price signs erected at automobile service stations, incidental signs, portable menu board signs displayed in accordance with Section 15.60.080 J, display case signs in accordance with Section 15.60.120(B)(7), and that portion of bulletin board signs erected in accordance with Section 15.60.110(A)(5) of this chapter;

E. Signs that are attached to the roof of any building, or that are located upon or above a roof, or above the eave line of a roof;

F. Signs painted directly on the wall of a building, fence, or similar structure;

G. (Repealed.)

H. Signs that advertise or direct attention to a business, commodity, service or entertainment conducted or offered for sale at a place other than the premises on which the sign is located. This prohibition shall not apply to signs that are located inside a building and direct attention to noncommercial events or organizations;

I. Off-premises signs that advertise or direct attention to a garage sale;

J. Signs on or attached to any utility pole, street light or lamp post, or placed or displayed on a public street, sidewalk, alley or parkway, except (1) banners, portable menu board signs or portable sandwich board signs displayed in accordance with Section 15.60.080. J and (2) signs erected for orderly traffic control and other municipal or governmental purposes;

K. Any sign not specifically permitted by the provisions of this chapter is prohibited.
(MC-3-2020 § 3, Amended, 8/18/2020; Ord. MC-7-2002 § 3, 08/06/02; Ord. MC-209-98 § 2 (part), 1998: prior code § 27.06)

Section 15.60.070 Exempt signs.

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 for the purpose of this chapter.

(Ord. MC-209-98 § 2 (part), 1998: prior code § 27.07)

Section 15.60.080 Signs allowed without a permit.

The following signs shall be allowed without a permit; provided that the sign is not prohibited by Section 15.60.060 of this chapter and that it complies with Section 15.60.130 of this chapter.

A. Permitted, nonilluminated temporary signs, as provided in Section 15.60.090;

B. Permitted, nonilluminated signs on single and two-family dwellings, as provided in Section 15.60.100(A);

C. Permitted, nonilluminated signs of organizations, as provided in Section 15.60.110; provided, the area of any such sign does not exceed eight (8) square feet;

D. (Repealed.)

E. Memorial plaques, building markers, cornerstones, historical plaques and similar designations displayed for noncommercial purposes; provided that, the area of any such signs does not exceed six (6) square feet;

F. Signs and pavement markings required by the police, fire or other governmental departments for the safety and convenience of the public;

G. Street or house number signs not exceeding one and one-half square feet in area;

H. Nonilluminated directional signs that do not contain a commercial message, logo or illustration, and that do not exceed three square feet in area;

I. Incidental signs that do not exceed one square foot in area.

(Ord. MC-209-98 § 2 (part), 1998: prior code § 27.08)

J. Self-supporting portable menu board signs displayed at restaurants or other food service establishments that offer food service for consumption on the premises, subject to the following limitations:

1. The signs shall be no more than 24 inches wide and 36 inches high, including support elements.

2. No restaurant or food service establishment shall be allowed more than one such sign.

3. The signs may be displayed only during the hours that the business is open to the public.

4. The signs may be placed on a public sidewalk, provided they do not extend more than two feet from the face of the building.

5. The signs may only be displayed between May 1 and November 30 of each year.

6. The proposed location of a sign for a restaurant with outdoor seating shall be depicted on the site plan submitted with the application for the outdoor seating permit and the sign shall be placed only in the location specified on the approved outdoor seating plan.

7. Notwithstanding the foregoing, the Village reserves the right to order the relocation or removal of any menu board sign if the Director determines that the sign poses a safety hazard for pedestrian or vehicular traffic.

K. Any outdoor sign located on residential property that pertains to an election or political campaign; provided, that no such sign shall be more than eight (8) square feet in area.

L. Subject to the approval of the Village Council, banners displayed on any utility pole, street light or lamp post in the Hubbard Woods or Elm Street business districts, provided the Village Council determines that the banner is not a commercial or political advertisement.

(Amended MC-7-2002 § 4, 08/06/02; Amended MC-3-2003, 03/04/03; Amended MC-1-2011, 2/8/11; Amended MC-7-2012 § 2, 10/16/12)

Section 15.60.090 Permitted temporary signs.

A. Signs Permitted. The following temporary signs shall be allowed without a permit; provided, they meet the requirements of this section; and provided further, that, unless specifically provided otherwise, the area of the sign shall not exceed eight (8) square feet:

1. Nonilluminated real estate signs, advertising the sale or lease of the lot or premises on which they are located; provided that, any such sign shall be less than six feet in height. No more than one such sign shall be allowed on the lot or premises, except that on corner lots, there may be one such sign facing each street. All such signs shall be removed within seven days after the sale or lease of the premises.

2. Nonilluminated construction-site signs identifying the parties engaged in the design and construction on the lot or premises on which they are displayed, subject to the following conditions.

a. Any sign in a residential zoning district shall have an area of no more than eight square feet in area nor shall the top of the sign be more than six feet above grade.

b. Any such sign in a nonresidential zoning district shall be no more than sixteen (16) square feet in area nor shall the top of the sign be more than twelve (12) feet above grade.

c. No more than one such sign shall be allowed on the lot or premises.

d. All such signs shall be removed within seven days after completion of the work to which the sign pertains, as determined by the Director.

3. Decorations displayed in connection with civic, patriotic or religious holidays, except that they shall be removed within seven days after the specific holiday.

4. Certain signs pertaining to elections or political campaigns, and signs displayed by civic, philanthropic, religious or educational organizations regarding an event sponsored by the organization, subject to the following conditions:

a. No outdoor sign on non-residential property that pertains to elections or political campaigns shall be more than eight (8) square feet in area;

b. No sign that is for an event sponsored by a civic, philanthropic, religious or educational organization and that is located on the exterior of the premises of the organization sponsoring the event shall be more than thirty-two (32) square feet in area;

c. No sign that is for an event sponsored by a civic, philanthropic, religious or educational organization and that is located in an exterior location other than on the premises of the organization sponsoring the event shall be more than eight (8) square feet in area; and

d. Any sign subject to this paragraph 4 shall be removed no later than seven days after the election or event for which it was displayed.

5. Window signs displayed on nonresidential premises located in a commercial zoning district to advertise special sales of merchandise or special commercial events, subject to the following conditions:

a. No such sign may be illuminated,

b. No such sign shall be more than eight square feet in area and the total area of all window signs, both temporary and permanent, shall not exceed the ten (10) percent limitation for window signs as provided in Section 15.60.120(B)(1)(d),

c. No such sign shall be displayed for more than thirty (30) days;

6. Nonilluminated garage sale signs displayed on the residential property on which the sale is conducted, subject to the following conditions:

a. No such sign shall be more than eight square feet in area,

b. No more than one such sign shall be permitted on the lot or premises, except that on corner lots one such sign may face each street,

c. No such signs shall be displayed for more than seventy-two (72) hours.

7. Signs such as banners, balloons, and similar devices that are displayed on residential property in a single-family residential zoning district to announce a birth, birthday, anniversary or similar special occasion; provided, no such sign shall be displayed more than twelve (12) hours before the occasion, and no such sign shall be displayed for more than forty-eight (48) hours.

B. Removal of Signs. All signs permitted by this section shall be removed by the person displaying it. The director is authorized to remove any such sign that has not been removed within the time limits established by this section whenever such removal can be accomplished without entering a nonpublic portion of any building. In addition to any other penalty provided by this code, the person responsible for the posting or displaying of such sign shall pay the Village for the removal, such fee to be established by resolution of the Village Council.

(MC-7-2012 § 3, Amended 10/16/12; 10/16/12; Ord. MC-1-2011, 2/8/2011; Ord. MC-209-98 § 2 (part), 1998: prior code § 27.09)

Section 15.60.100 Signs on residential properties.

A. Single-Family and Two-Family Dwellings. No sign shall be displayed on any building or premises or part of such building or premises used for residential purposes, regardless of the zoning district in which it is located, and on any vehicles parked or stored on such residential property so as to be readily visible to the general public, except for the following permitted signs:

1. Signs exempted from this chapter pursuant to Section 15.60.070;
2. Signs allowed without a permit pursuant to Section 15.60.080;
3. Temporary signs permitted pursuant to Section 15.60.090;
4. One nameplate sign not exceeding two square feet in area;
5. Noncommercial signs behind or affixed to windows and doors, including signs prohibiting solicitors and identifying security services; and
6. Lawn signs prohibiting solicitors or identifying security services.

B. Multifamily Dwellings. In addition to signs permitted by subsection A of this section and any other signs permitted in this chapter by reason of any commercial use of the first floor, a multifamily dwelling building may display one nameplate sign not exceeding three square feet in area; provided, the permit requirements of Section 15.60.130 have been met.
(Ord. MC-209-98 § 2 (part), 1998: prior code § 27.10)

Section 15.60.110 Signs of religious, charitable, educational, and other specified organizations.

A. Signs Permitted. No sign shall be displayed on the building or premises of a religious, philanthropic, civic, charitable or private educational institution or organization or any private club, except for the following:

1. Signs exempted from this chapter pursuant to Section 15.60.070;
2. Signs allowed without a permit pursuant to Section 15.60.080;
3. Temporary signs permitted pursuant to Section 15.60.090;
4. Signs, identifying the name or nature of the institution or organization; and
5. Bulletin board and changeable copy signs.

B. Size of Signs. The total area of all signs permitted by subsections (A)(4) and (5) of this section shall not exceed fifty (50) square feet, and no one sign shall exceed thirty (30) square feet in area.

C. Off-Premises Directional Signs. No more than two off-premises directional signs, neither of which shall have an area of more than four square feet, shall be permitted for each such institution; provided, the size, location, placement, design and color of such signs is approved by the Board.
(Ord. MC-209-98 § 2 (part), 1998: prior code § 27.11)

Section 15.60.120 Commercial signs.

A. Defined. All signs not included or regulated in Sections 15.60.080, 15.60.090, 15.60.100 and 15.60.110 and not exempt pursuant to Section 15.60.070 shall be deemed to be commercial signs for the purposes of this chapter, regardless of the zoning district in which the signs are located.

B. Regulations. Commercial signs of any type not prohibited by Section 15.60.060 may be displayed, subject to obtaining a permit pursuant to this chapter; provided, they comply with the following regulations and the general standards set forth in Section 15.60.130:

1. Wall Signs and Window Signs.

a. No wall sign shall contain information other than the name of the occupant or business, a maximum of three words containing a generic description of the types of products or services, and the occupant's logo or trademark.

b. No wall sign or window sign shall exceed seventy (70) square feet in area.

c. Wall signs shall be placed substantially parallel to the surface of the wall.

d. Window signs may be displayed on the street exposure or nonstreet exposure windows of an occupant; provided that, the total area of window signs in any single window pane or any single section of window shall not exceed ten (10) percent of the area of the single window pane or single section of window on which it is located.

e. For each street exposure the total area of all window signs, wall signs and awning signs other than exempt signs, permitted directional signs, display case signs, and incidental signs of this section, shall not exceed fifteen (15) percent of the total area of street exposure.

f. In buildings with more than one commercial premises, the total area of all commercial wall signs, window signs, and awning signs shall be limited to fifteen (15) percent of the area of street exposure of the occupant of each such premises.

g. Commercial wall signs shall be displayed only upon street exposures; except that one wall sign not exceeding twenty (20) square feet in area may be displayed by each occupant on each nonstreet exposure of the premises occupied by such occupant; provided that, such signs shall not be located above the second floor window sill level and shall not be higher than fourteen (14) feet above grade if there is no second floor window sill. The total area of all such nonstreet exposure wall signs displayed on a building shall be limited to forty (40) square feet and the area of such signs shall count toward the maximum sign area allowed for the street exposure of such occupant as provided in this section. This provision shall not prohibit window signs or the painting of signs on doors.

h. In cases where an occupant of a building occupied by no more than two commercial occupants does not have any street exposure, such occupant shall be permitted to display on or attach to the building, including the doors and windows, one commercial sign the area of which shall not exceed five square feet. The area of such sign shall be included in the fifteen (15) percent overall limitation established in this section.

i. In addition to other signs displayed on or attached to a building, a building occupied by three or more commercial occupants may display a directory type wall sign (subject to the fifteen (15) percent limitations contained within subsections (B)(1)(e) and (B)(1)(f) of this section) which lists only the names of such commercial occupants and the name of the building. The total area of such a directory-type sign shall not exceed thirty-five (35) square feet in area and no one individual listing shall exceed three square feet in area.

(amended MC-3-2003, 03/04/03)

2. Projecting Signs.

a. One projecting sign may be placed perpendicular to the surface of a wall on a court yard for each business located on a court yard; provided that, the area of the sign does not exceed three square feet.

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.

c. No projecting sign shall contain information other than the name of the occupant or business, a maximum of three words containing a generic description of the types of products or services, and the occupant's logo or trademark.

(Amended MC-3-2003, 03/04/03)

3. Freestanding Signs.

a. No freestanding sign shall contain information other than the name of the occupant or business, a maximum of three words containing a generic description of the types of products or services, and the occupant's logo or trademark.

b. One directory type freestanding sign may be displayed on the premises of a building occupied by three or more commercial occupants; provided, the sign lists only the names of such commercial occupants and the name of the building; provided that, the building in which the occupants are located is set back from the street line at least fifteen (15) feet. The total area of any such sign shall not exceed forty (40) square feet in area, and the area of any one side of the sign shall not exceed twenty (20) square feet, and no one individual listing shall exceed three square feet in area. The total height of such a sign shall not exceed eight feet above grade.

c. If a building is occupied by fewer than three occupants, one freestanding sign may be displayed on the premises on which the building is located; provided that, no commercial signs are displayed other than exempt signs, window signs and a nameplate sign not exceeding three square feet in area, that the building is setback from the street line at least fifteen (15) feet, that the total area of such sign does not exceed forty (40) square feet, that the total area of any one side of the sign shall not exceed twenty (20) square feet, and that the total height of the sign does not exceed twelve (12) feet above grade.

4. Awning Signs.

a. No awning sign shall contain information other than the name of the occupant or business, the street address numbers of the premises and the occupant's logo or trademark.

b. The total area of all signs on an awning shall not exceed fifteen (15) percent of the total exterior surface area of the awning. The area of such awning sign shall be included in the fifteen (15) percent overall limitation established by this section.

c. The size of letters, logos or trademarks on awnings shall not exceed six inches in height and shall be placed on the descending vertical front skirt only.

5. Directional and Incidental Signs. Directional or incidental signs accessory to parking and driveway areas are permitted in addition to signs permitted under Section 15.60.080, subject to the following regulations:

a. One directional sign may be erected to designate each entrance to or exit from a parking or driveway area; provided that, the area of each such sign shall not exceed three square feet;

b. One wall sign or freestanding sign designating the conditions of use shall be permitted for each parking or driveway area; provided that, the area of any such sign shall not exceed ten (10) square feet.

6. Signs on or accessory to automobile service stations and car washes shall conform to all regulations contained in this chapter and shall be limited to four signs per establishment. In computing the number of signs displayed, however, the following shall not be deemed to constitute signs on such premises:

a. Information appearing on gasoline pumps as purchased or installed;

b. Signs containing information required by state or federal law regarding the operation of automobile service stations or pump islands; provided that, the size of each such required sign shall be related to the state mandated letter size and shall be approved by the Board.

7. Display case signs on those types of commercial establishments listed as allowed uses in (i) Section 17.46.010(E) Food Products Uses and (ii) Section 17.46.010(F) Food and

Beverage Service Uses, of the Winnetka Zoning Ordinance, subject to the following limitations:

a. Only one display case sign is allowed per commercial establishment;

b. The changeable copy in the display case shall be used to advertise or provide information about products and services offered by the commercial establishment;

c. Display case signs must be fully enclosed with a transparent front face;

d. The signs shall (a) project no more than four inches beyond the face of the wall to which it is mounted, (b) be no larger than three square feet measured from outer edge of the case to outer edge of the case, and (c) shall be mounted or hung no more than six feet above grade;

e. Display case signs are prohibited from using any type of backlit illuminations, and may use external illumination subject to the permitting requirements of Section of this Code;

f. Display case signs may not cover or interfere with exterior architectural details or windows of the building to which it is attached; and

g. Display case signs must either match the primary exterior storefront frame color or be compatible with the overall materials and colors of the building façade design as determined by the Director.

(MC-3-2020 § 4, Amended, 8/18/2020; Ord. MC-209-98 § 2 (part), 1998: prior code § 27.12)

Section 15.60.130 General standards.

All signs permitted by this chapter, whether with or without a permit, shall comply with the following standards:

A. Sign Measurement.

1. Area to Be Included. The supporting structure or bracing of a sign shall be omitted in measuring the area of the sign unless such structure or bracing is made part of the message or face of the sign. When a sign has more than one display face, all faces shall be included in determining the area of the sign; provided that, if the distance between the sign faces of a two-faced sign does not exceed twelve (12) inches, the area of the sign shall be measured as the area of one face.

2. Area of Sign With Background Panel. A sign placed or painted on a background panel shall be measured by computing the area of the background panel.

3. Area of Sign Without Background Panel. A sign with individual letters or symbols placed separately on a building wall, awning, or other structure without a background panel shall be measured as the sum of the area of the smallest regular geometric figures that can separately encompass all words, letter areas, figures, emblems, and other elements of the sign.

4. Sign Spacing. No sign wording, illustration or element that is less than two feet from any other sign wording, illustration or element shall be considered a separate sign for purposes of calculating sign area.

5. Sign Height. The height of a sign shall be measured from the adjacent natural grade, to the highest point of the sign.

B. Illumination.

1. Location and Design of Light Source. The source of light for any externally illuminated sign shall be located, shielded and directed so as not to be directly visible from any dwelling or public street. No receptacle, device, fixture or housing for a light fixture shall project more than three inches into the right-of-way of any public street, sidewalk, parkway, alley or public place (except that such an electrical device more than eight feet above the adjoining sidewalk may project a maximum of twenty (20) inches into a public right-of-way).

2. Location of Externally Illuminated Signs on Building. No externally illuminated signs, whether displayed on a building or as a window sign, shall be displayed above the second floor window sill level of the building.

3. Externally Illuminated Signs Adjacent to Residential Zoning Districts. No externally illuminated sign shall be located within, or within one hundred (100) feet of the boundary of, any residential zoning district, if an illuminated face of such sign is parallel with or at an angle of less than forty-five (45) degrees from the residential zoning district boundary or otherwise has an adverse visual impact on adjacent residential properties; provided that, this restriction shall not apply if the property is in a multifamily zoning district and is not used for residential purposes.

4. Display Case Sign Light Source. The source of light for any externally illuminated display case sign shall be located, shielded and directed so as to direct the light to the contents of the display case sign only, and shall not be directly visible from any dwelling or public street.

C. Electrical Elements. All signs and appurtenant light fixtures in which electrical wiring and connections are to be used shall comply with the Building Code.

D. Structural Design. All signs shall comply with the Building Code and shall be designed and constructed adequately and safely to support their weight and to withstand wind and other stresses to which they may be subjected.

E. Obstruction of Accessways. No sign shall be erected, relocated, maintained, or otherwise permitted to obstruct or prevent free ingress and egress from any window, door, fire escape or stairway of any building or structure. No sign shall be attached to a fire escape.

F. Traffic Safety. No sign shall be erected, constructed or maintained where by reason of its position, shape, color or wording, it may interfere with, obstruct the view of or be confused with any authorized traffic sign, signal or device, nor shall it otherwise cause a safety hazard.

G. Sign Maintenance. In addition to complying with all other applicable provisions of this code, all signs and awnings shall be kept and maintained in a safe, neat and orderly condition and appearance, including, without limitation, keeping all changeable copy in a display case sign unfaded, legible, and in a condition that is not worn, torn or shredded. The owner of a sign shall be responsible for providing such maintenance for freestanding signs. Maintenance shall also require that the ground area, for a distance of not less than ten (10) feet in all directions, be kept free and clean of weeds, trash and other debris. In the event that a sign is not maintained in a safe, neat and orderly condition by the owner, the sign shall be subject to removal.

H. Removal of Signs. Whenever any business, service or other use moves from or vacates premises previously occupied by it, or if, for any reason a sign is no longer applicable to the premises or has been abandoned, the sign and related mounting hardware and electrical service shall be removed from the premises within ten (10) days from the date of such cessation of the business or occupancy. In the event that such sign is not removed by the owner or operator of such business, service or use, the owner of the premises upon which such sign is displayed shall be liable for such removal within ten (10) days.

I. Civic Event Signs. Areas of land designated by the Village Council as community information areas may have civic event signs posted subject to the following:

1. Application for civic event signs shall be filed with, and approved by the Director, subject to issuance of a certificate of appropriateness as provided in this chapter.

2. Such signs shall be constructed of wood or similar material and shall be securely fastened to the ground.

3. Such signs shall be no more than thirty-two (32) square feet in area and no more than twelve (12) feet in height.

(MC-3-2020 § 6, Amended, 8/18/2020; Ord. MC-209-98 § 2 (part), 1998: prior code § 27.13)

Section 15.60.140 Sign permit procedures.

A. Applicability. Any nonexempt sign for which a permit is required shall comply with the procedures established by this section.

B. Permit Application Requirements. No sign permit application shall be accepted unless it is complete. Application for a sign permit shall be submitted to the Director on forms provided by the Director and shall be accompanied by all applicable fees, deposits and bonds in the amounts set from time to time by resolution of the Village Council. An application for a sign permit shall at a minimum contain or have attached to such application the following information and material, in sufficient detail to illustrate clearly the design for which approval is being sought and its relationship to the structure it serves:

1. Name, address and telephone number of the owner of the property;

2. Name, address and telephone number of the applicant (owner of the sign);

3. Name, address and telephone number of the sign contractor, and where applicable, the name, address and telephone number of the electrical contractor;

4. Address or location of building, structure or lot to which, or upon which, the sign is to be attached or erected;

5. Application for certificate of appropriateness and, where applicable, application for building permit;

6. Illustrated calculations of the aggregate size of all signs existing on the premises at the time of making such application;

7. Such other information as the Director or the Board shall require to show full compliance with this chapter;

8. Ten (10) copies of the following materials or information:

a. Drawings showing the position of a proposed sign in relation to adjacent signs, buildings and structures,

b. Information, drawings, samples, or other materials regarding the design and size, structural details, materials and colors, and placement on the premises of a proposed sign or sign structure,

c. Current color photographs showing existing signs on the premises and adjacent property, and the date that the photographs were taken.

C. Review of Sign Permit Applications; Requests for Additional Information. Permit applications shall be examined by the Director to determine if the application materials meet the requirements of this code. The Director may request such additional information or clarification as is necessary to complete review of the sign permit application. If it appears that a proposed sign is in compliance with the minimum requirements of this chapter, and with other laws and ordinances of the Village, the Director shall promptly refer the application materials to the Board for consideration of the granting or denial of a certificate of appropriateness.

D. Issuance of Permit. Except as provided in Section 15.60.150(D) of this chapter, no sign permit shall be issued by the Director prior to the granting of a certificate of appropriateness by the Board, or on appeal by the Village Council as provided for in Section 15.60.150(E) of this chapter.

E. Display Case Signs. Notwithstanding anything to the contrary in this Section, applicants for a permit to install a display case sign shall not be required to submit an application for, or obtain, a certificate of appropriateness to obtain a sign permit.

(MC-3-2020 § 7, Amended, 8/18/2020; Ord. MC-209-98 § 2 (part), 1998: prior code § 27.14)

Section 15.60.150 Certificate of appropriateness.

A. Application for Preliminary Consideration. If requested in writing by a prospective applicant for a sign permit, the Board shall give preliminary consideration to a specific project before a formal application is filed, and shall provide recommendations on matters pertaining to the purpose, intent, standards and criteria of this chapter it may deem appropriate to guide the prospective applicant in developing a plan for signage that will comply with this chapter. The preliminary consideration is advisory only and no approval or denial shall be given during such preliminary consideration.

B. Final Approval. Upon receipt of a complete application, the Board shall, as soon as practicable, consider whether a certificate of appropriateness should issue.

C. Recommendation for Changes. The Board may, prior to making its decision, make recommendations to the applicant as to changes in the signage plans which, in the Board's judgment, would tend to effect the general intent and purpose of this chapter. If the Board recommends changes in the signage plan, the applicant shall notify the Board within fifteen (15) days in writing of the applicant's acceptance or reasons for rejection of such recommendations. If the applicant does not respond in writing to the Board's recommendations within the specified time period, it shall be assumed that the applicant has rejected such recommendations.

D. Issuance of Certificate.

1. A certificate of appropriateness shall be issued by the Board upon the concurring vote of a majority of the members present. However, if fewer than two-thirds of the

members present vote to grant the certificate of appropriateness, the certificate shall not be issued until the time for the notice of appeal provided in subsection E of this section has lapsed, or if an appeal has been taken, until a final decision on the appeal has been reached by the Village Council.

2. If consideration of an application for certificate of appropriateness by the Board has not been initiated within forty-five (45) days following referral of the application by the Director to the Board, or having been initiated has not been concluded within forty-five (45) days following the submission by the applicant of additional evidence required by the Board, the Director shall, if the application is in order and the plans are in compliance with the minimum technical standards and requirements set forth in this chapter, issue a sign permit to the applicant for the work specified within such application and plans.

3. The Board, in its discretion, may extend the time limits of the preceding subsection, provided the applicant consents to such a continuance.

E. Appeal to Council. If a certificate of appropriateness is granted or denied by a concurring vote of fewer than two-thirds of those Board members present, the applicant or any person affected by the Board's decision may take a written appeal to the council within thirty (30) days from the date of such granting or denial. No appeal may be taken unless written notice of intent to file such appeal is made to the Director within seven days of the board's decision denying or granting the certificate. The Village Council shall render its decision within thirty (30) days from the date of such written appeal and its decision shall be final.

F. Standards and Criteria for Issuance. The following factors and characteristics relating to the safety and appearance of signage, shall govern the board's evaluation of design submittals:

1. The sign area shall not exceed the maximum permitted area and shall be in proportion and scale to the building or to other buildings or signs in the surrounding area;

2. Projects which include a number of signs and graphics shall have an overall plan;

3. The amount of information contained in or on any sign or group of signs shall be limited so that it results in a clear and readable design;

4. Signs and graphics shall have a harmonious relationship with nearby signs, buildings and the neighborhood, and shall be designed so as not to adversely affect adjacent structures. In this respect the sign shall be related to its building, structure and neighborhood in terms of size, shape, material, color, texture, lettering, location, arrangement, lighting, and the like;

5. Colors shall be used with restraint and excessive brightness shall be avoided;

6. External lighting shall be arranged so that the light source is screened from view;

7. The additional provisions of this chapter, as specified in this chapter, shall be part of the criteria of the design review process.

(Ord. MC-209-98 § 2 (part), 1998: prior code § 27.15)

Section 15.60.160 Amendment to permit work.

It is unlawful to alter or in any way modify or deviate from the permit work. If the owner desires to deviate from the approved construction documents during the progress of permit work, the owner shall submit to the Director a certified description of the changes

and complete revised construction documents which clearly show all revisions. Prior to proceeding with the work, any amendments to the original permits and approved construction documents shall be approved by the Director or other building officers in accordance with this code.
(Ord. MC-209-98 § 2 (part), 1998: prior code § 27.16)

Section 15.60.170 Expiration and revival of permits.

If, after the date that any permit is approved, the permit work has not begun within three months, or substantial progress is not made on the permit work within six months, or the permit work is not completed within fifteen (15) months, or the permit work is suspended or abandoned for a period of three months after it has commenced, then the permit shall lapse. Upon lapse of any permit, all retained fees and deposits shall be forfeited and any permit bonds shall be subject to forfeiture upon approval of the Village Council. No work shall be done under a lapsed permit and no further inspections shall be performed on the work that was the subject of the lapsed permit unless the permit is first revived pursuant to this section. Any request to revive a permit after it has lapsed pursuant to this section shall be considered a new permit application and shall be subject to all fees, costs, deposits and approvals applicable to a new permit application for such work.
(Ord. MC-209-98 § 2 (part), 1998: prior code § 27.17)

Section 15.60.180 Failure to complete work.

A. Notice. In the event that the person to whom the sign permit has been granted fails to complete or assure completion of the work required in accordance with the provisions of the permit, the Director shall notify such person in writing of any such failure. If such failure is not corrected within ten (10) days after notification the sign permit may be revoked by order of the Director.

B. Revocation of Permit. Any sign permit or certificate of appropriateness issued under this chapter may be revoked by order of the Village Council when it is shown by satisfactory proof that:

1. The permit was issued without or in excess of the authority of the Director;
2. The application for sign permit and certificate of appropriateness contained material misrepresentation of fact; or
3. The sign(s) or structure was erected, constructed, reconstructed, altered or used in a manner not in compliance with the submittals which served as the basis for the issuance of the permit or certificate of appropriateness.

C. Removal of Signs. In the event of revocation of a sign permit or certificate of appropriateness, the sign(s) or structure authorized by said permit or certificate shall be removed promptly at the expense of the applicant.
(Ord. MC-209-98 § 2 (part), 1998: prior code § 27.18)

Section 15.60.190 Review of existing permanent signs.

A. Identification. The Director shall inspect existing permanent signs for the purpose of identifying those existing permanent signs which are not in compliance with this chapter.

B. Requests for Review. Any person may file a request with the Director for review of specific existing permanent signs. The Director shall inspect such sign or signs for the purpose of determining compliance with the provisions of this chapter.

C. Notice of Violation. The Director shall notify the owner of any existing permanent sign found to be in violation of any provision of this chapter pursuant to inspections made under subsection A or B of this section. The notice shall refer to each section of this chapter under which a violation has been found to exist and the notice shall describe the features found to be deficiencies.

D. Effect of Notice. Each existing permanent sign which is the subject of a notice given under subsection C of this section shall thereupon be classified as a nonconforming sign subject to Section 15.60.200.

E. Appeals. The owner of a sign with respect to which a notice has been given under subsection C of this section above may appeal the determination by the Director by filing an appeal pursuant to Section 15.60.230 not later than thirty (30) days after the date of notice.

(Ord. MC-209-98 § 2 (part), 1998: prior code § 27.19)

Section 15.60.200 Nonconforming signs.

A. Any sign that becomes nonconforming as the result of the adoption of this chapter on May 20, 1980, or of any subsequent amendments to this chapter, may be continued, subject to the conditions and limitations of this section; provided, the sign was lawfully in existence at the time of such adoption or amendment and has remained nonconforming.

B. Ordinary repair and maintenance may be made to any nonconforming sign except a sign that is prohibited by Section 15.60.060 of this chapter. For purposes of this provision, the rewiring or change of any electrical element of an internally illuminated sign or the replacement of any neon tubing shall not be considered ordinary repair and maintenance.

C. No nonconforming sign, or part of such sign, shall be operated, maintained or changed in any way if such operation, maintenance or change will either create an additional nonconformity or increase the extent or degree of the existing nonconformity.

D. No nonconforming sign shall be moved in whole or in part to any other location on the same zoning lot unless the Director has determined that the proposed relocation will decrease the degree of nonconformity.

E. If a nonconforming sign is damaged by fire or other casualty to the extent of fifty (50) percent or more of the value of the entire sign (measured in terms of replacement cost for the sign as a whole, and as determined by the Director) it shall not be restored unless the entire sign is made to conform to the provisions of this chapter.

(Amended during 1999 codification; Ord. MC-209-98 § 2 (part), 1998: prior code § 27.20)

Section 15.60.210 Unlawful display deemed nuisance.

It is unlawful to display any sign in violation of the provisions of this chapter. Any sign displayed in violation of this chapter shall be deemed a public nuisance.

(Ord. MC-209-98 § 2 (part), 1998: prior code § 27.21)

Section 15.60.220 Enforcement, penalties and revocation of permit.

A. Authorization of Director. The Director is authorized and empowered to enforce this chapter.

B. Final Inspection Required. Before any use may be made of a sign authorized under the provisions of this chapter, a final inspection of the premises must be obtained from the Director to assure compliance with the evidence upon which the sign permit was issued.

C. Authority of Building Officers. Building Officers are empowered, during reasonable hours, to lawfully enter upon any premises or into any structure or addition to such structure for which a sign permit has been issued but which has not received a final certificate of use or when necessary to do so in the performance of any duty imposed upon them by this code. If entry is refused or not obtained, a Building Officer is authorized to pursue remedies as provided by law or this code.

D. Enforcement Actions. Any Building Officer is authorized to exercise the police power of the Village in order to secure compliance with the provisions of this chapter. Enforcement actions shall include, but not be limited to, the issuance of a stop work order, permit revocation, prosecution for violations, the bringing of a civil action to recover any penalty of fine, or the institution of the appropriate action at law or in equity to restrain, correct or abate such violation or to require the removal of the unlawful use or act. The filing of a civil action to recover any penalty or fine shall preclude incarceration or imprisonment. Prior written notice of a violation shall not be required for the initiation of enforcement actions under this section if the violation creates any emergency or unsafe condition, if the violation is the resumption of an activity that was the subject of a written notice of violation issued within the previous thirty (30) days, or if the Building Officer determines that the violation is part of a pattern of behavior at the site which discloses a disregard for the requirements of this code.

E. Penalties--Fines.

1. Fines for Violations. Except as provided in subsection (E)(2) of this section, any person who violates a provision of this chapter shall be subject to a fine of not less than one hundred dollars ($100.00) nor more than seven hundred fifty dollars ($750.00) and the cost of prosecution. The village attorney or, at the direction of the village manager, the village prosecutor, may file a civil action to recover any penalty or fine against any such person; provided, however, that the filing of such civil action shall preclude incarceration or imprisonment.

2. Pre-Court Payment. Except as provided in this paragraph, any person charged with a violation of this chapter may pay directly to the Village, at the Village Hall, the minimum fine applicable to the offense charged, as established in subsection (E)(1) of this section; provided, such payment is made no later than five days before the date of a court hearing set for such violation at the request of the person receiving the citation alleging the violation. A receipt shall be issued for any pre-court payment so made and any violation for which such a pre-court payment has been made shall not be subject to further prosecution. No pre-court payments will be accepted less than five days before the scheduled court hearing date. If more than two violations are issued for the same work site in any thirty (30) day period, only the first two such violations may be subject to a pre-court payment pursuant to this paragraph.

3. Separate Offenses. Each act of violation and each day upon which a violation occurs shall constitute a separate offense.

(Ord. MC-209-98 § 2 (part), 1998: prior code § 27.22)

Section 15.60.230 Violation of regulations.

A. The Director shall give a written notice of violation to any person displaying a sign in violation of this chapter (other than violations of Section 15.60.180). Such notice shall demand compliance with the requirements of this chapter within forty-eight (48) hours from the time of receipt of such notice (weekends and holidays excluded) for temporary and window signs, and within ten (10) days for other signs.

B. Any person displaying a sign in violation of this chapter after such forty-eight (48) hours or ten (10) day period, as the case may be, shall be subject to a penalty not exceeding seven hundred fifty dollars ($750.00) per offense. Each day of such violation shall constitute a separate offense with respect to the computation of fines.

C. If a sign shall be found to be unsafe or insecure, or constructed, erected or maintained in violation of this chapter, and if the owner of the sign fails to remove or alter the sign (following proper notice), the sign may be removed or altered by the village at the expense of the owner of the sign.

D. In the event that any sign presents an immediate peril to persons or property, the sign may be removed by the Village summarily and with out notice. Such removal without notice shall not preclude the Village from recouping the costs of such removal.

E. In addition to other remedies as specified in this chapter, the Village may institute any appropriate action or proceeding to prevent, restrain, correct, or abate any violation of this chapter, including such actions as may be necessary for the Village to recoup costs incurred in pursuance of the removal or alteration of signs as may be required by this chapter.

F. Any permit shall be a license to proceed with the permit work and shall not be construed as authority to violate, cancel or set aside any provision of this code or any other applicable law.

(Ord. MC-209-98 § 2 (part), 1998: prior code § 27.23)

Section 15.60.240 Appeals.

A. An appeal may be taken to the Sign Board of Appeals from any order, requirement, decision or determination made by the Director in the enforcement of this chapter, which appeal shall act as a stay of all proceedings in furtherance of the action appealed from until a final decision by the Sign Board.

B. All final decisions of the Sign Board under this section shall be subject to judicial review pursuant to the provisions of the Administrative Review Act approved May 8, 1945 and all amendments and modifications (735 ILCS 5/3-101, et seq.).

(Ord. MC-209-98 § 2 (part), 1998: prior code § 27.24)

Section 15.60.250 Variations.

A. Any person may apply to the Sign Board for a variation from the terms of this chapter and a permit to construct or alter or maintain any sign which does not conform to the requirements of this chapter.

B. No variation application shall be accepted unless it is complete. Variation applications shall be made on forms provided by the Director. Variation application fees shall be set from time to time by resolution of the Village Council.

C. Variations shall be permitted only if:

1. They are in harmony with the general purpose and intent of this chapter; and
2. The plight of the petitioner is due to unusual circumstances; and
3. There are practical difficulties or particular hardship in the way of carrying out the strict requirements of this chapter; and
4. The variation will not alter the essential character of the locality.

D. Every variation granted by the Sign Board shall be accompanied by findings and facts specifying the reasons for granting the variation.

E. Notwithstanding the provisions of this section, the Sign Board shall not have the power to:

1. Permit signs that are prohibited;
2. Waive permit requirements;
3. Permit signs which violate the safety and maintenance provisions of Section 15.60.130;
4. Vary the nonconforming sign provisions of Section 15.60.150 as applied to any given sign.

(Ord. MC-209-98 § 2 (part), 1998: prior code § 27.25)

Section 15.60.260 Liability for damages.

Neither the provisions of this chapter nor the issuance of any sign permit or certificate of appropriateness shall be construed as relieving any person erecting, owning or maintaining any sign from liability arising by reason or personal injury or property damage resulting from such sign or work relating to such sign, or as limiting the liability of any such person by reason of personal injury or property damage so resulting. The provisions of this chapter shall not be construed as imposing upon the Village or its officials or employees any liability by reason of the approval of any sign under any of the provisions of this chapter.

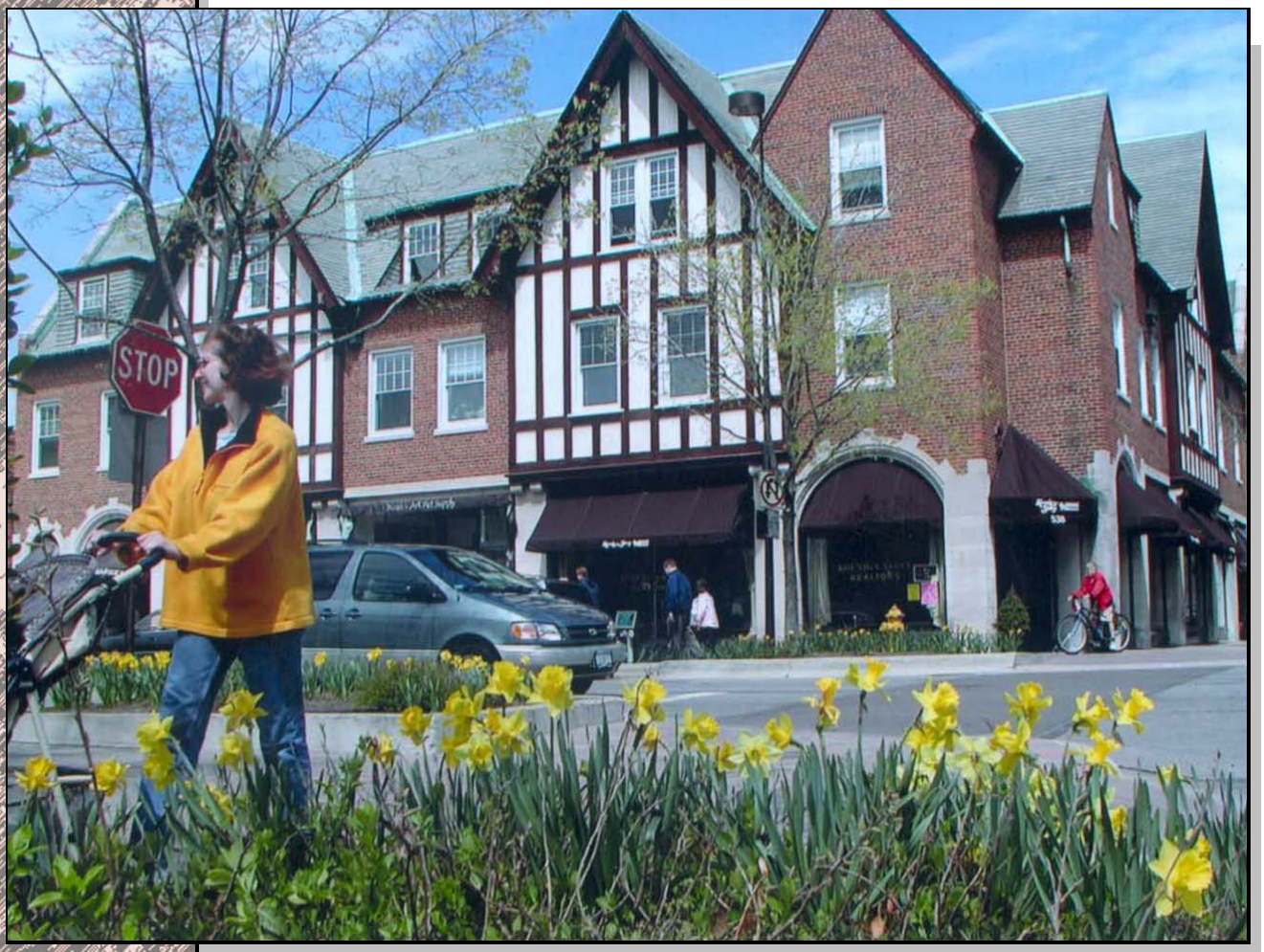
(Ord. MC-209-98 § 2 (part), 1998: prior code § 27.26)

The Village of

# Winnetka

## Design Guidelines

### Awning Excerpts



## 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 valence 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
### COMMUNITY DEVELOPMENT DEPARTMENT

**TO:** DESIGN REVIEW BOARD

**FROM:** DAVID SCHOON, DIRECTOR

**DATE:** SEPTEMBER 29, 2022

**SUBJECT:** SINGLE FAMILY RESIDENTIAL DESIGN GUIDELINES

At the October 3, 2022, Design Review Board special meeting, the Board is scheduled to hold a continued study session on the topic of residential design guidelines for new single-family homes. The Board held previous study sessions on the topic on May 19, June 28, and July 21 of this year. The Board was scheduled to discuss this issue at an August 24 Board meeting but did not, and the Board continued this item to its next meeting. The Board was then scheduled to discuss this item at its September 15 meeting but did not because the meeting was cancelled due to the lack of a quorum. The materials that were to be considered at the August 24 meeting are attached.

**ATTACHMENTS**

Attachment 1: August 24, 2022, DRB Meeting Materials – Single Family Residential Design Guidelines

# MEMORANDUM
## VILLAGE OF WINNETKA
### COMMUNITY DEVELOPMENT DEPARTMENT

**TO:** DESIGN REVIEW BOARD

**FROM:** DAVID SCHOON, DIRECTOR

**DATE:** AUGUST 18, 2022

**SUBJECT:** SINGLE FAMILY RESIDENTIAL DESIGN GUIDELINES

**INTRODUCTION**

At the August 24, 2022, Design Review Board special meeting, the Board is scheduled to hold a continued study session on the topic of residential design guidelines for new single-family homes. The Board held previous study sessions on the topic on May 19, June 28, and July 21 of this year.

At its July 21 meeting, Board members talked about homes in the community that they found to be too large for their lot and neighborhood as well as homes they found the design of which were less than compatible for the neighborhood in which they were located. At the August meeting, we will continue this discussion by reviewing images of homes that may fall in one of these two categories. The purpose of this exercise is to get a better understanding of the design elements of homes for which Board members may have concerns. To assist with the discussion and to help Board members articulate what design elements are missing or are misapplied, attached is a copy of the Draft 2010 Residential Design Guidelines (**Attachment A-3**).

As we continue to discuss how the Village could better ensure that the design of new single-family homes and major additions are compatible with the neighborhoods in which they will be located, the Board may find the following questions helpful:

1. Should the Village take steps to encourage compatible single family residential design, take steps to establish a design review process, or both?
2. If the preferred path is to encourage compatible design, what steps should the Village take?
3. If the preferred path is to establish a required design review process,
    a. How should the Village engage the community and other boards and commissions with the development of such a process?
    b. What might the actual design review process look like?
        i. What types of single-family home construction projects would require review?
            1. New construction, additions, or exterior alterations?
            2. Only the principal structure (the new home) or also accessory structures (detached garages, pool houses, etc.)?
            3. Only those improvements visible from a public or private street?
            4. Should there be a process for staff to grant waivers to certain construction projects having to go through the process?
        ii. What should the design review process focus on?
            1. Guidelines that focus more on how the design of the new home contextually fits within the block in terms of its scale and form **or**
            2. Guidelines that are more specific in terms of what types of designs or design elements are allowed?

iii. What bodies will be involved in the review and approval?
    1. Will an advisory body review and approve the design, with appeals going to the Village Council?
    2. Or will the advisory body only make a recommendation, with the Council making the final determination?
iv. What will be the design standards that the decision-bodies use to make their final determinations?
v. Are there any zoning variations that may be granted as part of this review process?
vi. Based upon what the design standards will be, what will applicants be required to submit as part of the application process?
vii. How will the public be provided an opportunity to participate in the review process? Will there be a public notice requirement (e.g., web posting, mail notice)?
viii. What type of staff resources is the Village willing to commit to this process?

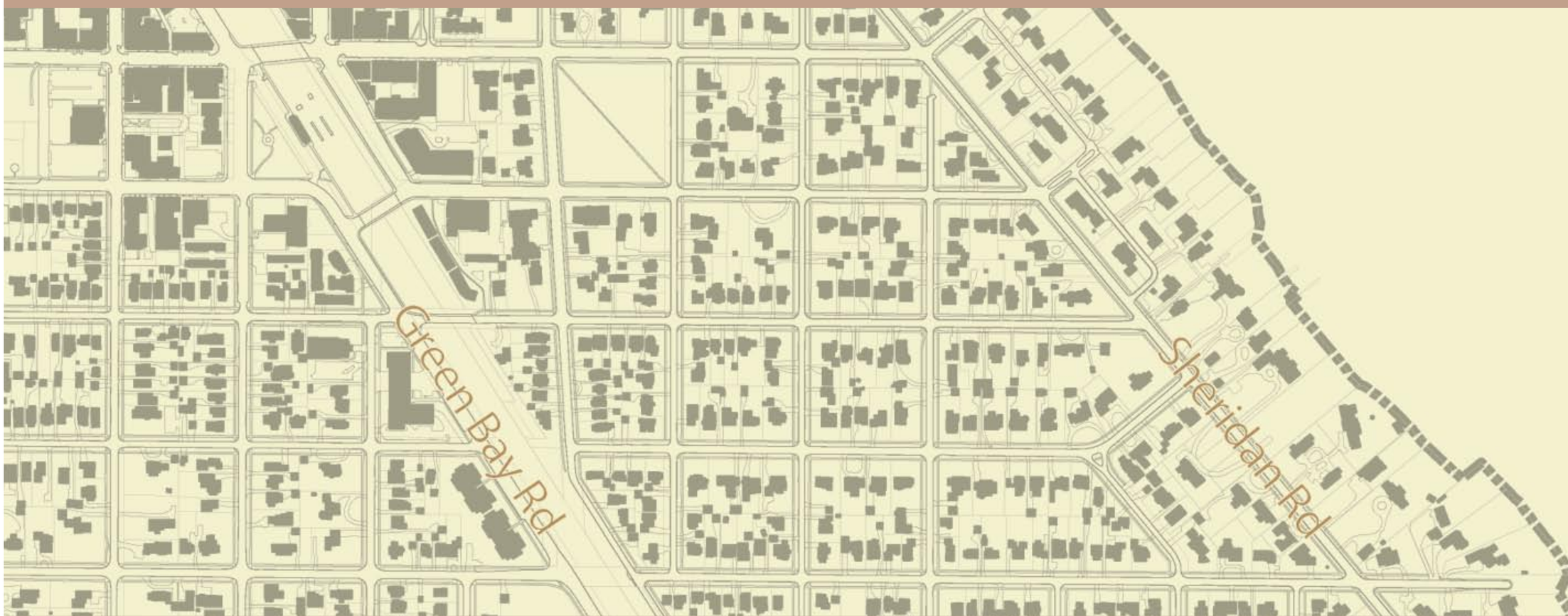
Staff will be present at the August meeting to assist the Board with this discussion.

**ATTACHMENTS**

Attachment A-3 Draft 2010 Residential Design Guidelines.

Attachment A

# Residential Design Handbook




## *Winnetka, Illinois*

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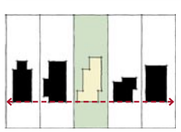

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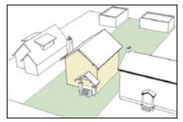

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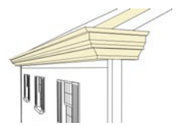

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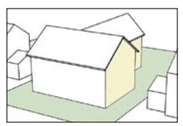

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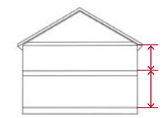

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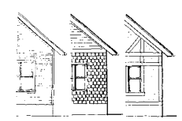

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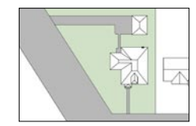

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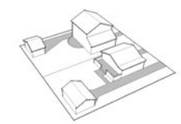

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# Introduction

## Purpose

Winnetka is renowned for its beauty, as a community where homes, shops, streets and landscapes combine in a "beautiful land." It retains the natural beauty that brought early settlers to the area, while nurturing development of a community that has established a sense of place. Family-oriented neighborhoods with tree-lined streets, gracious yards and well-crafted homes are signature features. Within this setting, new homes and improvements to existing ones are welcomed and, as new construction occurs, it is important that it fit with the Village character.

This handbook is intended to help residents maintain and enhance the unique character and design quality of residential neighborhoods in Winnetka. It is published by the Village of Winnetka in the interest of promoting "good neighbors" through designs which will be compatible with the community's design traditions.

## Goals

- To preserve the character of Village neighborhoods which initially attracted people to live here.
- To promote new residential development that respects the character of Winnetka and its varying neighborhoods.
- To facilitate a greater understanding of contextual design by owners, designers, residents and others in the development community.
- To provide a practical resource for identifying and maintaining Village neighborhoods' characteristic design features.
- To encourage innovative and creative design through well-illustrated voluntary design guidelines.
- To be useful and easily understood by both professionals and the general public.

## Scope

This handbook is for everyone interested in residential development in Winnetka, including property owners, visitors, architects, planners and developers. For the general reader, it provides an overview of design traditions in Winnetka. For those considering a residential improvement project or who want more details about how to understand neighborhood compatibility, it provides information on contextual design. For developers pursuing a project involving a residential property, the handbook also provides voluntary design guidelines for responding to specific issues in a manner which reflects the quality and character of Winnetka and its residential neighborhoods.

Tudor revival home, circa 1927. A common style during the early development of the Village.

New construction home on a larger lot within the Village, with massing and facade articulation evocative of earlier homes. Quality materials and period detailing will age gracefully.

Traditional clapboard siding and muted earth tones integrate this new home seamlessly with the neighborhood and surrounding landscape. Elements such as expressed beams and exposed rafter tails express a sense of craftsmanship and attention to detail.

## Designing in Context

When beginning an improvement project it is important to understand the context in which it will be built. Winnetka neighborhoods developed with individuality, while at the same time maintaining a connection with the neighborhood and the Village as a whole. This produced distinctive, high-quality neighborhoods, with a sense of belonging among each other and the Village as a whole. Future improvements should respect these design traditions.

The features that define the context of a neighborhood vary. Some have rectilinear grid streets, with a consistent rhythm of houses that are uniformly aligned along a block. Others have curvilinear streets, sometimes even without curbs, and homes are placed at different angles with respect to the street. Respecting these character-defining features is an essential part of compatibility in Winnetka.

Contextual design considers a project's setting and responds to it in a manner which respects the design traditions and identity of that area. It focuses on the character of the neighborhood in which the project is located and on basic principles of house design. This handbook outlines a basic approach to contextual design which will help property owners develop designs that will meet their needs and also be compatible with their neighbors.

Being compatible does not mean mimicking the design next door. In fact, another distinctive feature of Winnetka homes is that each is an individual design. The essence of compatibility is not about copying a style, but is instead a more fundamental consideration of the "framework" of a neighborhood. Within that context, using massing and proportion to convey appropriate scale and employing detail and materials to provide a sense of authenticity and high quality are essential. These and other principles are explained throughout this handbook.

Cedar shingles and siding, wood windows and high quality exterior trim carpentry is sympathetic toward other frame homes in the neighborhood, helping it blend in gracefully. The long slope of the roof line establishes an intimate scale and terminates at an inviting, well detailed front porch, creating a welcoming appearance from the street.

# Design a "Winnetka" Home

A house should fit with its context. It should not directly copy existing styles, but should reflect traditional building proportions, high quality construction and attention to detail. The following guidelines, therefore, promote development that is compatible with the neighborhood. They do not specify a style or design theme. Creative, contemporary and environmentally-responsive design solutions are encouraged when they are also in keeping with Winnetka's design traditions.

**Follow these arrows in this book for a step-by-step design process.**

Extended horizontal lines of a Prairie Style house help it to appear low in scale, which is a design tradition in much of Winnetka, and is a feature of many styles in the Village. These elements can be used successfully in many Winnetka neighborhoods.

A new home appears to be more in scale when variations in massing and materials occur and basic building components, such as windows and doors, appear similar in size to those used traditionally. Applying trim with substantial depth around windows also contributes to a sense of scale. Such improvements enhance the "curb appeal" of a property, which includes how a house relates to its context.

Attention to detail is important. High quality wooden shutters are appropriately sized and include fully operational hardware, providing an additional level of detail and "visual depth". Divided light windows with appropriately scaled trim boards also break down the overall scale of the facade and give the building a sense of warmth and richness.

# The Basics of Designing a Home

Designing a "Winnetka Home" means fitting with the neighborhood while also responding to the individual features of the site itself. In this block, house styles vary, but they are of similar scale and maintain a uniform front setback. This adds to a sense of "fitting in."

When designing a home in Winnetka, plan it at four different levels. First, consider the Village as a whole, then the specific neighborhood, and next the features of the building site. Finally address the building design itself.

Follow these basics of home design:

## Village-wide

**Respect Village-wide Design Traditions.**

## Neighborhood

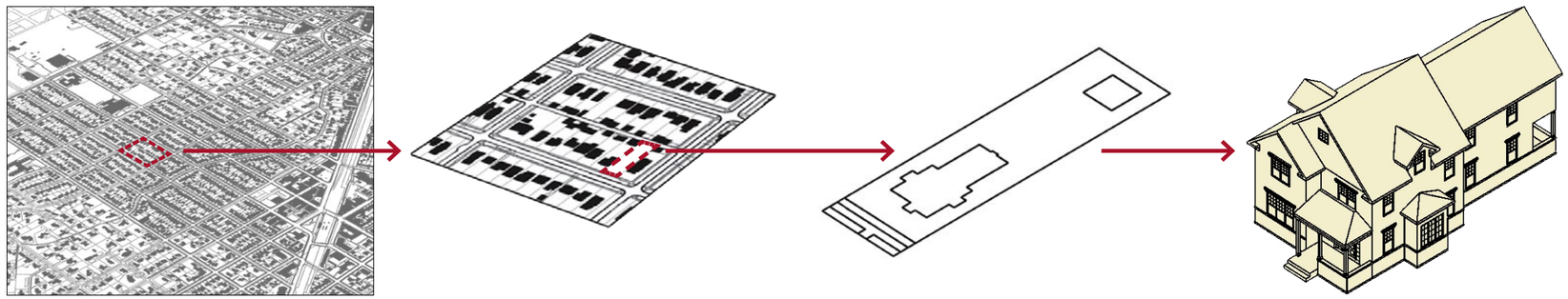
**Fit with the Neighborhood.**

## Site

**Work with the Site.**

## Building

**Design a "Winnetka Home."**



First, consider the character of Winnetka as a whole. This includes well-proportioned architectural designs, human-scaled buildings, open spaces, pedestrian orientation and a sensitivity to natural features. Uphold these traditions to maintain Winnetka's high level of design quality and sense of community.

At the neighborhood level, look for similar development patterns that occur over several blocks. Respect uniform setbacks where they occur, for example. Such neighborhood-wide features are important for compatibility.

Next, assess the features of the site. Identify assets, such as hillsides, ravines and mature trees, and highlight them in the design.

Finally, design the home to fit the tone of Winnetka. Consider how the building will convey similar attributes as others and appear in scale, while maintaining a sense of individuality.

# Key Principles: Designing a "Winnetka Home"

**Design a new home to reflect the design traditions of Winnetka. The principles illustrated here, and others, are described in the pages that follow.**

These key principles apply to all new construction, as well as additions to existing homes in Winnetka. They can be adapted to any style or design approach.

Key Principles Topics


| | |
|---|---|
| Designing a "Winnetka Home" | 3 |
| Neighborhood Scale | 4 |
| Neighborhood Character | 5 |
| Proportion to Lot Size | 6 |
| Building Setback | 7 |
| Design Character | 8 |


Eaves have substantial depth (see page 14).

Window proportions provide a sense of human scale (see page 36).

Details are in keeping with the selected style (see page 35).

One story porch helps reduce scale as seen from the street (see page 29).

Entry is in proportion and relates to the street (see page 28).

Raised first floor is similar to others in the area (see page 23).

Variation in roof ridge helps reduce mass (see page 12.)

Placing some living space in roof form helps reduce building mass (see page 15).

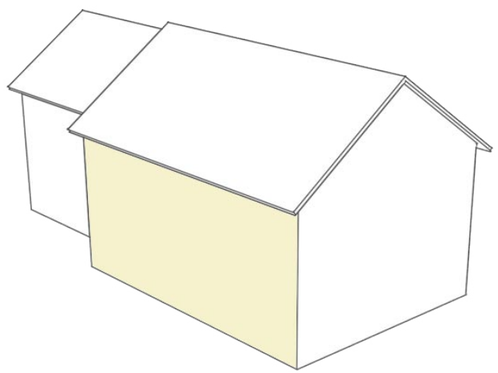
Side wall height is relatively low, to be compatible with neighbors (see page 24).

Variation in wall plane reduces perceived mass (see page 19).

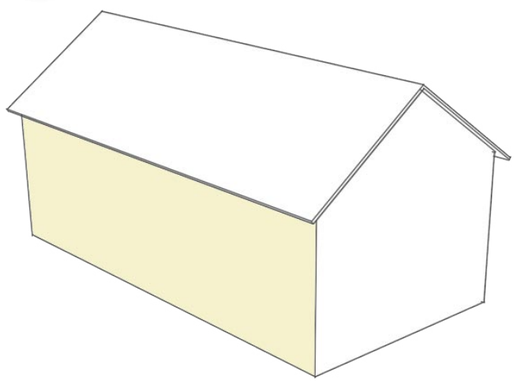
Bay window is in proportion (see page 31).

# Key Principles: Neighborhood Scale

Vary massing, using wall offsets and changes in ridge height, to reduce scale and add interest, with a modest impact to building footprint.



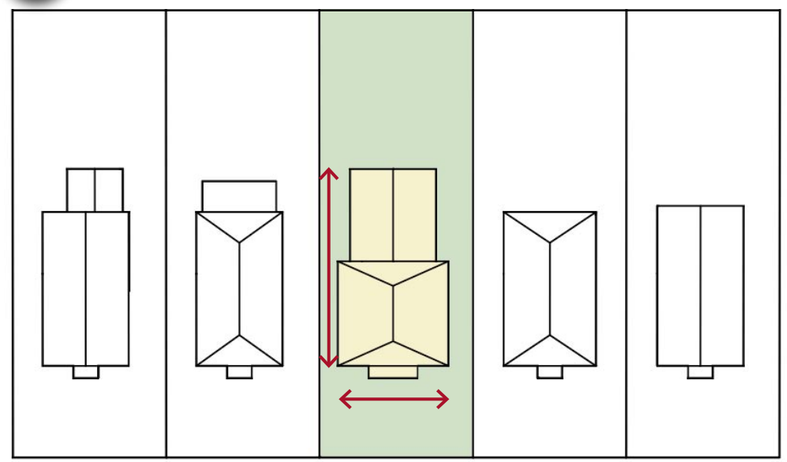
Avoid a large, unarticulated mass, which will appear out of scale.



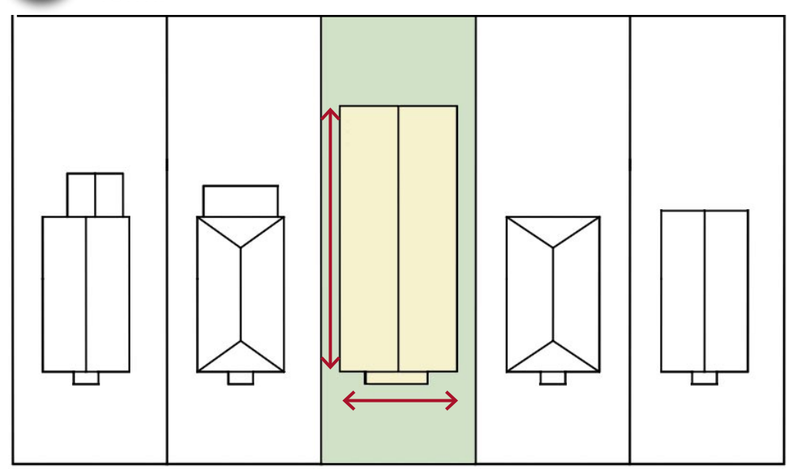
While the principles on the preceding page relate to the design of a house itself, other principles address massing with respect to neighbors.

**Design a new home to be in scale with the neighborhood.**

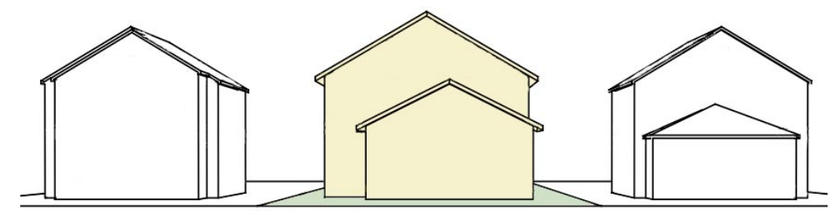
While somewhat larger, this building footprint is in character with its neighbors.



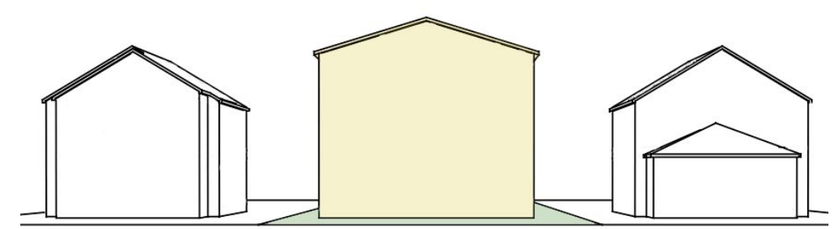
Building footprint substantially exceeds traditional buildings in the area, and has a large, unarticulated roof form.



New home is similar in height to its neighbors.



Height of new home looms over neighbors.



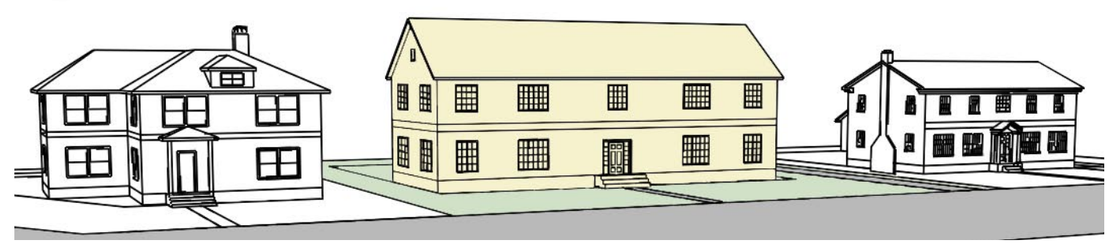
# Key Principles: Neighborhood Character

**Design a home to be in character with the neighborhood.**

Compatible Form.

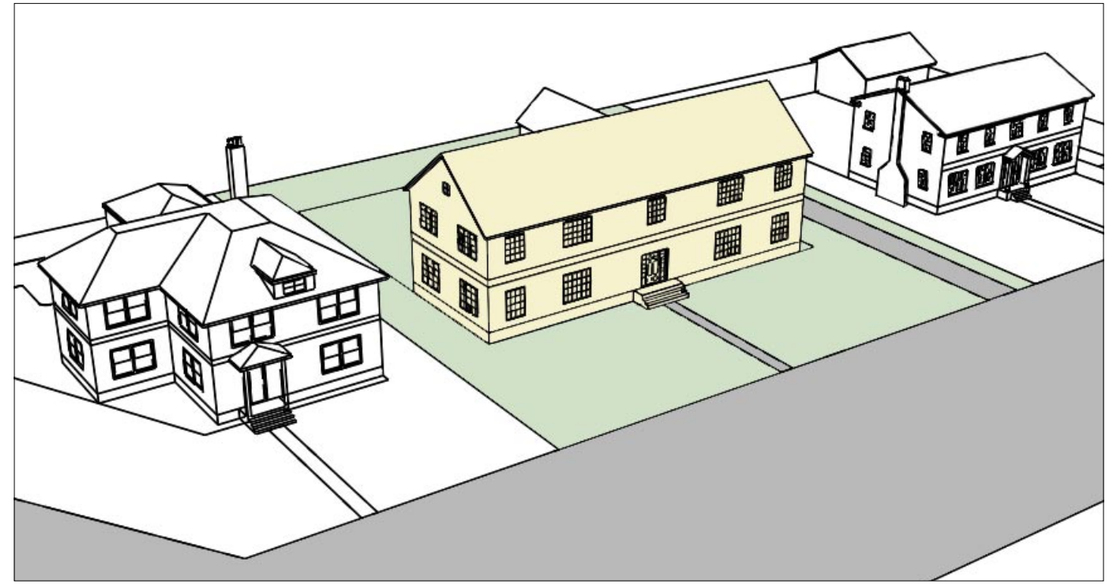
**Preferred:** The building mass steps down on both sides, resulting in a front facade which appears closer in scale to neighboring homes.

Form Out of Character.



**Avoid:** This long tall front facade is out of character with the neighborhood.

**Preferred:** The bulk of the building massing is located at the center of the lot, and extends slightly towards the back, creating a more compatible street facade.



**Avoid:** The building mass is pushed up and stretched out at the front facade, resulting in an unarticulated form out of character and scale with the neighborhood.

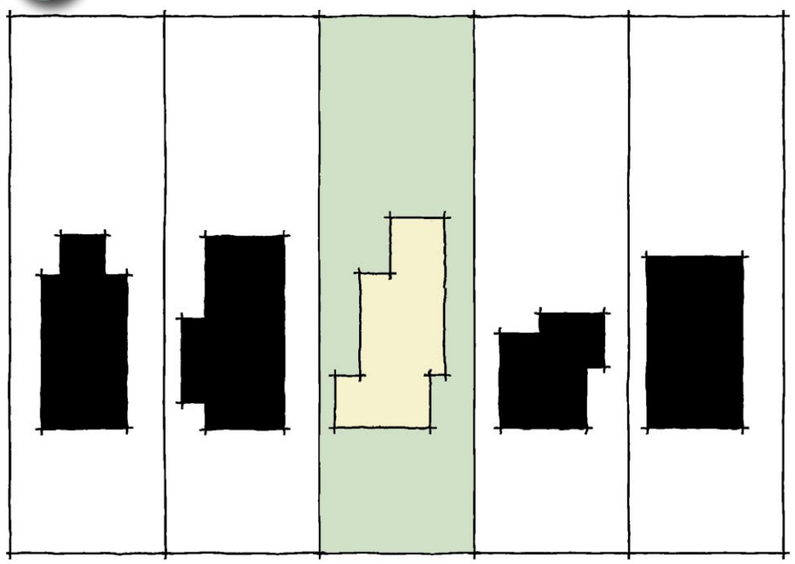
# Key Principles: Proportion to Lot Size

Locate a large house on a large lot. This house appears appropriately sized to its lot area, preserving large areas of green space as well as mature trees.

Building height should also be proportional to lot size, with smaller lots calling for shorter overall building heights. Consult zoning regulations on building height, which require shorter buildings in smaller lot zoning districts.

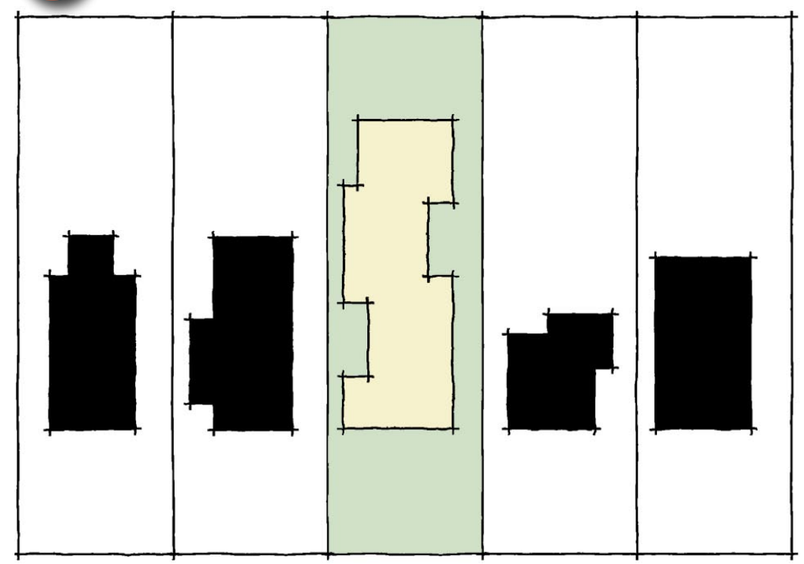
**Keep the house size in proportion to its lot.**

Building footprint is proportional to its lot size.



**Appropriate:** The scale of the building maintains open space on the lot and relates to nearby properties.

Building footprint is out of scale with its lot.



**Avoid:** A noticeable increase in lot coverage increases the perceived size of a building.

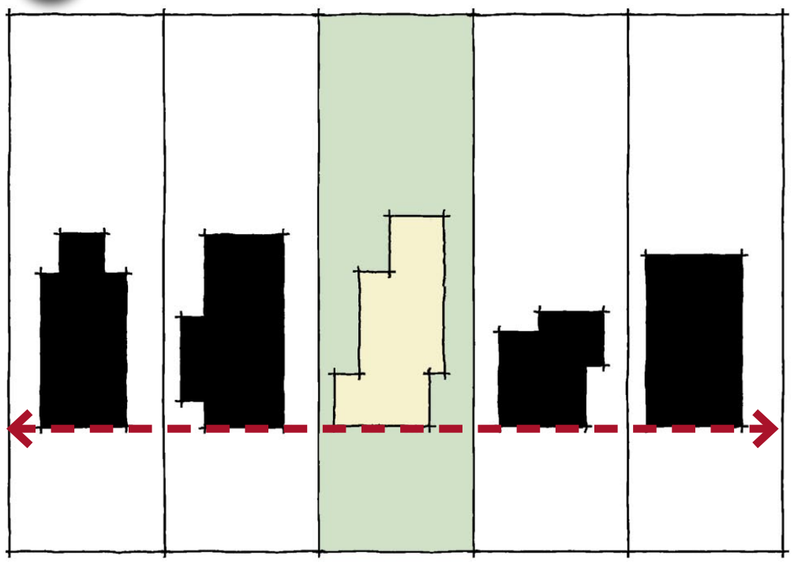
A building's relationship to its lot size influences its perceived scale and affects the sense of open space on a site. Consistency with the neighborhood is most important on small lots. Building footprints, setbacks and orientation should reflect neighborhood traditions. On average lots, a moderate increase from traditional lot coverage may be less apparent than on a small lot. On a large lot, an increase in lot coverage is even less apparent. Consistency with neighborhood context remains important in those settings, but can be achieved within a larger range of variation.

1. **Design a building mass to be in proportion to the lot size.**
   - This is especially important on small lots.
   - Moderate increases may be appropriate in neighborhoods with average lot sizes.
   - Some increase also may be considered in neighborhoods with large lot sizes.

# Key Principles: Building Setback

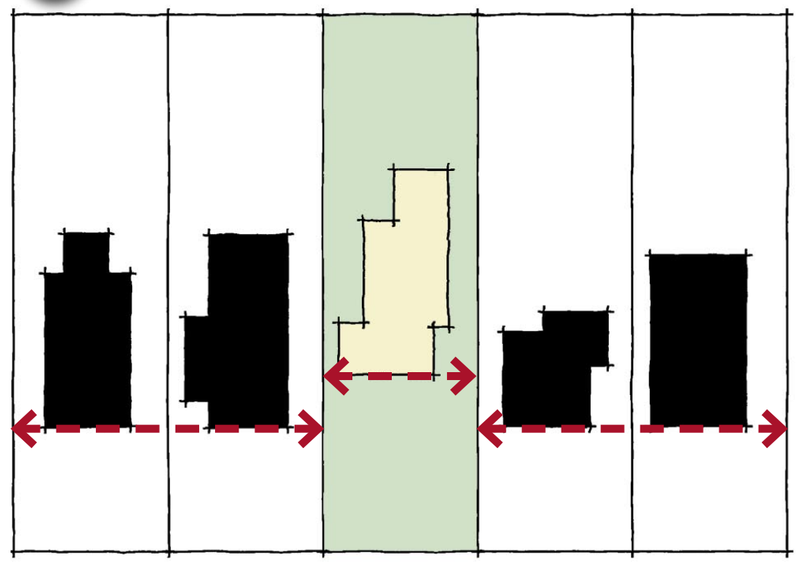
**Consider the established pattern of building front setbacks.**

Neighborhood setback pattern maintained.



**Appropriate:** Maintain established front yard setback patterns. In this example a uniform setback is maintained.

Neighborhood setback pattern not maintained.



**Avoid:** A new setback that does not match the block pattern.

To determine an appropriate front setback, first consult the Village zoning code. Where it allows for variation, follow existing patterns. Within the Village there are three primary setback patterns:

### Uniform Setbacks

In a uniform setback pattern, buildings are located at roughly the same distance from the street along an entire block.

### Varied Setbacks

In a varied setback pattern, buildings are located within a range of distances from the street. There is generally a maximum and minimum distance where a few buildings are located, with the majority falling between these points.

### Staggered Setbacks

Staggered setback patterns appear primarily where a curvilinear street pattern meets a gridded street pattern. In these areas, the alignment from the gridded street is maintained across the curvilinear street, creating a setback which appears to step with the curve of the street.

2. **Maintain established front yard setbacks.**
   - Alternative setbacks to those established may be appropriate where they are permissible by zoning and where the overall effect to the street edge will not impact neighborhood character.

### Uniform Setback Pattern

Prevailing setback patterns contribute to neighborhood character and impact the experience of pedestrians. This neighborhood has a predominantly uniform setback pattern and is a feature that should be respected when planning a new home in the area.

### Staggered Setback Pattern

Staggered setbacks appear to step with the curve of the street. Where this occurs, maintain the pattern.

# Key Principles: Design Character

Continue the traditional high level of design in new homes.

New homes that draw upon traditional styles are encouraged.

**The architectural style should fit with Winnetka.**

Many styles are appropriate to Winnetka. This new home reflects the Colonial style, which is prominent throughout the Village.

New homes reflecting the level of quality of traditional styles are encouraged.

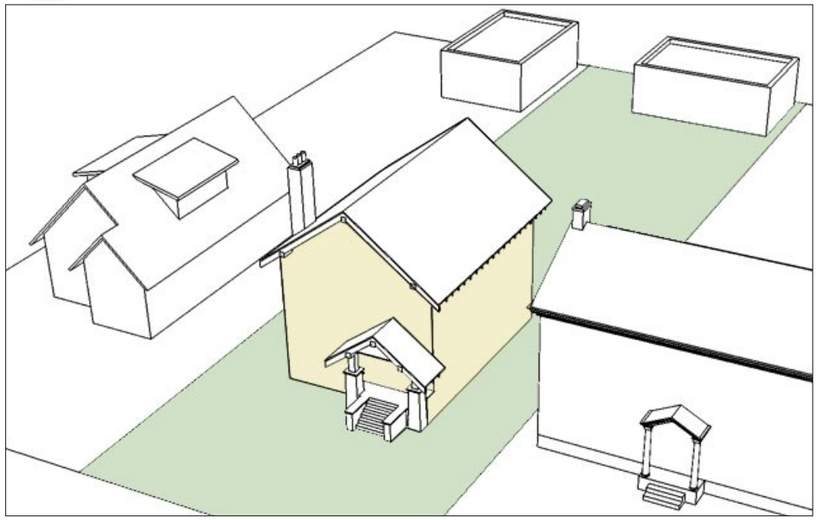
Many traditional and modern styles can fit in Winnetka. In all cases, new buildings and additions should be compatible with the existing neighborhood. A design that accurately draws upon traditional styles is welcomed, but it is not necessary to imitate existing building designs. Creative new designs can fit well, when they respect key features of the setting.

3. **Design a new home to fit the character of the neighborhood, while maintaining individuality in design.**
   - Contemporary and creative design interpretations of traditional building styles are encouraged.
   - Winnetka has many examples of traditional styles that are well-designed. New homes that continue this level of quality are encouraged.
   - Don't copy another house design in the area.
   - See Appendix B, "Proportions of Selected Styles," for more information.

# Building Form: Fit with Context

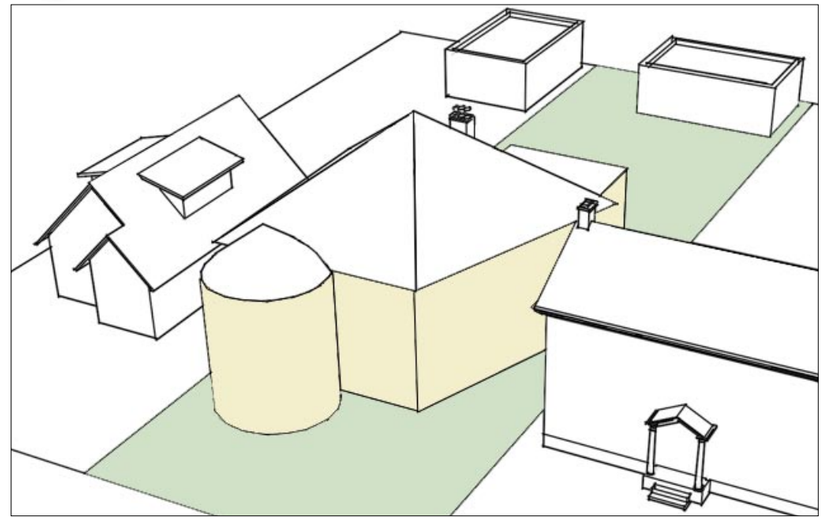
**Choose a basic building form that will be appropriate.**

Form in Character.



**Preferred:** Similarity in building form gives a sense of visual continuity.

Form Out of Character.



**Avoid:** An out of character building form disrupts continuity with the neighborhood.

## Form Character

Similarity of building forms contributes to visual continuity throughout Village neighborhoods. While architectural styles vary, most homes have similar forms within an individual neighborhood.

A new building should reflect the forms seen in the neighborhood. While some increases in houses are anticipated, they should not be so large that the visual continuity of the neighborhood is compromised. Any large building forms should be articulated with varied massing to reduce perceived scale and provide visual interest.

## Fit with Neighborhood

4. **Use a building form that is compatible with the neighborhood.**
   - A simple rectangular form is preferred.
   - A new form may also be used where it maintains the scale and character of the neighborhood. A new form may fit in when the overall building size is kept small.

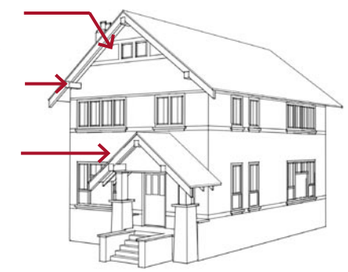
Building Form Topics


| | |
|---|---|
| Fit with Context | 9 |
| Simplicity | 10 |

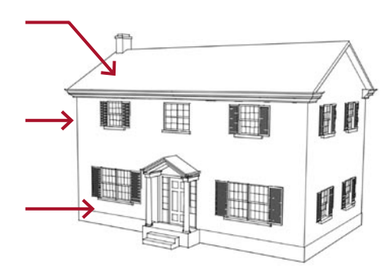

## Traditional Building Forms

These styles represent compatible building forms. Other styles may also have these features.

### Craftsman



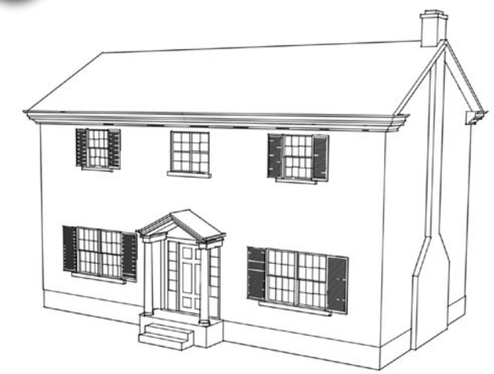

### Colonial Revival




See Appendix B for additional information on selected building forms.

# Building Form: Simplicity

### Form Consistent



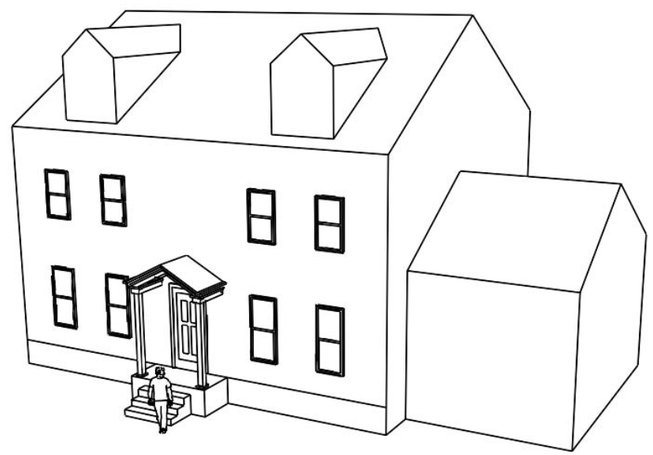
Colonial Revival building form.

### Form Not Consistent

Inappropriate addition of Queen Anne tower to Colonial Revival building.

### Appropriate Form

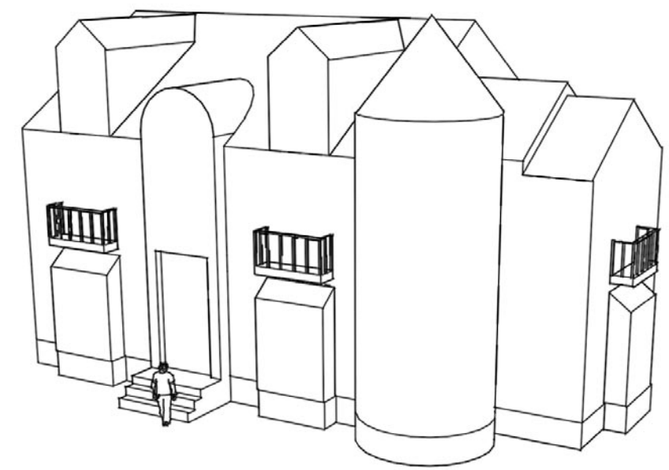
Use a simple building form, with some variation to give a sense of scale.



**Preferred:** This building form provides articulation, without appearing overly complex.

### Too Complex

A building form that is too "busy" and makes a home look larger.



**Avoid:** An overly complex form increases perceived size.

### Simplicity

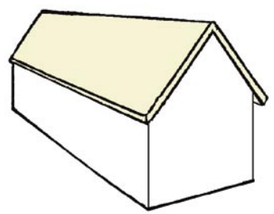
5. **Avoid using an overly complex building form.**
   - A moderate amount of variation in form is appropriate.
   - A very busy form will actually make the house look larger.
   - Also use secondary forms, such as dormers, porches and bay windows, to provide interest, but don't use so many that the design becomes busy.

### Consistency

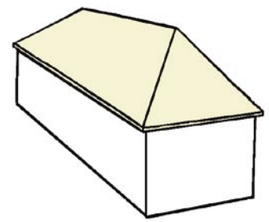
6. **The building form should be consistent with its architectural style and the overall design concept.**
   - Secondary forms, such as subordinate wings or towers, should be in keeping with the style.
   - See also the guidelines for building elements and details that follow.

# Roof Form: Styles

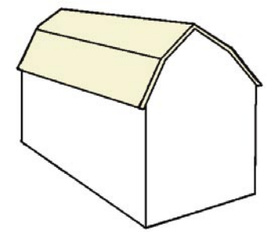
## Roof Forms of Traditional Styles



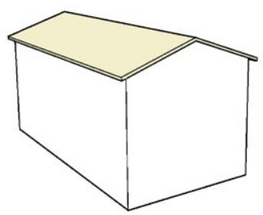
### Steep Gable
- Cottage
- Colonial
- Queen Anne
- Tudor



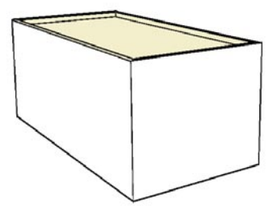
### Hip
- Colonial
- Italianate
- Prairie



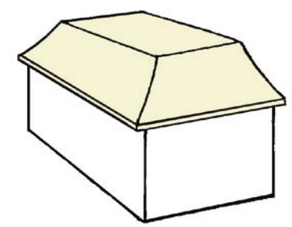
### Gambrel
- Dutch Colonial



### Low Gable
- Craftsman
- Prairie



### Flat
- Modern
- Side wings of Colonial



### Mansard
- French Provincial

Traditional roof designs in Winnetka are relatively simple. Most have one central form, with smaller subordinate roof elements connecting to it. This helps reduce the perceived scale of a home overall and provides visual interest. Basic gable and hip shapes are typical primary roof forms in Winnetka.

7. **Use a roof form that appears similar to those seen on traditional houses in Winnetka.**
   - This is particularly important when a new house will be larger than those nearby.

Roof Form Topics


| | |
|---|---|
| Styles | 11 |
| Composition | 12 |
| Pitch | 13 |
| Eaves | 14 |


## Roof Form in Winnetka

Gambrel Roof

Contemporary Flat Roof

A steeply pitched gable roof is appropriate in this setting, on a larger house setback a considerable distance from the street and its neighbors. Variations in building mass translate into an attractive, sculpted roof form.

In a slightly different neighborhood context, a more simplified roof form, with a lower pitched gable roof is appropriate.

# Roof Form: Composition

**Consider how the roof form will fit the design.**

## Simplicity in Form

Simple Stepped Roof Form

**Preferred:** Eaves should have substantial depth, to convey a sense of scale and add visual interest. See Appendix B for typical dimensions.

Roof Form Too Busy

**Avoid:** Shallow eave depths which appear out of scale with the building.

Basic gable and hip shapes are typical. Smaller houses often have the simplest forms. The key is to keep the composition simple. When the roof design becomes too complex, it actually exaggerates the perceived scale of the house. A roof design, therefore, should exhibit a simple composition.

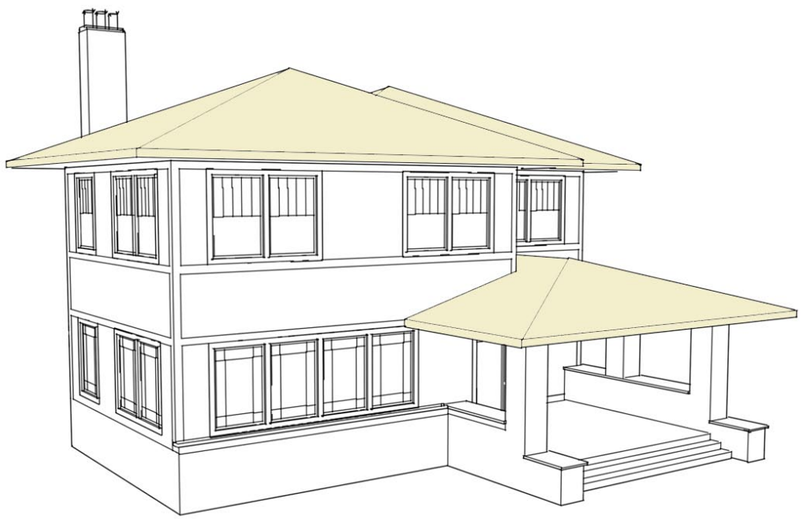
## Simplicity

8. **Use simple combinations of roof forms.**
   - Some variation in roof form is encouraged to reduce perceived scale, but do so with care.
   - Avoid complex roof forms that call attention to the building mass.
   - Avoid cluttering the building with excessive roof elements.
   - Keep dormers subordinate. Dormers should not overwhelm the character of the building.

# Roof Form: Pitch

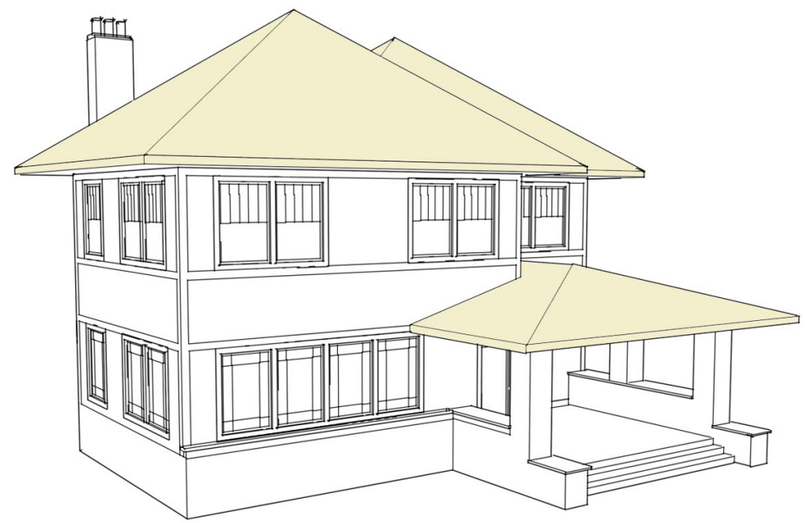
## Prairie Roof Form

Low Hip Roof Fits Home Style



**Preferred:** Roof form is typical of the Prairie style.

Roof Pitch Too Steep for this Prairie Style Home



**Avoid:** Roof form does not fit with style of the home.

## Craftsman Roof Form

Appropriate Roof Slope

Roof Slope Too Flat for this Craftsman Style Home

The slope (pitch) of a roof should be similar to those used traditionally for each specific house style seen in Winnetka. These traditional roof angles should not be distorted in the interest of gaining floor area or additional ceiling height.

### Consistency

9. **Use a roof form that is consistent with the building's style.**
   - Avoid mixing roof forms from different styles. For example, the shallow roof pitch of the Prairie style would be out of character on a design that draws upon the vertical proportions of a traditional cottage.

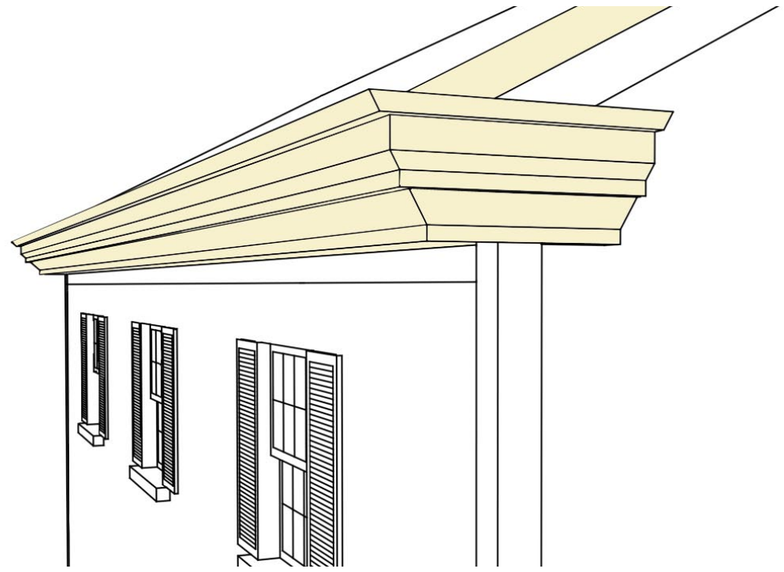
# Roof Form: Eaves

Generous eaves are appropriate to the building style, and are integrated into the overall design through use of "expressed beams" which serve to support the roof both structurally and visually.

Attention to detail is evident in this eave overhang. Eaves return around the gable end, and the underside includes a built-up molding with dentil bracket details.

## Appropriate Eave Overhang

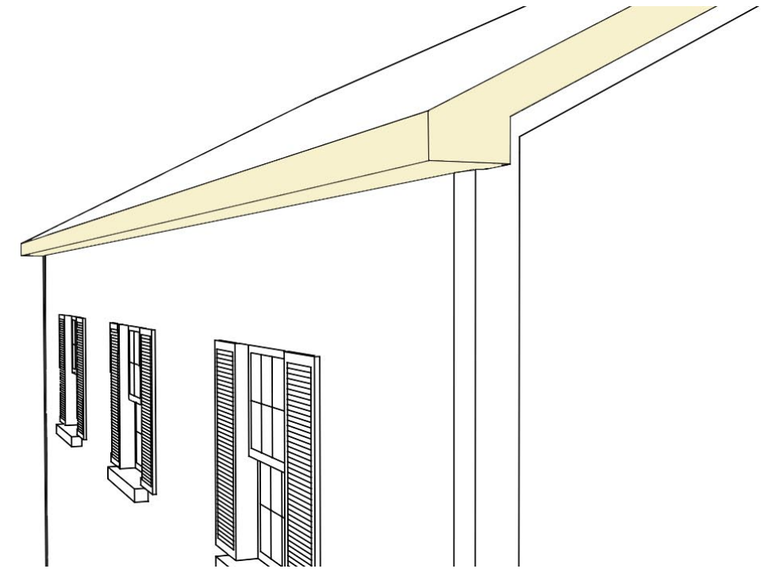
Substantial eave overhang provides a sense of scale.



**Preferred:** Eaves should have substantial depth, to convey a sense of scale and add visual interest. See Appendix B for typical dimensions.

## Eave Overhang Too Shallow

Shallow eave overhang appears thin and lacks a sense of scale.



**Avoid:** Shallow eave depth appears out of scale with the building.

Eaves should have a substantial depth to convey a sense of scale and add visual interest. The specific proportions vary by style. See also Appendix B for descriptions and proportions of typical roof forms that appear on some of the prevalent house styles in Winnetka. In most cases, establishing a strong shadow line with the eave is important.

**10. Use eave depths that are consistent with the style.**

- Avoid using shallow depths.
- See Appendix B for examples of typical proportions.

# Building Massing

**Consider how building mass will fit with the neighborhood.**

Building mass, divided into modules, fits with neighborhood scale.

**Preferred:** Building mass is divided into modules, the roof plan is varied, and wall planes change in height and setback from property lines.

Building mass appears out of scale with neighborhood.

**Avoid:** Building mass is unbroken, appearing greater in scale than others in the neighborhood.

On many streets, buildings have similar mass; this feature should be maintained. A building should be shaped to appear similar in scale to others in the neighborhood. Articulation of building facades, often using relatively simple forms, is an essential way to reduce the perceived scale of a building. Variation should occur horizontally and vertically.

11. **Divide a large building mass into simple modules to reduce its perceived size.**
    - Avoid long, uninterrupted wall planes.
    - Provide changes in wall height and setbacks along the sides of a property as well.
    - Also vary the roof profile.

Building Massing Topics


| | |
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| Building Massing | 15 |
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| Side Walls | 18 |
| Side Wall Variation | 19 |

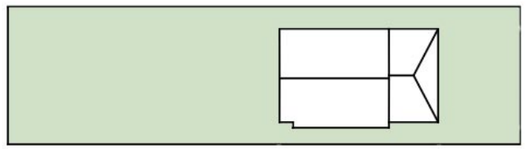
This home combines horizontal and vertical massing articulations to reduce its perceived scale. Vertically the home steps down to a one story porch, and horizontally the side wall is stepped in away from the side lot line.

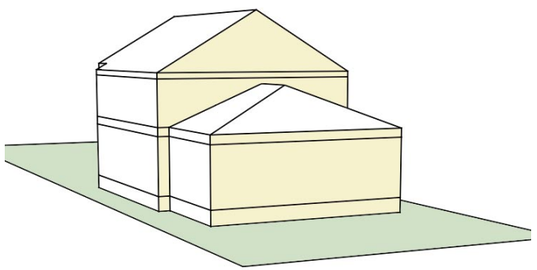
The mass of this larger home is broken into several distinct modules, resulting in attractive facade articulation, and allowing for further reduction of the perceived mass through variations in height and roof form.

# Building Massing: Front Walls

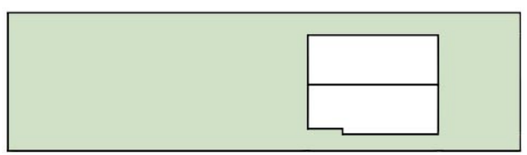
## Front Wall Massing

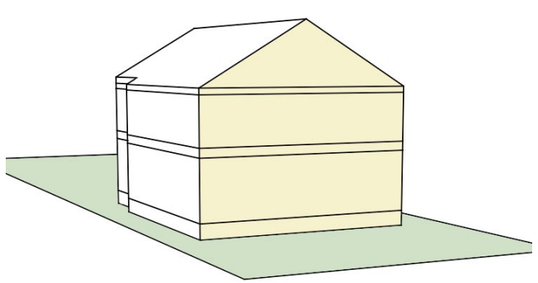
One story mass at front wall.





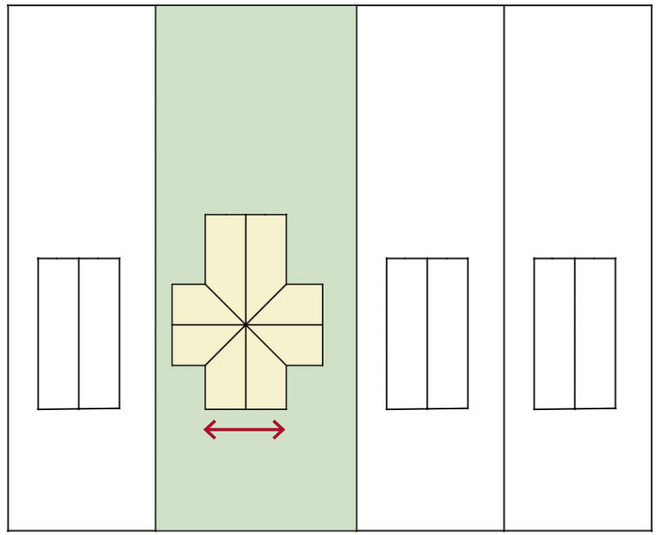
Front wall unarticulated.





## Appropriate Front Wall

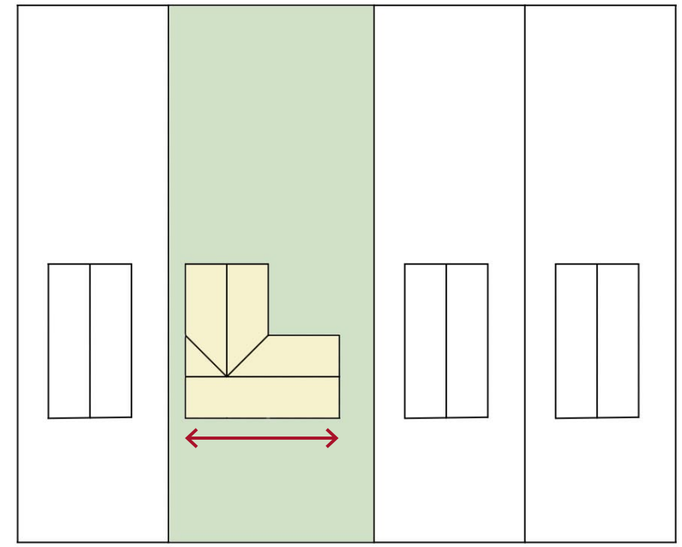
Front wall is articulated and appears similar in width to those in the context.



**Preferred:** Front building mass is articulated to appear similar in scale to others in the neighborhood.

## Inappropriate Front Wall

Front wall is larger than those in context.



**Avoid:** Front building mass appears greater in scale than others in the neighborhood.

In many established neighborhoods in Winnetka the way in which the front of a house is designed significantly affects its perceived mass. Ideally, the overall width of the house will appear to be within the range of other houses seen traditionally in the area.

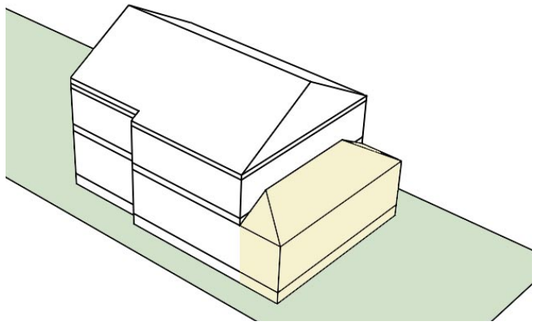
12. **Design the front facade to appear in scale with others in the block.**
    - Design the front wall to help overall building mass appear to be in scale with the neighborhood.
    - Use setbacks in wall planes to reduce mass, or
    - Step down the height of some portion of the building front.

A wall offset and lower roof element help to reduce mass.

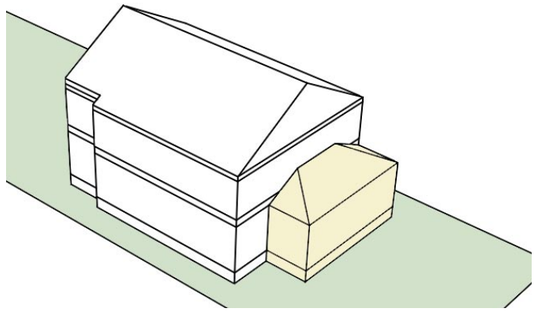
This home combines vertical and horizontal articulations to reduce its perceived scale.

# Building Massing: Front Wall Variation

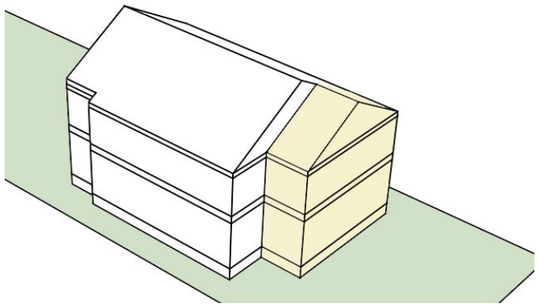
Full width one-story mass at front wall.



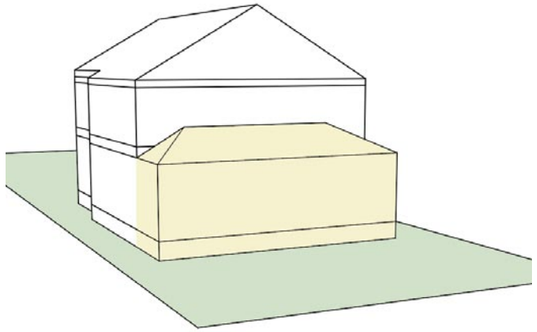
Partial width one-story mass at front wall.

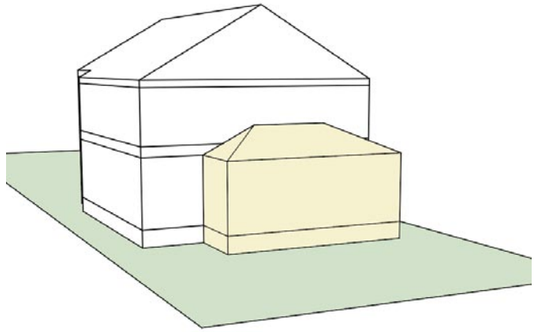


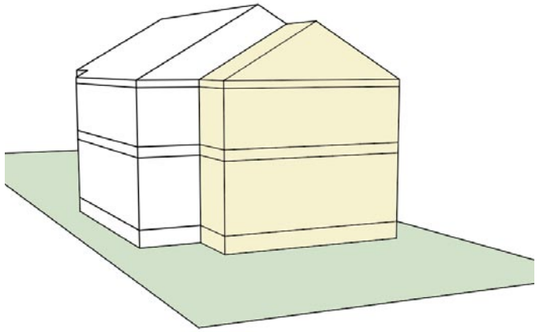
Partial width two-story mass at front wall.



This front wall steps back from the street and includes a one story porch, which minimizes the apparent mass.







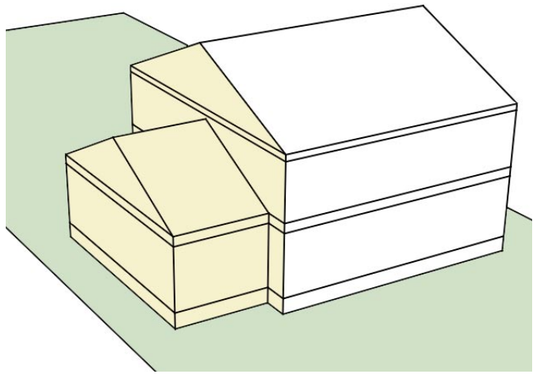
The width of this two story front wall is relatively narrow. The remainder of the building mass is stepped back. This variation helps to reduce the apparent mass of the house.

Overall massing should appear in scale with the lot. For larger homes, using variations in wall planes will reduce the apparent size. Creating offsets in walls, and stepping down the height of a building in front are good methods, and they are readily adaptable to many architectural styles. A range of massing options may be considered, depending on the overall style of the house. A Georgian style, for example, works best with symmetrical massing. A Victorian, Queen Anne Style, in contrast, works well with an asymmetrical change in wall offsets.

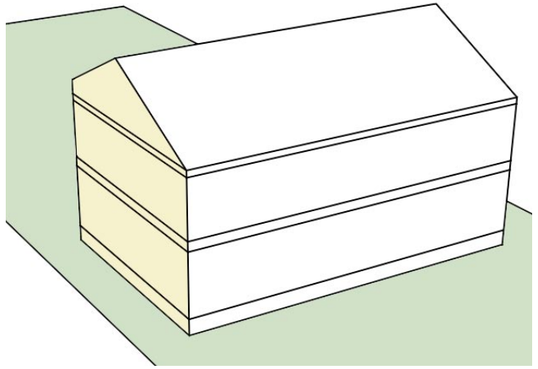
13. **Provide variation in massing of the front facade.**
    - This provides interest and reduces perceived scale.
    - Use a one-story element, or
    - Limit the width of a two story wall to only a portion of the facade.

# Building Massing: Side Walls

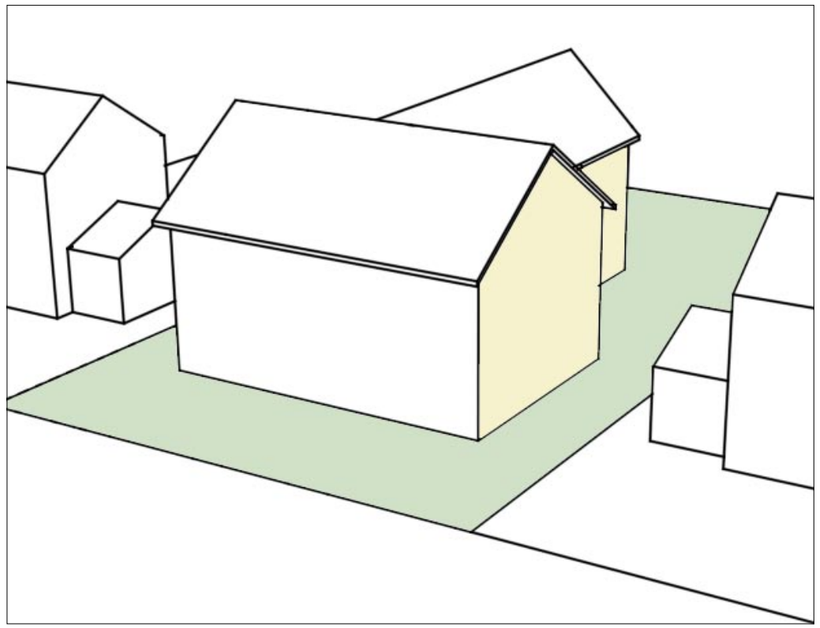
Scale of side wall minimized by wall offset and step down in height.



Side wall appears too massive.

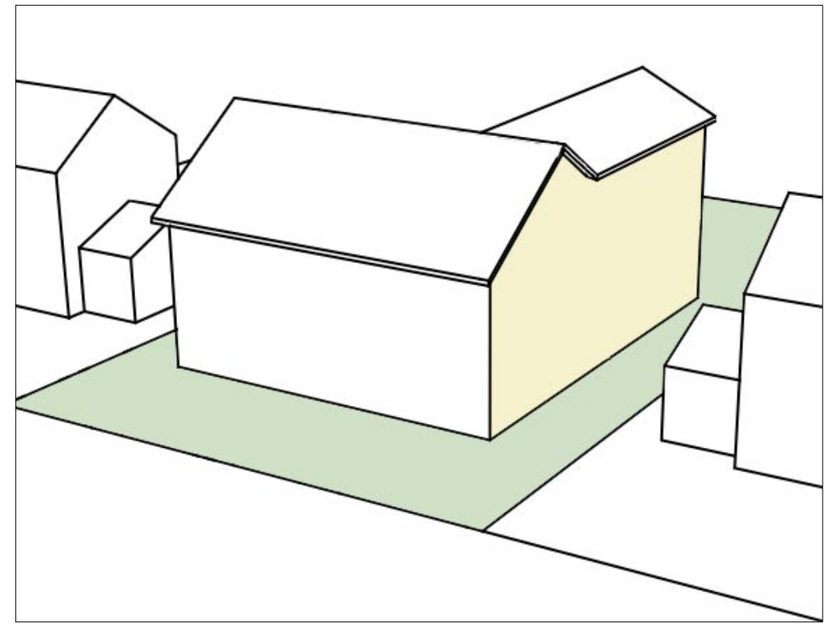


Side wall jogs back from the property line.



**Preferred:** Side wall jogs next to neighbors, minimizing length and mass of building at the side.

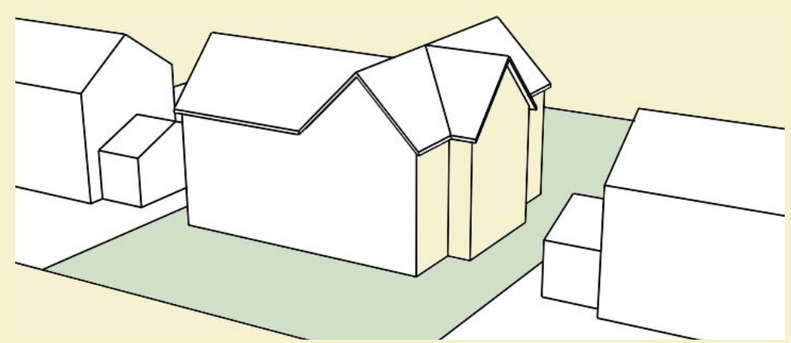
Long and continuous tall side wall.



**Avoid:** Long uninterrupted side wall appears more massive to neighbors, and cuts off views to rear yards.

When a side wall is a single, long, tall, continuous plane, it can appear out of scale with the neighborhood, block views and restrict free passage of light and air between homes. When the side of a home has variations in wall height and setback, the mass appears smaller. Side walls should be varied to reduce these potential impacts. This can even be accomplished on small, narrow lots.

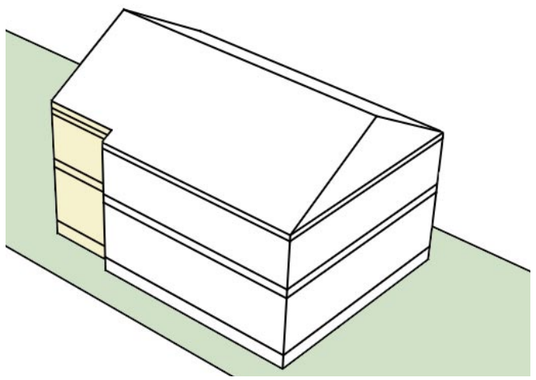
14. **Reduce the perceived mass of a side wall to minimize impacts on neighbors.**
    - Vary side wall setbacks.
    - Also provide variety in wall height along side property lines.
    - Avoid placing a long, tall building wall near a property line.



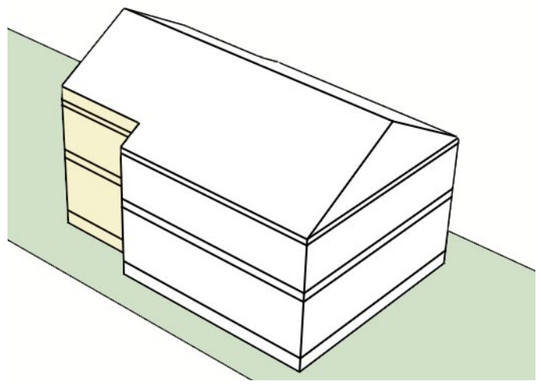
**Preferred:** Side wall jogs next to neighbors, minimizing massing at the side.

# Building Massing: Side Wall Variation

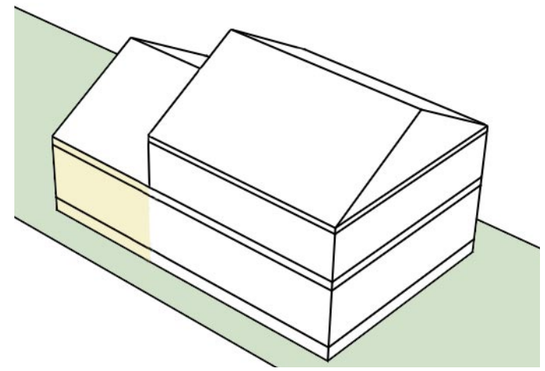
Insufficient offset

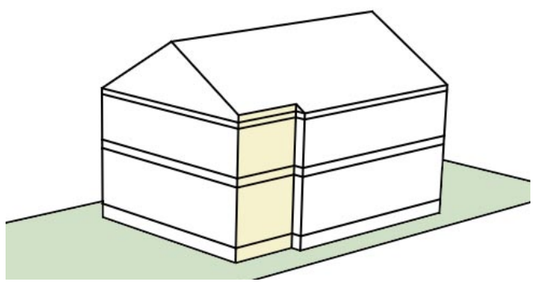


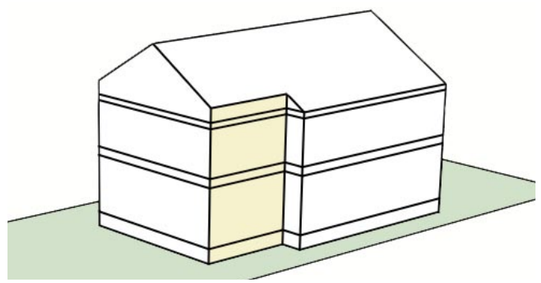
Noticeable offset

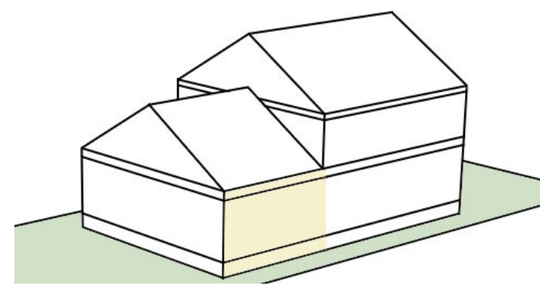


Vertical offset







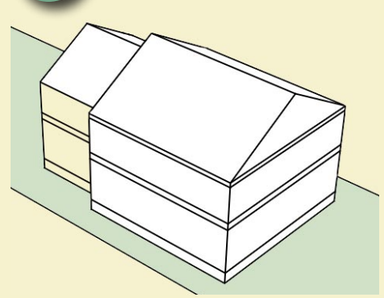


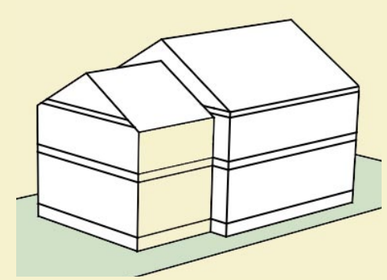
The size of a side wall is a key factor that influences the way in which adjoining neighbors experience the size of a building next door. A tall, two story wall, which extends for a long distance can negatively affect a sense of scale, and will also affect privacy and views to rear yards. The perceived scale will be reduced by creating variations in offsets of wall planes, and in stepping down the height of side walls.

**15. Provide variation in side walls.**

- Use a substantial horizontal offset,
- Step down building height, or
- Use a combination or vertical and horizontal offsets.

Vertical and horizontal offsets combined





A step down in building height provides variety across the side wall of this house.

Horizontal offsets provide variety across the side wall of this house.

Building Scale Topics


| | |
|---|---|
| Building Scale | 20 |
| Human Scale | 21 |


# Building Scale

**Consider how the home design will convey a sense of scale.**

This home's entry, materials use and detailing convey a sense of human scale.

Corner lots can be a challenge – this new home is located less than 15 feet from the property line, yet provides a rich human scale through appropriate materials and detailing, articulated massing, and a graceful entry porch.

Varied roof forms, substantial detailing and massing variations convey a sense of scale characteristic of many Winnetka neighborhoods.

Use of traditional materials and detailing, together with variation in roof form, express a comfortable human scale on this larger home.

Maintaining a sense of human scale is a key objective in home design. This does not mean that the building has to be small. A building is perceived as being human scale when one can reasonably interpret the size of a building by comparing its features to comparable elements in one's personal experience. Using a building material of a familiar dimension, such as traditional brick, is an example, as is using windows of familiar dimensions. Other creative techniques for establishing a sense of human scale include articulating a building with moldings or detailing in materials.

Varying the wall planes of a building, both horizontally and vertically is an essential way to reduce the perceived scale. It is important, however, that this be done with restraint so as to not create an overly busy facade.

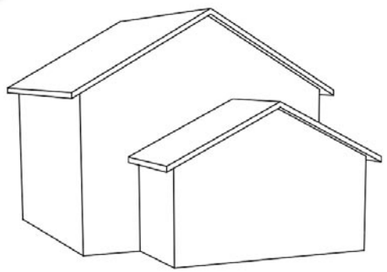
**16. Building scale should appear in proportion to neighboring homes and lot size.**

- The overall perceived scale of homes should remain consistent across a neighborhood context, while the actual size may vary.

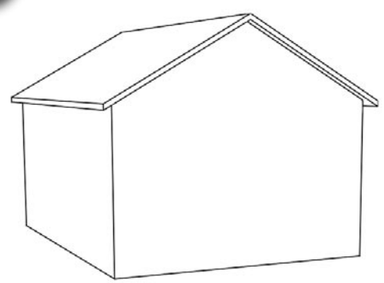
# Building Scale: Human Scale

## Massing

Articulated building form conveys human scale.



Unarticulated form lacks human scale.



## Details

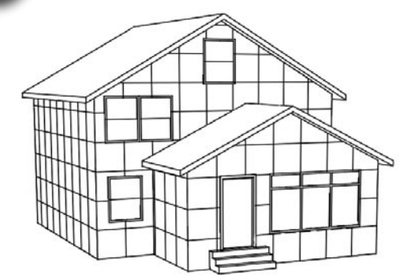
Details convey human scale.

Lack of details fails to convey human scale.

## Materials

Materials convey human scale.

Materials dimensions create massive appearance.



Architectural details, materials and articulated massing combine to create visual interest and convey a sense of human scale.

The wall planes of this house vary, providing a sense of human scale.

While the overall mass of a building is a key consideration, the manner in which building forms, details and materials combine significantly affects the way in which one interprets the scale of a building. Scale is understood by relating elements to one's own size. In order to do so, we draw upon our experiences with similar elements. When a new window is similar in size to those seen elsewhere in the neighborhood, we are able to interpret the size of a building. Also, when building materials are employed in unit sizes that match those on other homes, one can also gain a sense of scale. For this reason, using brick, stone and siding of traditional dimensions helps to convey a sense of human scale.

17. **Establish a sense of human scale in building designs. Use these techniques:**
    - Vary wall planes in setback and height to break up large facades.
    - Use architectural details that create visual interest.
    - Use materials which help to convey scale through their proportions, detailing and form.
    - Change color and texture to help define human scale.

Building Height Topics


| | |
|---|---|
| Fit with Neighbors | 22 |
| Floor-to-floor Proportions | 23 |
| Side Walls | 24 |


See the Village Zoning Code for more information on building height regulations.

Placing a portion of the second story in the roof form limits the overall height of a home.

# Building Height: Fit with Neighbors

**Consider how building height will relate to that of neighboring homes.**

Building height appears compatible.

Building appears taller than neighboring homes.

**Preferred:** Moderate wall heights and varied front massing contribute to a perceived building height compatible with neighboring properties.

**Avoid:** Tall walls and lack of variation in building massing contribute to a perceived height which is out of scale with neighboring properties.

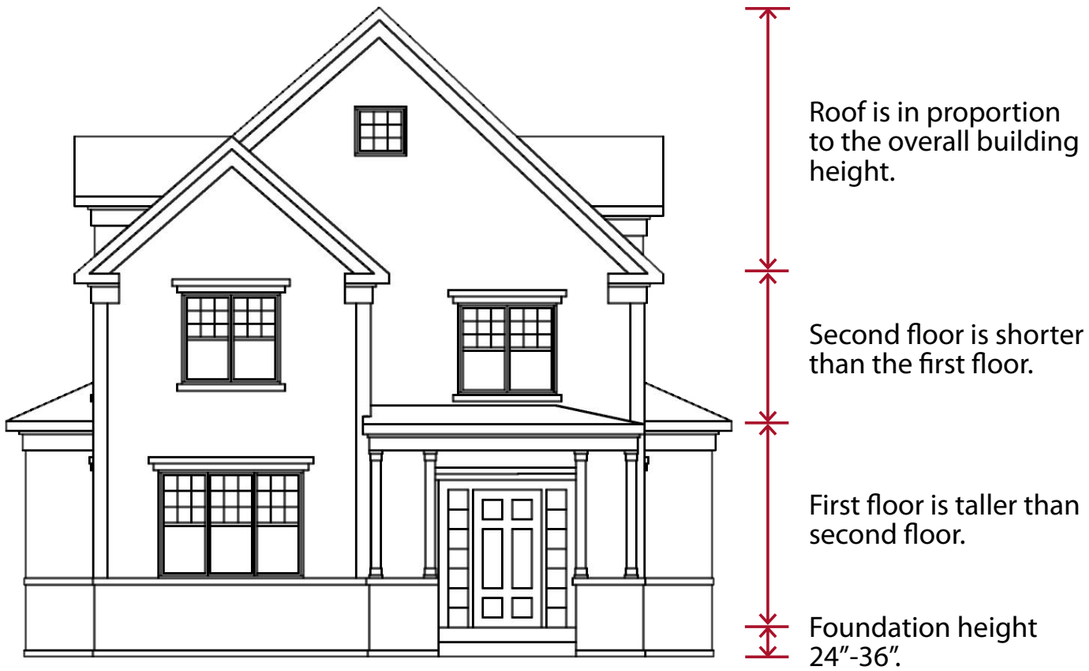
The height of a building affects its perceived size, and also influences sunlight and shade and the sense of open space. Minimizing the perceived height of a wall is important, especially when near the side property line. In many areas, building height should appear similar to that established in the neighborhood context. The height of wall plates, as well as the overall height to a roof ridge, should be considered.

18. **Design a building to appear similar in height to that established in the neighborhood.**

19. **Minimize the perceived height of a building.**
    - The overall perceived height should be moderate.
    - In neighborhoods with compact lot patterns, a building should appear to be no more than two stories in height, as viewed from the public right-of-way. In some neighborhoods two-and-a-half-stories may also be appropriate.

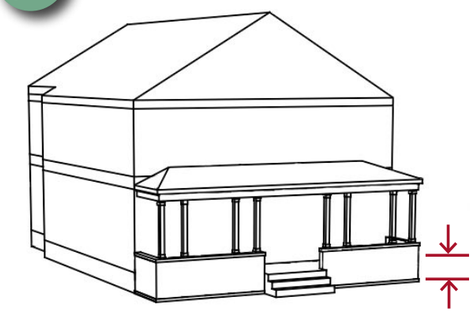
# Building Height: Floor-to-Floor Proportions

Floor-to-floor height conveys appropriate scale.

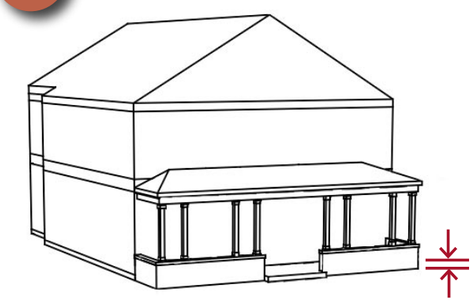


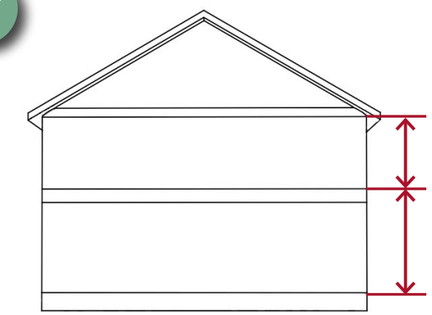

## Foundation Height

Foundation height appropriate.

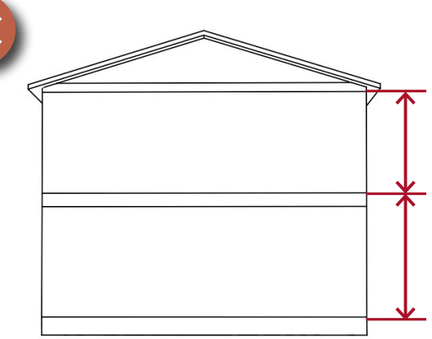


Foundation height too low.





**Preferred:** Traditional floor heights keep mass in proportion to neighbors.



**Avoid:** Tall ceiling heights increase building mass.

The overall building height of a new home should appear to be in scale with its neighbors. In addition, floor heights should appear to be similar. This will help new construction to better fit with the context. A key consideration is the height of the first floor from the ground. The building should appear to be raised to fit within the range of first floor heights in the neighborhood. In addition, the first floor height should appear to be in proportion to the upper floor. Generally, the main floor should appear taller than the second level. This will also help to reduce the perceived mass.

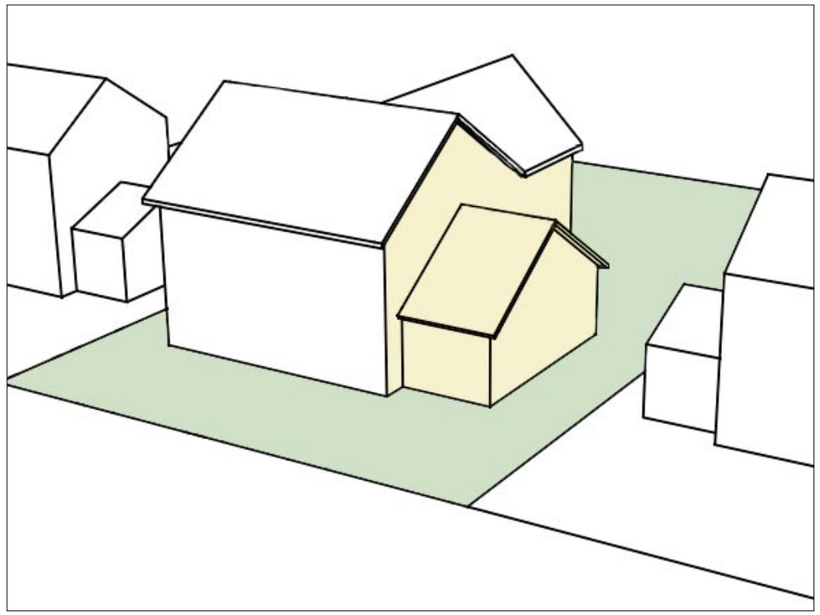
20. **Design floor-to-floor heights to reduce the perceived mass of a house.**
    - Avoid very high ceilings.
    - Avoid the use of steep roof pitches that span wide distances, as they will increase the bulk of a building.
    - Avoid creating a large, unused under-floor area or attic space.
    - See Appendix B for more information on proportions of selected traditional Winnetka building styles.

# Building Height: Side Walls

A step down in height of the side wall helps reduce the perceived mass of a home.

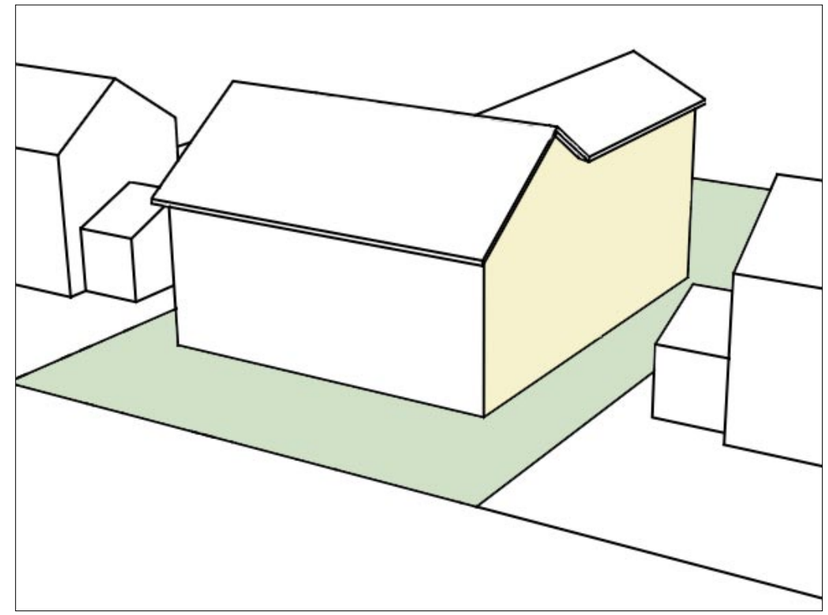
This home maintains a full second story along the side (left), but is inset from both the front and side wall of the first floor, and is visually "laid atop" the main roof line. As a result, the second floor appears lower and smaller, contributing to a reduced side wall height, and a sense of scale and detail.

Step down in height and jog in side wall.



**Preferred:** Side wall is articulated and steps down in height, improving sense of open space for neighbors.

Side wall appears too massive.



**Avoid:** Long uninterrupted side wall appears massive next to its neighbors.

Minimizing the perceived height of side walls when they are located near side yard setbacks is an important aspect of designing a Winnetka home. That is, large expanses of long, two story walls should be avoided. Providing variation in wall heights and jogging wall planes will help to reduce the apparent size. These variations in wall planes also provide visual interest and views to open space, light and air.

21. **Provide variations in wall heights.**
    - Low plate heights that reduce the height of exterior walls are encouraged.
    - Reduce wall height near an abutting property.
    - Step down wall height to avoid the appearance of a narrow corridor or tunnel between buildings as seen from the street.

# Materials

**Use materials to convey building quality and scale.**

Shingles are traditionally used as primary and accent materials and are appropriate for new construction.

Wood shingles are traditionally used as primary materials for exterior walls and are one of the preferred materials for new construction.

Masonry is a traditional building material preferred for new construction.

Exterior materials provide a sense of scale, texture and quality. They should be designed to reinforce building massing, architectural concepts and character. Select materials which are high quality, convey a sense of human scale and provide visual interest. They should also minimize negative environmental impacts.

22. **Use materials that appear authentic.**
    - Masonry, wood clapboard, stained or painted board and batten siding and shingles are examples of preferred materials.
    - Using regional materials, such as stone, is encouraged.
    - Avoid using synthetic siding that appears fake or is not durable.

## Quality in Building Materials

23. **Use high quality, durable materials.**
    - Materials should be proven to be durable in the local or a similar climate.
    - Facade material should maintain an intended finish over time, or acquire a patina which is understood to be an outcome of normal interaction with the elements.
    - Attach materials in a manner that will remain secure.

Materials Topics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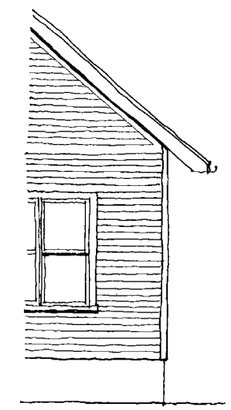
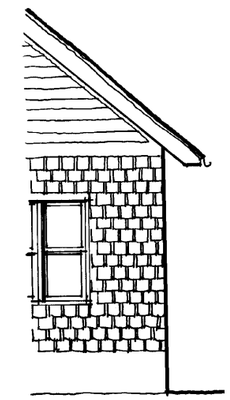
## Typical Exterior Materials

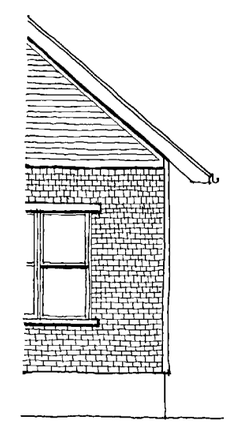
Wood siding



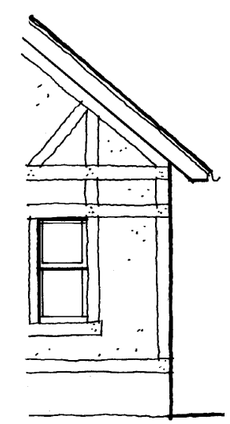
Wood shingles with wood siding above



Brick with wood siding above



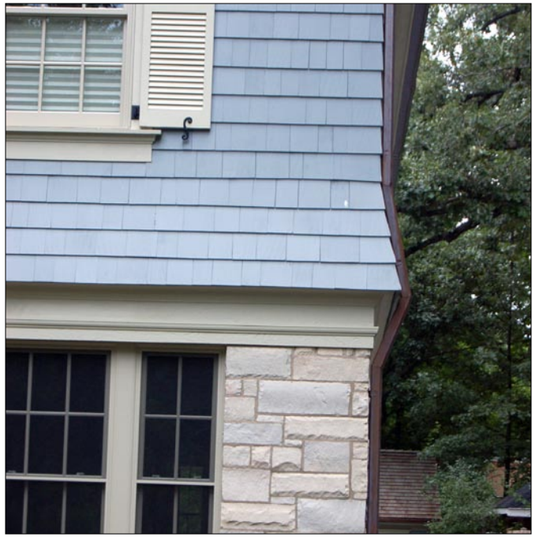
Stucco with half-timbering



# Materials

## Combining Materials

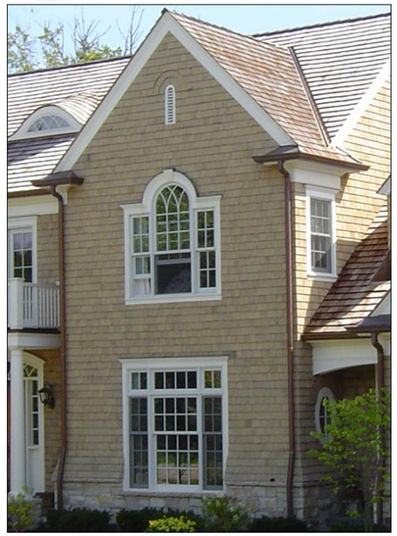
A change in materials from a brick base to stucco above, combined with the application of half-timber details, conveys a sense of human scale.



A molding is used to separate the two primary facade materials.

## Application

Preferred



This facade uses stone as a base material with lighter wood shingles as the primary material above. This is an authentic application.

Avoid

Four materials are used on this facade: wood siding, shingles, stone and stucco with wood trim. This creates a busy facade, increasing the apparent scale of the building.

## Scale in Traditional Materials

Materials applied in units, panels or modules help to convey a sense of scale, and provide a sense of texture through shadow lines which create visual interest.

### Application of Materials

24. **Be consistent in the application of a material.**
    - The form, texture and color of materials should reflect the architecture of the building, while respecting the established character of the surrounding context.
    - Materials should be used consistently throughout a building.
    - Creative, contemporary application of materials is encouraged where it respects the neighborhood character.

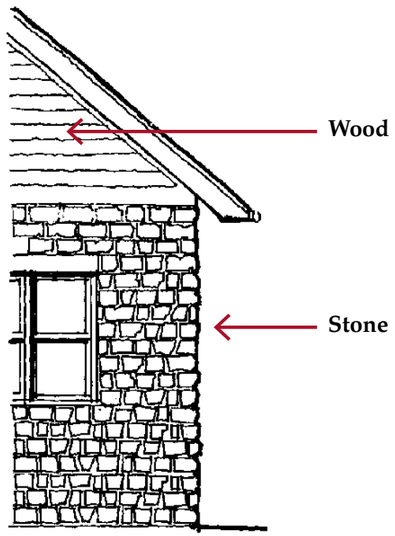
### Scale in Building Materials

25. **Use materials to convey a sense of human scale.**
    - Add visual interest through texture, finish and detailing.
    - Materials applied in units, panels or modules help to convey a sense of scale, and provide a sense of texture through shadow lines and other attributes which provide visual interest.
    - Large panelized products and extensive featureless surfaces are inappropriate.

# Masonry

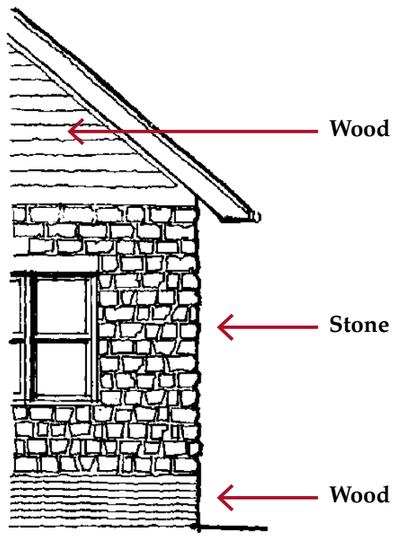
## Structural Application

Masonry appears structural.




**Preferred:** Masonry should appear structural and authentic. This stone rises up from the foundation.

Masonry appears ornamental.



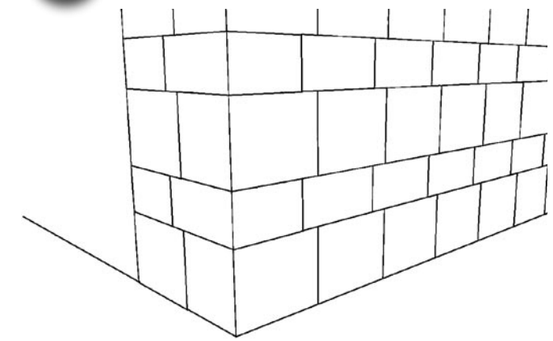

**Avoid:** Stone sits above a lighter material.

## Authenticity

This house uses a single type of masonry, in a simple design which appears authentic in its application.

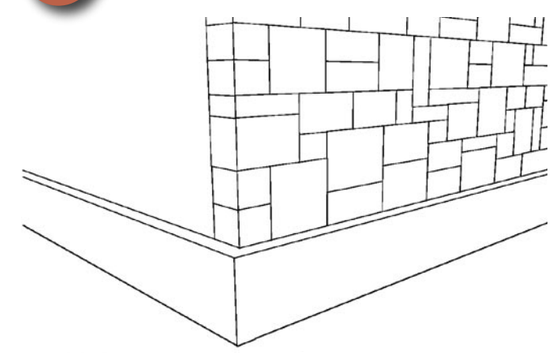
## Application

Stone appears authentic.



**Preferred:** Stone is authentic block that continues around the corner.

Stone appears as veneer.



**Avoid:** Stone appears as a thin veneer at corners.

Traditionally, masonry is combined with other materials. When used in quantity, it is typically at the first floor, with lighter materials such as wood lap siding on upper floors.

26. **Masonry should appear structural in its application.**
    - Stone and brick are supportive materials, and should be oriented and applied to appear structural.
    - Avoid random placement of individual or clustered masonry units on facades or elements such as foundations or chimneys.
    - Avoid the use of masonry on just one elevation.
    - Avoid the application of masonry as ornamentation around only windows or doors.

27. **Keep masonry designs simple in character.**
    - Use a single type of masonry. Avoid combining many different types of masonry. In some cases, two types can combine well. Using stucco above brick in a craftsman style cottage is an example.

28. **Use natural masonry.**
    - Imitation stone is strongly discouraged.

Building Elements Topics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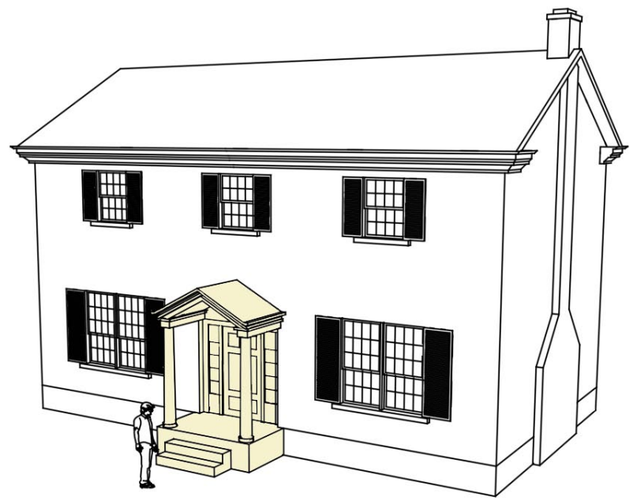
# Building Elements: Entries

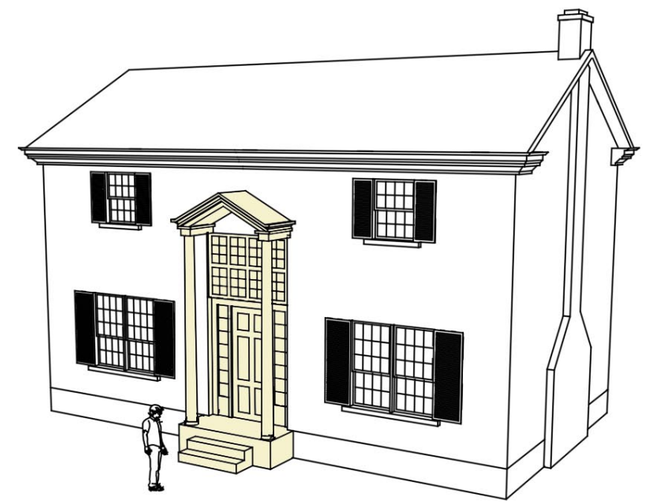
**Design an entry in proportion to the building front.**

Entry in proportion to building front.



**Preferred:** Design architectural elements and details to be proportional to the building mass.

Entry out of scale for building front.



**Avoid:** Oversized features exaggerate building scale.

## Entries in Winnetka

This entry conveys a sense of human scale though the use of transom windows, lighting features and stairs.

Entries, including doorways and porches, are important character-defining features. When oriented to the street, a front entry helps to establish a connection with the neighborhood and a sense of scale on the building facade. Traditionally, doorways and front porches were dimensioned to be human scale. This tradition should be continued. An entry should also be designed to be in scale with a building. In areas with smaller lots, it is particularly important to convey a scale that is in character with others in the neighborhood.

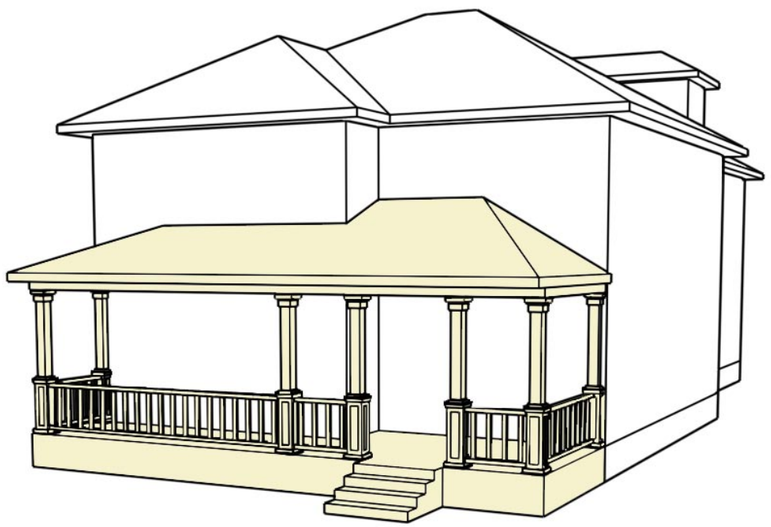
**29. Design an entry to be proportional to the building's mass and style.**

- Primary entry massing features should not be overly dominant, or continue above the bottom edge of second story windows.
- Avoid the use of a grand entry or oversized doorway which would convey a scale inappropriate to the building or the neighborhood.

# Building Elements: Entries

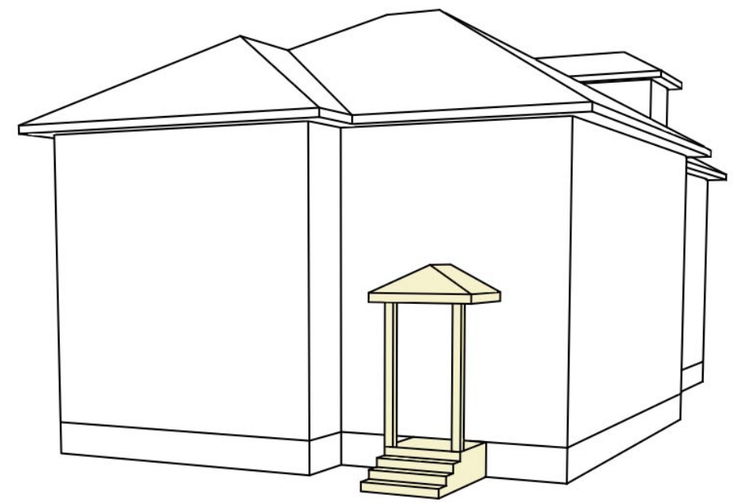
**Convey a sense of human scale in the design and proportions of a porch.**

Porch conveys a sense of human scale



**Preferred:** Porch conveys a sense of human scale in proportion to the home.

Porch not proportional



**Avoid:** Porch not deep enough to be useful.

**30. Clearly define a primary entrance and orient it toward the street.**

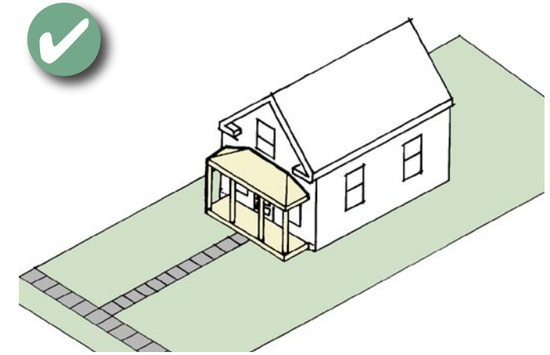
- Position and frame entrance ways to articulate a facade composition and distinguish an entry from the building facade.

**31. Design a porch to convey a sense of human scale**

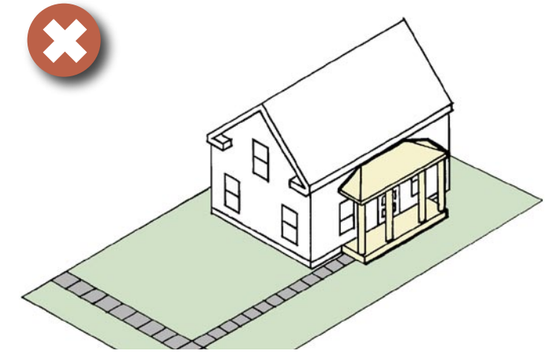
- The depth of a porch should be sufficient to be functional.
- A depth of around 8 to 10 feet is preferred.

Porches are in proportion to building and help convey a sense of human scale.

## Entry Orientation



**Preferred:** Building form and entry oriented to the street helps establish a connection to the neighborhood.



**Avoid:** An entry not oriented to the street can isolate the house from the street and neighborhood.

# Building Elements: Windows

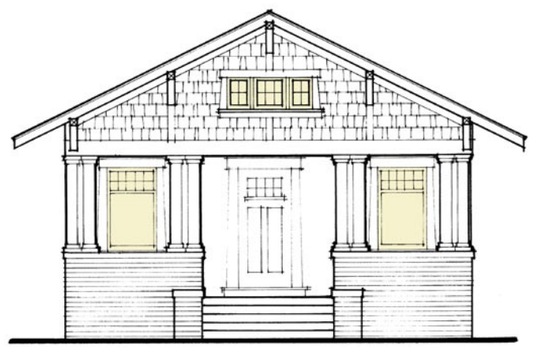
The style, materials and detailing of these windows reflect the prairie style of the house.

Design upper story windows to be smaller in scale than lower story windows.

## Consistency

Windows consistent with style of home.

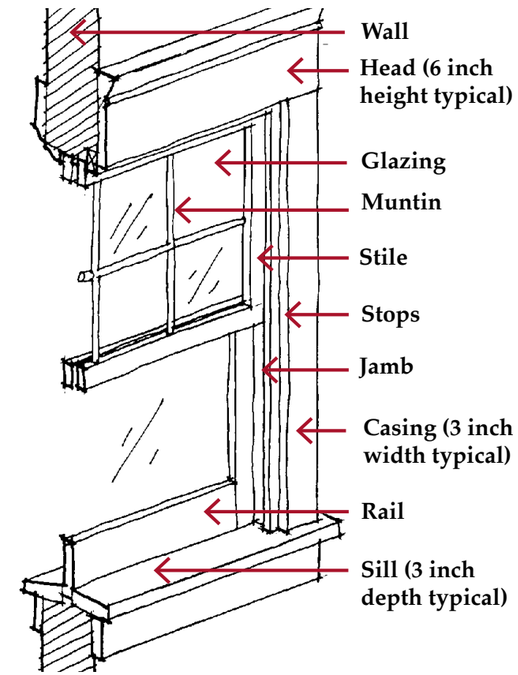
Windows not consistent with style of home.



**Preferred:** Windows are proportional to the style of the home.

**Avoid:** Percentage of glass out of proportion with style of the home.

## Window Component Proportions




Typical double-hung window components. Window components should have substantial depth.

Windows are important character-defining features of buildings. They give a sense of scale to buildings and provide visual interest to the composition of individual facades. Distinct window designs also help to define many building styles.

**32. Design windows to reflect a human scale.**

- Design upper story windows to be smaller in scale than lower story windows.
- Avoid windows which create excessive voids, such as large, undivided picture windows.
- Use window components, such as trim boards, with substantial width and depth to give a sense of scale.

**33. Design a window to be consistent with the architectural style of the building.**

- Use a window style that is consistent with that of the building overall.
- Use window materials and details which are consistent with the building style.
- If divided panes are used in a window, they should appear to be authentic: True divided lights are preferred; or use applied dividing strips (muntins) on both the outside and inside of the glass. Avoid using snap-on muntins or those that are inserted between glass layers.

# Building Elements: Bays

**Consider bay and oriel windows only when appropriate to the building style.**

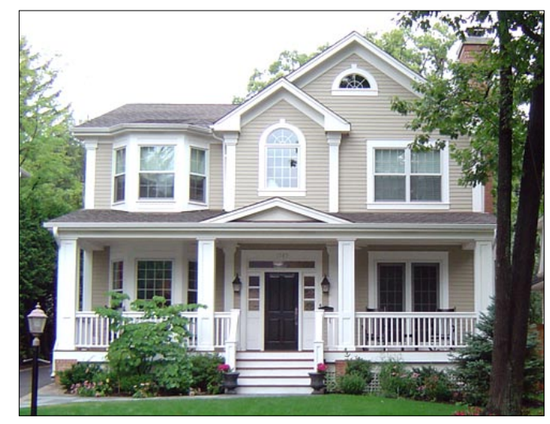
Bay proportional.

**Preferred:** Bay window is in scale with the building facade.

Oversized oriel window.

**Avoid:** Oversized oriel window on upper floor increases the sense of scale of the building.

This first-floor bay is proportional to the building facade, and does not dominate or overwhelm it.



This two-story bay is subordinate to the building facade.

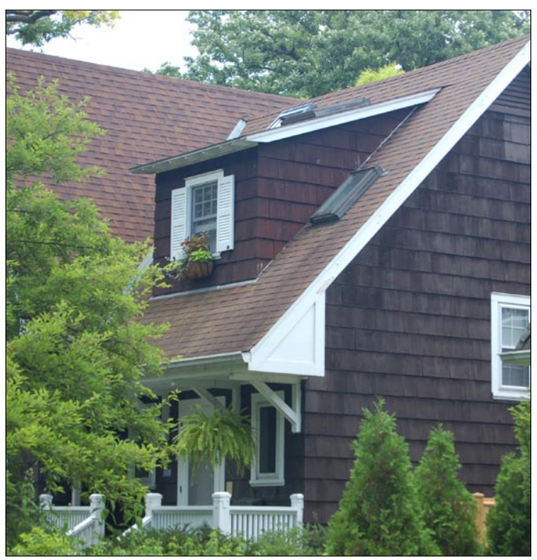
Bay, oriel and other projecting windows have increasingly been used in the design of new homes. While appropriate in some cases, they are often used inconsistently or are inappropriate to the building style. Excessive use of projecting windows can lead to an overly busy and bulky facade, and should be avoided.

34. **Design projecting windows to appear authentic.**
    - Use of projecting windows should be considered only when the building style would have traditionally included such features, such as on a Craftsman style home.
    - Design bays to appear supported, not suspended on the building facade.

35. **Limit the use of projecting windows that add to building bulk.**
    - Generally, only one to two bay or oriel windows should be visible from the street.
    - Locate bays where they will break up the line of an otherwise long, unarticulated wall.
    - Use of a two-story bay should be considered only where it will be a subordinate element of the building facade. (See example above.)

# Building Elements: Dormers

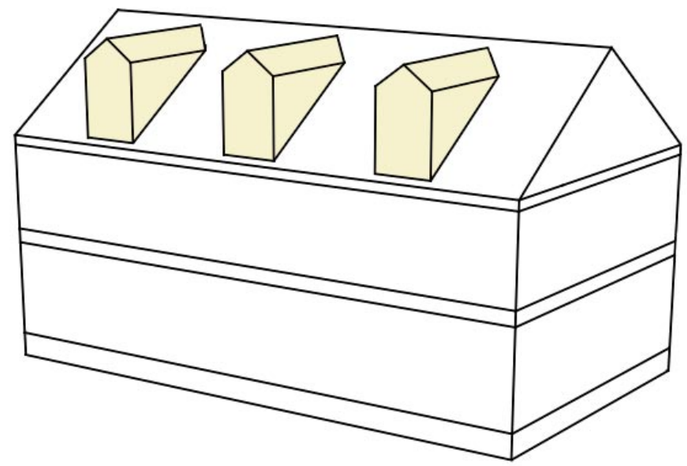
Dormers are proportional to the roof form, and appropriate to the Colonial style of the building.



Shed dormers are appropriate for smaller homes such as "cottage", bungalow, and craftsman styles, and have proportion and scale relationships that differ greatly from more common gable style dormers. Their use should be carefully evaluated.

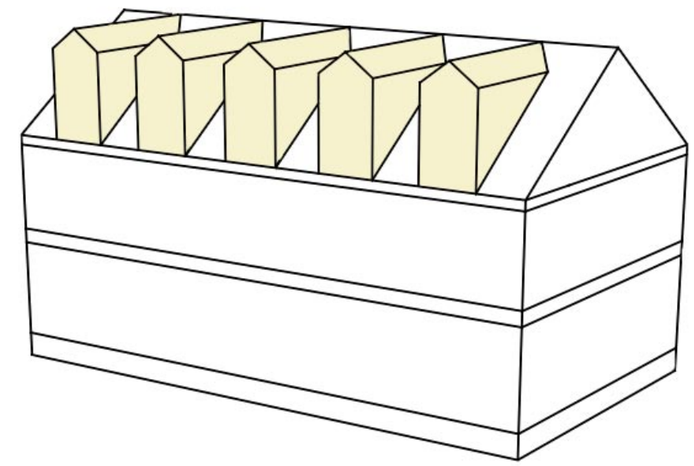
**Keep dormers in proportion to the roof form.**

Dormers proportional to roof form.



**Preferred:** Use of dormers limited to be proportional to the roof form, creating visual interest and a sense of scale on the building.

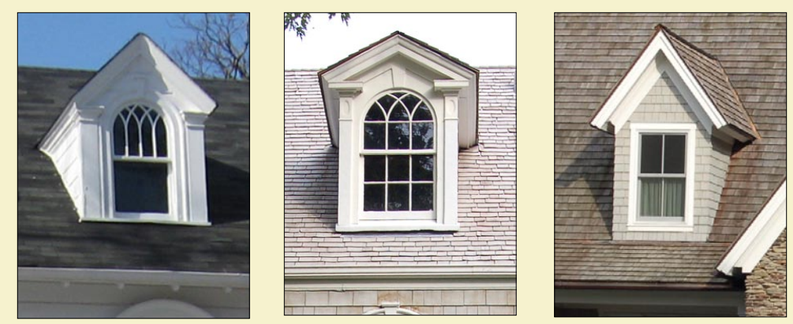
Excessive use of dormers is out of proportion with the roof form.



**Avoid:** Excessive use of dormers creates an overly busy appearance, increasing the sense of scale of the building.

36. **Use dormers when appropriate to the building style.**
    - Dormers should be integral to the character of the building, and not dominant.
    - See Appendix B for more information on details of selected Winnetka building styles.

37. **Design dormers to be in proportion to the roof form.**
    - Locate dormers below the roof's ridge line.
    - Limit use of dormers to avoid an overly busy roof.

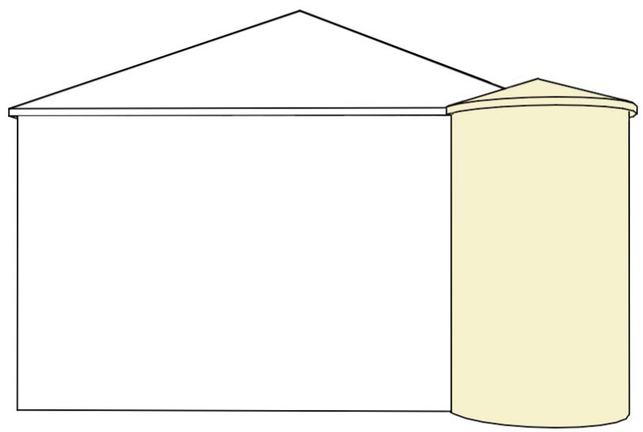


Dormers should be proportional to the roof form, and be located below the ridge line of the roof.

# Building Elements: Towers and Turrets

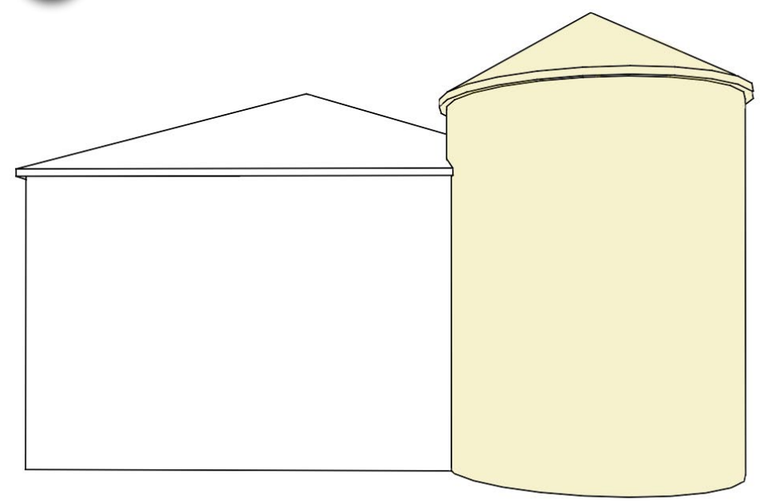
**Use towers very sparingly. If used, keep tower form secondary in size to the building mass.**

Tower in proportion to the home.



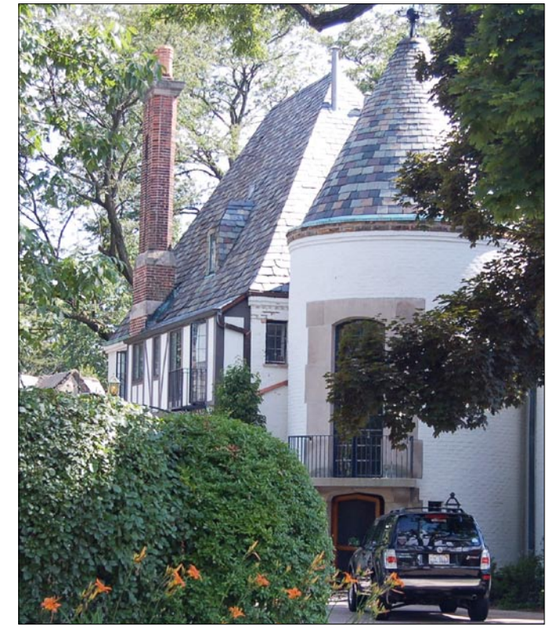
**Preferred:** Tower is proportional to, and lower in height than, the house.

Tower not in proportion.



**Avoid:** Tower is too large and tall in proportion to the house.

Tower is appropriate to the Queen Anne style of the home. The primary wall materials continue onto the tower, blending it into the overall composition.



The use of this tower of commanding scale and visual dominance is appropriate to the architectural style and location in a large estate neighborhood.

38. **Design a tower or turret element to be subordinate to the overall building mass.**
    - A tower should not protrude above the main house wall plate.

39. **Use materials that minimize the sense of scale of the tower or turret.**
    - Continue the primary wall materials onto the tower, to help it blend with the overall composition.

Tower is proportional and does not rise above the height of the main wall plate.

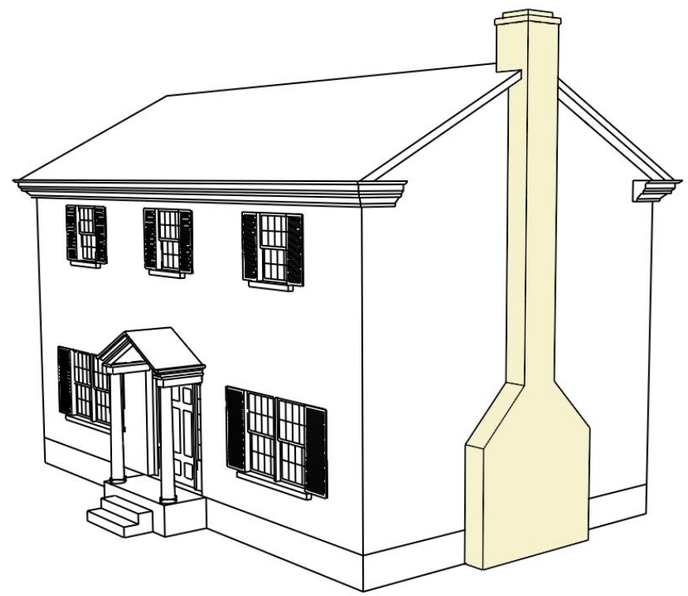
Tower is proportional to, and appropriate for the style of the home.

# Building Elements: Chimneys

This home integrates the chimney into the overall building design.

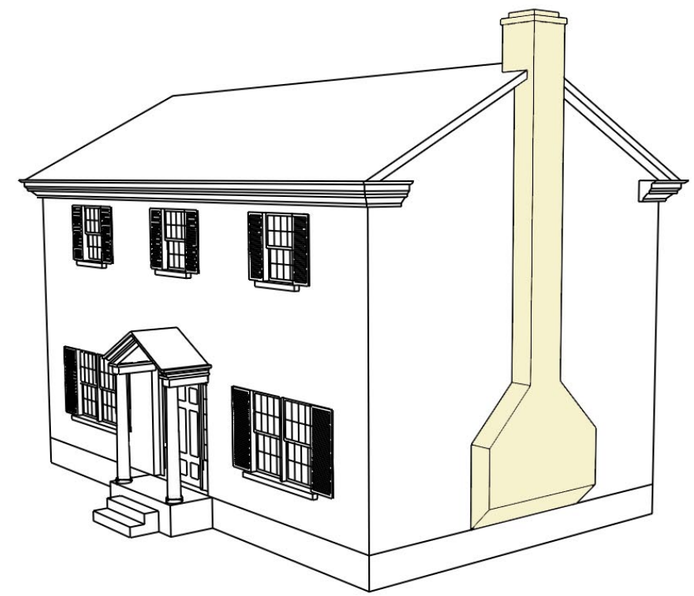
Chimney is integrated into the overall building design.

Chimney appears supported.



**Preferred:** The chimney appears to have a direct means of support, and is integrated into the overall building design.

Chimney does not appear supported.



**Avoid:** The chimney appears to "float" above the building foundation.

Chimneys are a part of the design traditions of the community and they appear in a variety of styles, shapes and materials. While they are not used as extensively in new buildings as in the past, a chimney can add visual interest to a building and help to reduce the perceived scale of a roof line. When one is included, it is important that the form and materials be integrated into the overall building composition. In general, a building should have no more than two chimneys, especially on a small lot.

**40. Integrate a chimney into the overall building design.**

- A chimney that is attached to the side of a building should appear to have a direct means of support. Avoid a chimney that appears to "float" above the building foundation.
- Avoid projecting a tall, freestanding chimney at the lower point of a roof. Doing so emphasizes the mass of the chimney.
- Avoid placing a chimney directly opposite a neighboring window without also providing a greater setback to reduce mass and scale impacts.
- Avoid overly narrow chimneys.

# Architectural Details

**Use details which are visually appealing and consistent with the style of the home.**

## Visual Interest

Railing patterns and columns create visual interest and give a sense of scale.

Patterned trim creates visual interest on this gable-end facade and is consistent with the style.

Eave details and horizontal molding create a sense of scale and are used consistently throughout.

Architectural details provide visual interest and enliven a building facade. These features are often characteristic of individual building styles, and should be used in a way which is consistent with the style of the house. Appropriately sized details, such as chimneys, eaves, windows, dormers and entries, also can help visually reduce building scale.

41. **Use architectural details to provide visual interest.**
    - Use architectural details to relieve blank facades.
    - However, use detail moderately, to avoid overly busy facades.

42. **Design architectural details to appear authentic.**
    - The type, size and location of such features should be consistent with the overall style of the building.
    - Avoid details that appear fake, non-structural or unrelated to the basic style.
    - Apply details consistently throughout.

43. **Design details to be proportional to the building mass.**
    - Avoid oversized features which exaggerate the building scale.
    - Also avoid details that appear too thin.

Architectural Details Topics


| | |
|---|---|
| Window Trim | 36 |
| Facia and Corner Boards | 37 |


## Proportion

Cornice and trim details frame a gable end and are proportional to the building's materials and massing.

Rafter tails and purlins in the eaves and the half-timber siding help to establish a sense of proportion and scale across a facade.

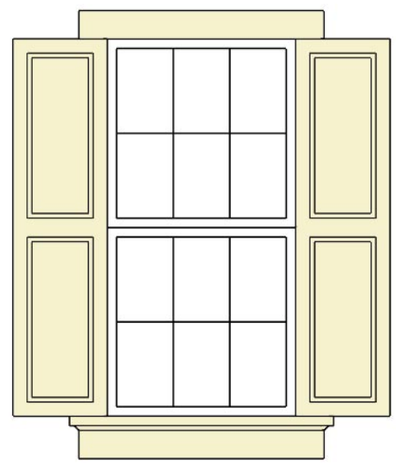
# Architectural Details: Window Trim

Shutters are proportional to window opening; operable hinges and hardware provide additional dimension of detail and authenticity.

In lieu of shutters, window is detailed with wider flat casing and head molding. Joinery at sill and side casings demonstrates fine craftsmanship and attention to detail.

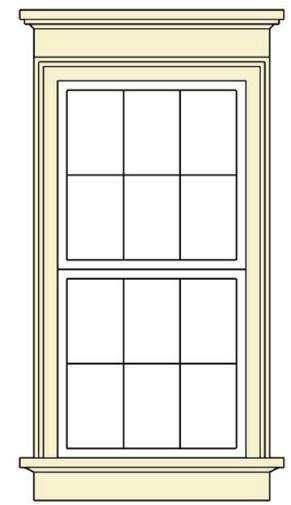
**Use details which are proportional.**

Shutters and casing are proportional to the window.



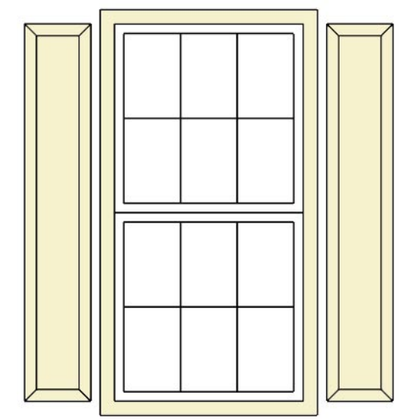
Casing sits on a sill. Shutters fit window and appear authentic.

Casing is proportional.



Decorative casing is in proportion to window and consistent with the style.

Shutters not proportional to the window.



Casing wraps around window without a sill. Shutters don't fit window opening and appear fake.

Window details are essential elements of well-designed homes in Winnetka. Specific details vary with individual architectural styles, but using the correct proportions for trim boards, sills, and other ornamental elements is essential.

44. **When using shutters, design them to appear authentic and in scale with the window.**
    - The combined width and the height of the shutters should match the size of the window opening.

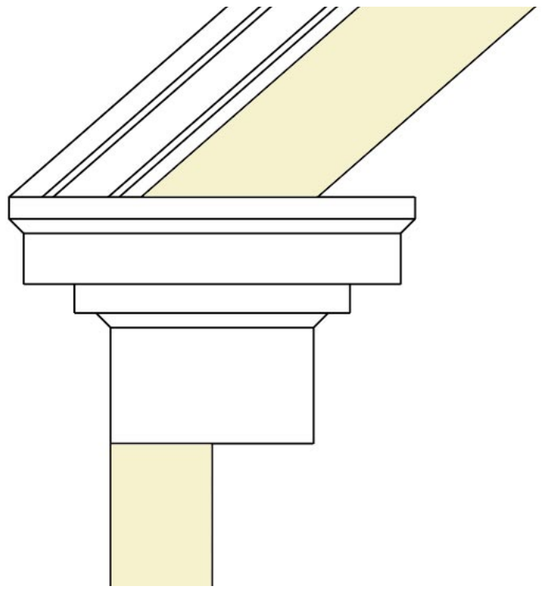
45. **Use trim boards that are in proportion to the window.**
    - Use a board with a substantial depth and width for casings.
    - Avoid using casings that are too thin for the window size.

46. **Use a sill to finish a window casing.**
    - Upper casing boards should sit on a sill, not wrap around the bottom of the window uninterrupted.

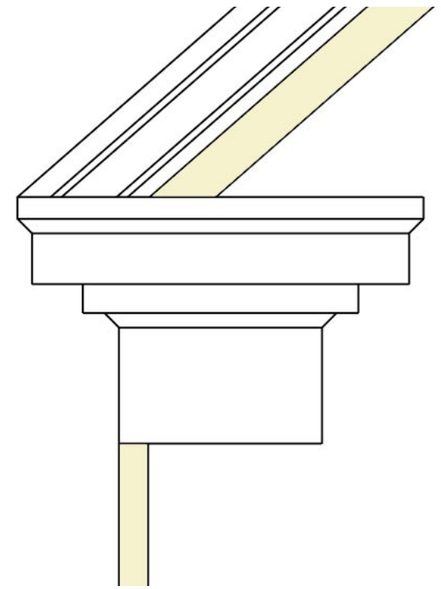
# Architectural Details: Facia and Corner Boards

**Use details which are proportional.**

Facia and corner board in proportion.



Facia and corner board too thin.



Many styles use a flat trim board to support a decorative cornice. These provide a sense of "finish" to roof designs and are effective when applied to both masonry and wood walls. Correct proportions are essential. In most cases, the height of the fasica board should be equal to the height of the cornice above it.

47. **Use facia boards to support a cornice.**
    - Keep the dimension in proportion.
    - Avoid facia boards that are too thin.

48. **Use corner boards that are in proportion to the siding material.**
    - Avoid corner boards that are too thin.

Fascia board beneath gable "supports" roof visually, and is proportional with rake board.

Fluted corner boards are proportional to horizontal siding and exhibit a high level of detail and fine craftsmanship.

# Accessory Structures

This accessory structure (bottom image) is subordinate to, but similar in character to the primary structure (upper image).

**Consider how an accessory structure will relate to the main structure.**

Appropriate accessory structure.

**Preferred:** The accessory structure appears similar in character and subordinate to the primary structure.

Accessory structure too large.

**Avoid:** The accessory structure appears too large and out of character in comparison to the primary structure.

**49. Design an accessory structure to be similar in character to the primary structure.**

- Use materials that are similar in texture and finish to those of the main house.
- Use a form which reflects that of the main house.

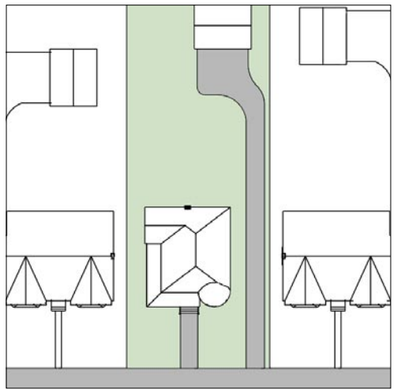
**50. Keep an accessory structure subordinate to the main house.**

- Keep the design simple, using less ornate details than on the main house.
- The overall mass should appear to be substantially smaller in size than that of the main house.
- Position the secondary structure such that it minimizes impacts on views of neighbors.

# Garages

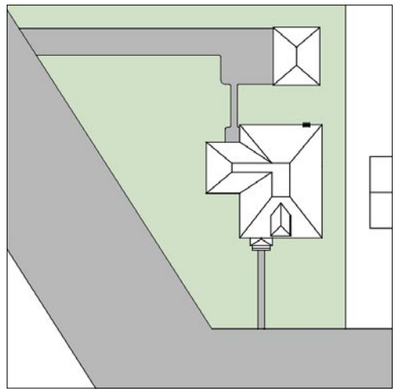
**Consider how the garage form and location will fit the house design.**

Detached



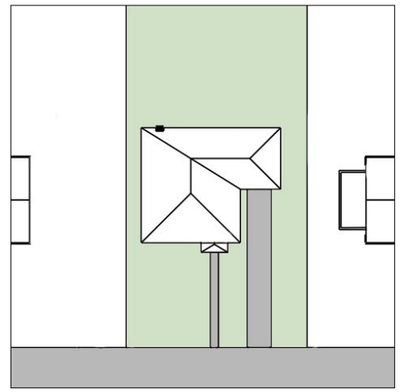
A detached garage reduces the primary building mass, and should be located at the rear of the site. The garage should be designed in a manner that is consistent with the design of the house.

Rear- or Side-Loaded



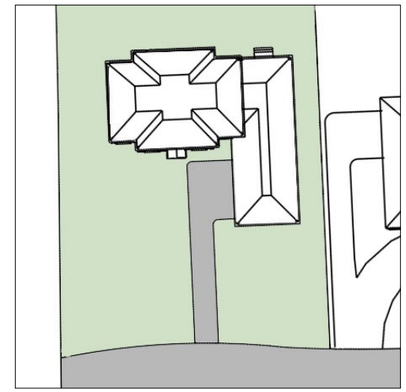
A property with access from an alley or side street can locate the garage at the rear or side of the residence, eliminating garages and driveways from the front of the residence and enhancing the street scene.

Tandem



Parking one car in front of another (in tandem) allows for minimal garage frontage on the primary facade of the residence.

Turn-In



Accessing a garage by turning in rather than pulling straight in reduces the appearance of garage doors along the street. Articulate the street elevation of the garage in a similar manner as the rest of the house.

The design of the home above incorporates a turn in garage which reduces the appearance of garage doors on the street, handsomely integrated into the home's design.

Design garages to provide visual interest, or blend with background materials of the building. These modern overhead doors are side loaded to hide from the street view, but have been designed to appear like traditional hinged carriage doors

The volume of the garage space itself impacts the overall perceived scale of a property. Placement, access, overall design and the treatment of the garage doors are key factors. A garage should be detailed such that it appears as a subordinate element. It should be a visual asset, helping to minimize its effects upon the overall mass of a building, and reducing its prominence as seen from the street. Provide access from an alley where possible.

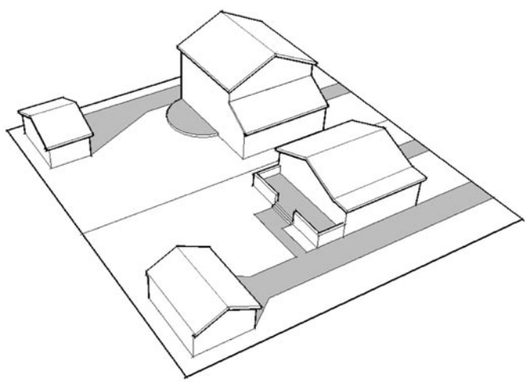
Also consult the zoning ordinance for limits on front-facing garage doors.

51. **Locate a garage to minimize visual impacts upon the overall mass of a property and the streetscape.**
    - Locate a detached garage to the rear of a home where feasible.
    - Orient a garage to face away from the street front.
    - Articulate any street facing garage wall with the same attention to details as the main house.

52. **Design a garage door to provide visual interest.**
    - Use materials and details that convey a sense of scale.

# Driveways

A gravel driveway permits percolation of water into the soil and reduces storm water runoff.



Hard surfaces include drives, patios and courtyards. Using porous materials in these areas is encouraged.

## Design a driveway to be a visual asset.

### Driveway Character

This driveway uses stone pavers which are visually appealing and help to reduce the extent of surface areas. Landscape features also help to screen the drive from view and integrate it into the site.

### Paved Surface Area

These paved driving strips minimize the amount of paved surface area in the driveway.

Driveways and parking areas have direct impacts upon the character of a site and the streetscape. Parking areas and driveways should be designed to be assets to the site, minimize impervious area, and appear as integral elements of the landscape design.

**53. Minimize the amount of paved surface area in a driveway.**

- Limit the width and length of a drive.
- Use porous paving materials.
- Consider using paving strips, stone pavers, decomposed granite, pea gravel, exposed aggregate concrete, gravel, decorative modular pavers or grass and cellular paving systems to minimize impervious surface areas.
- Avoid using plain asphalt or black top when possible.

# Landscape Design

**Use landscape features to integrate a building with its site.**

## Integrate Building with Site

Landscape should integrate a building with its site. In this example a deck, vegetative ground-cover and a walking path serve as transitions between the home and its site.

## Minimize Building Scale

Use trees and shrubs to reduce the perceived scale of a larger building.

## Enhance Street Scene

Use vegetation to screen a driveway and enhance the street scene.

Low, decorative fences can be used effectively as a landscape element and help "frame" the site. Combined with landscaping on both sides, this fence is a welcoming presence on the street.

A successful landscape design integrates a building with its site and neighborhood. It should incorporate existing natural features as assets. Landscaping should convey a sense of human scale, minimize the perceived mass of the home and maximize open space. Pay special attention to the edges of a site and how landscape design in those areas relates to the neighborhood context.

Budgets for successful landscapes vary widely, but even a modest project can enhance the fit of a property with the neighborhood. A landscape plan should be adopted early in the design process to reduce the likelihood of last minutes budgets cuts and reductions in landscape quality.

54. **Design a landscape to have the following characteristics:**
    - Enhance the street scene.
    - Provide a sense of progression from the street to the home.
    - Integrate a home with its site and its neighborhood setting.
    - Incorporate plant materials which complement those established in the natural surroundings.
    - Use deciduous and non-deciduous landscaping to provide year-round vegetation.
    - Maintain a sense of open space between sites.

# Landscape Design

## Spatial Progression

Provide a sense of progression from the street to the house.

## Integrate with Topography

Make the most out of site topography. This "engineered" drainage swale has been landscaped into a unique garden space, hiding its function beautifully.

Bring the landscape architect or designer into the process early, to assist with drainage and tree preservation requirements, and to ensure the landscape design complements the building and site.

Minimize disruption to existing grade to prevent damage to mature trees. A severe grade change on this site was managed in a natural fashion utilizing natural stone outcropping to retain the slope and avoid a more severe retaining wall.

### Progression of Outdoor Space

A traditional landscape design has a sequence of spaces that leads from the public realm of the street, transitions into a "semi-public" area in the front yard and then ends with the building entry, leading into the private realm. This progression is a part of the character of Winnetka and appears in many different garden styles and landscaping palettes. It may extend over a large lot front or be quite compact, but nonetheless is a key characteristic that should be continued.

55. **Design a front yard to provide a progression of spatial experiences, from the public to the private realm.**
    - Combine fences, walkways and plant groupings to convey this hierarchy of spaces.
    - This should occur even on very compact sites.

# Appendix A: Winnetka Design Traditions

Winnetka is known for its high quality neighborhoods and high standard of residential design. Its neighborhoods represent a progression of development, from the late 1830s to the present day, and homes range from large, lake-front properties to modest downtown bungalows. As a result, there is no single design "theme" or architectural style that signifies Winnetka. However, within these varied residential contexts there are several Village-wide design traditions which are apparent in the majority of residential buildings and landscapes.

This appendix summarizes Winnetka's residential design traditions and also presents corresponding design principles which will help to maintain both Winnetka's high standard of design quality and the unique character of the Village. These principles apply throughout the community and to all building projects.

Winnetka is known for its high quality neighborhoods and high standard of residential design.

A variety of architectural styles abound, with high quality of design the common thread which gives Winnetka its character and a sense of community.

## Restrained Character

Designs are relatively restrained in character. These may be modest in their massing and use of materials and details, or they may be more grand in detail and design features, but nonetheless are not ostentatious or "over-the-top."

**A1. Designs should convey restraint.**

- Use refined details and materials to achieve a subdued overall effect.

## Consistency and Integrity in Design

A successful design has a coordinated design concept. Materials, massing and details occur in a consistent manner. This tradition continues with additions and alterations and even in landscapes.

**A2. A design should be consistent in its execution.**

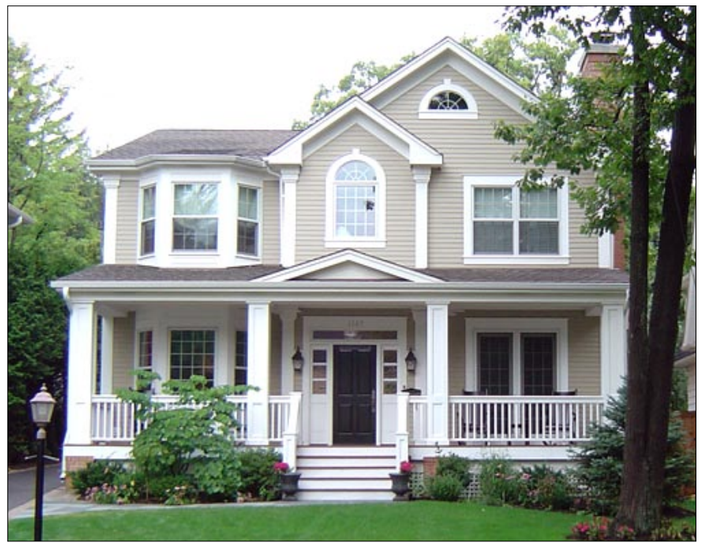
- This applies to its basic concept, form and details.
- An addition should also be consistent with the existing structure.

## Individuality

Each home is unique. Most houses are custom-built. Even where a developer has erected several homes in close proximity, each has an individual design. Repeating the same design, often associated with tract development, is contrary to Winnetka's design traditions.

**A3. Each design should be an individual expression.**

- Replicating other designs is discouraged.



This home uses many architectural details while remaining modest in character.

Traditional Winnetka homes use architectural detailing, materials and massing in a consistent manner.

Traditional homes in Winnetka express a sense of individuality in design.

# High Quality Construction

Winnetka homes are well-crafted and express a sense of high quality in construction. Even modest homes have these attributes. This also is reflected in landscapes.

**A4. Any improvement should be of high quality and convey a sense of durability.**

- High-quality materials and construction methods should be used.

# Fit with the Setting

Winnetka homes fit with the natural setting. Mature vegetation, slopes, as well as lot size and shape are integral parts of the design, rather than obstacles to overcome.

Natural resources, such as wetland areas and mature trees, are kept in the landscape design. Individual sites may differ but each responds to the assets of its setting.

**A5. A design should fit with its setting, incorporating key natural features and landscapes.**

- Native plants and site features should be integral to the property.

# Sense of Scale

Winnetka homes convey a sense of scale. This is conveyed in the overall massing of a structure as well as the way in which windows, doors and details give a sense of the building size. The texture of materials and the manner in which they are assembled do so as well. This helps one comprehend the building size in comparison to a human being.

**A6. A property should convey a sense of human scale.**

- Use varied massing, detailing and landscaping to establish a sense of scale.
- Also use architectural elements, such as windows and doors, to establish a sense of human scale.

Traditional homes in Winnetka are well-crafted and express a sense of high quality in care and construction.

This home integrates with the topography, mature vegetation, and other natural assets of its site.

Landscape treatments and architectural detailing convey a sense of human scale.

## Balance of Indoor and Outdoor Spaces

A traditional design makes use of outdoor areas as well as indoor spaces. This includes porches, patios and gardens that extend living areas outside. This balance of active spaces may be private, such as a rear-deck, or semi-private, such as a front porch. Traditionally, semi-private outdoor spaces have contributed to the sense of community within the Village.

**A7. A design should balance uses between the indoors and outdoors.**

- These should fit with the setting and be compatible with neighbors.

This home's outdoor spaces include its large front porch and landscaped yard.

## Fit with the Neighborhood

A Winnetka home fits with it neighbors. Across a neighborhood, homes have a sense of relatedness, which derives from similar ways of placing buildings on their sites, of uniform setbacks, and similarity in massing and form.

**A8. A building should reflect the established relationships of siting and scale in the neighborhood.**

- Considering one's neighbors is also a tradition. This occur

Across a neighborhood, designs remain unique, but should have a sense of relatedness and similarity.

## Gift to the Street

A Winnetka home "contributes" to the street. In Winnetka a property provides details that are visually attractive and interesting to people on the street. This may occur as a porch that faces the street, the composition of building facade, or a landscape feature. An individual property is a part of the greater neighborhood context, which is enriched by this contribution to the public way.

**A9. Convey a "gift to the street" through design that enriches the public realm and acknowledges that a property is a part of the neighborhood.**

- This includes architectural ornaments and accent plantings.

Landscape treatments including trees and paving enhance the character of a home and the quality of the streetscape.

# Appendix B: Proportions of Selected Residential Styles

Winnetka is known for its high quality residential neighborhoods which have rich architectural histories dating from the late 1800s and extending through many periods and styles. This mix contributes to the Village's character and its neighborhoods. Each style has distinctive proportions and features that contribute to the sense of "belonging" in the Village. This appendix provides an overview of the principles of proportion seen in selected styles prevalent in Winnetka including;

- Colonial Revival;
- Craftsman (Arts and Crafts);
- Prairie;
- Queen Anne (Victorian); and
- Tudor Revival.

These styles are common in Winnetka, but others also appear throughout the Village. A style may not exactly fit into these categories, but will have some of the features described here. The following pages illustrate traditional building proportions for these styles. While these proportions vary from style to style, they show a consistency of proportions and relation to human scale which are characteristic of all residential styles in Winnetka.

These residential descriptions do not constitute a recommendation to build homes in one style over another, but serve as a reference for identifying key features of various styles in order to respect established design traditions.

This chapter provides an overview of selected styles in Winnetka, and should be reviewed when altering an existing home, or designing a new house based on these styles.

## In This Appendix

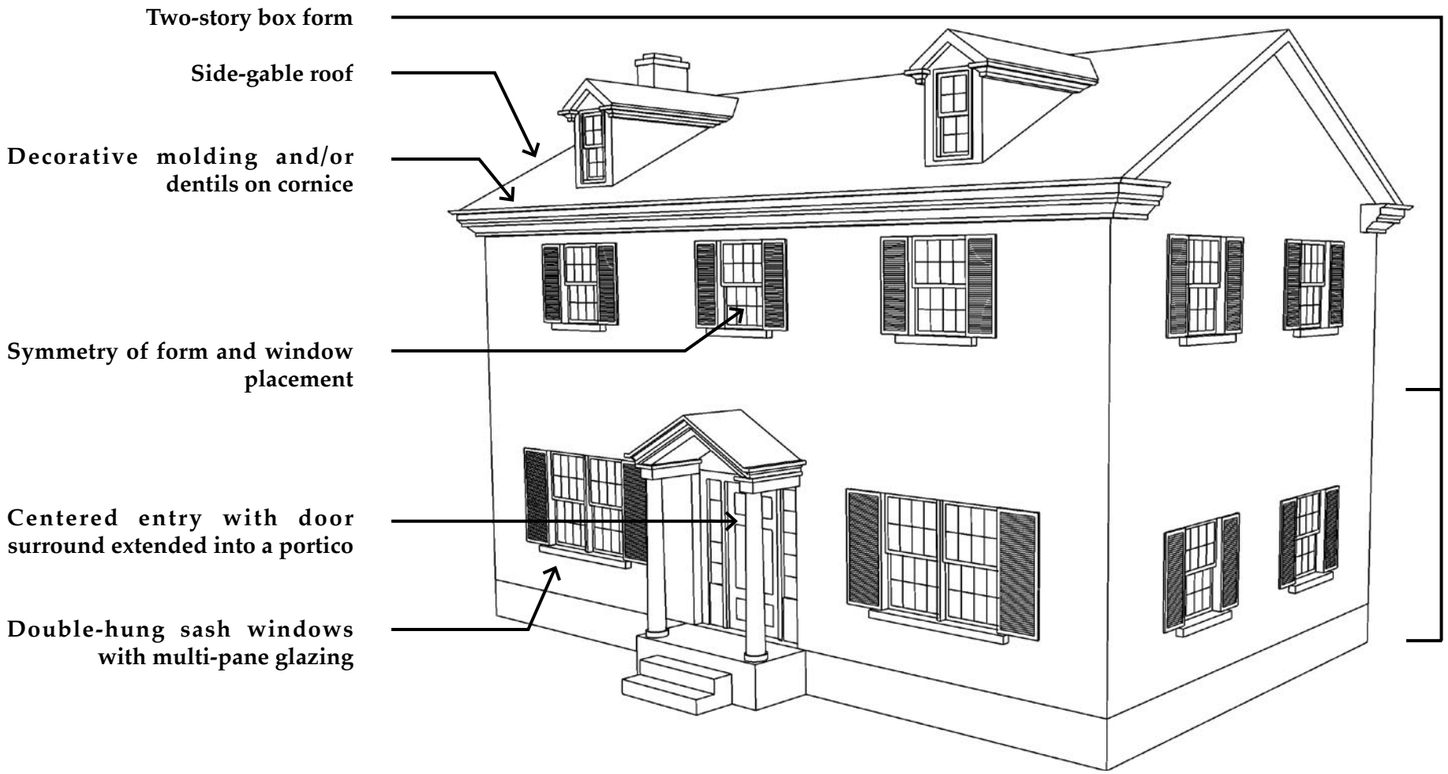

| | |
|---|---|
| Colonial Revival | ii |
| Craftsman (Arts and Crafts) | iv |
| Prairie | vi |
| Queen Anne (Victorian) | viii |
| Tudor Revival | x |

# Colonial Revival : Key Features

## Colonial Revival in Winnetka

- Symmetrical composition
- Hip roof
- Dormers subordinate to overall roof mass
- First floor windows taller than upper windows

- Gable roof with ridge parallel to street
- Brick
- Offset entry aligns with window above
- Classical pediment above door
- Six-over-six windows




The Colonial Revival style dates from the 1880s to the mid 1940s. This spans what is termed to be the Eclectic Period of American residential architectural design. Revival homes reflected several classical precedents, but were primarily true to their colonial inspirations of the Georgian and Adams styles. A Colonial Revival home has a box-like shape, side-gable roof and strict symmetry. Variations of this style often have windows placed in pairs and detailed door surrounds or a front portico. The Colonial Revival style is very common in Winnetka and its influence over current design trends is apparent throughout the Village.

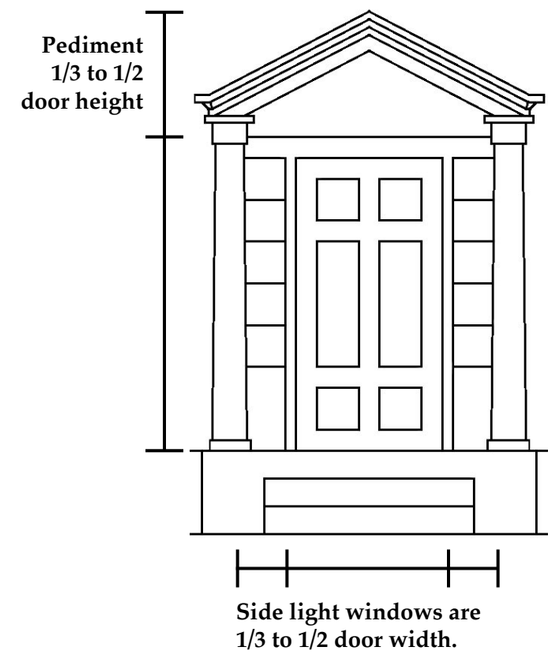
- Symmetrical composition
- Lap siding
- First floor windows taller than upper windows

- Central mass with side wing
- Shingle siding
- Door surround in proportion to wall area

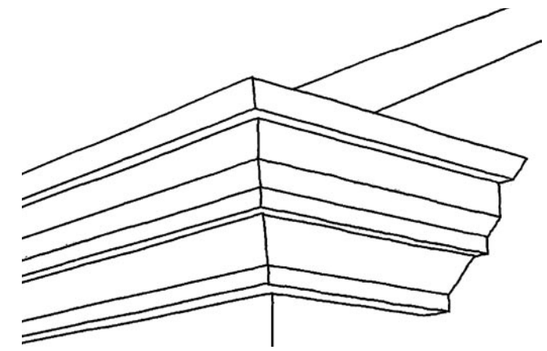
# Colonial Revival: Form and Proportions

The following proportions analysis represents one example typical of this style; other variations exist.

## Porch




## Cornice



Cornice detailing extends from building facade and often wraps corner onto the gable end.

### Building Form & Composition

- Symmetrical primary form, most commonly two stories
- Single-story side wing with flat roof also common
- Side-gabled, gambrel or hipped roof form
- Accentuated front door, often extended into a small porch
- Double-hung sash windows with multi-pane glazing, placed singly or in pairs in symmetrical rows, aligned both horizontally and vertically across all facades
- Dormers, often pedimented
- Brick and stone masonry or shingle and clapboard siding
- Cornice detailing extends from building facade and often wraps the corner onto the gable end

### Proportions

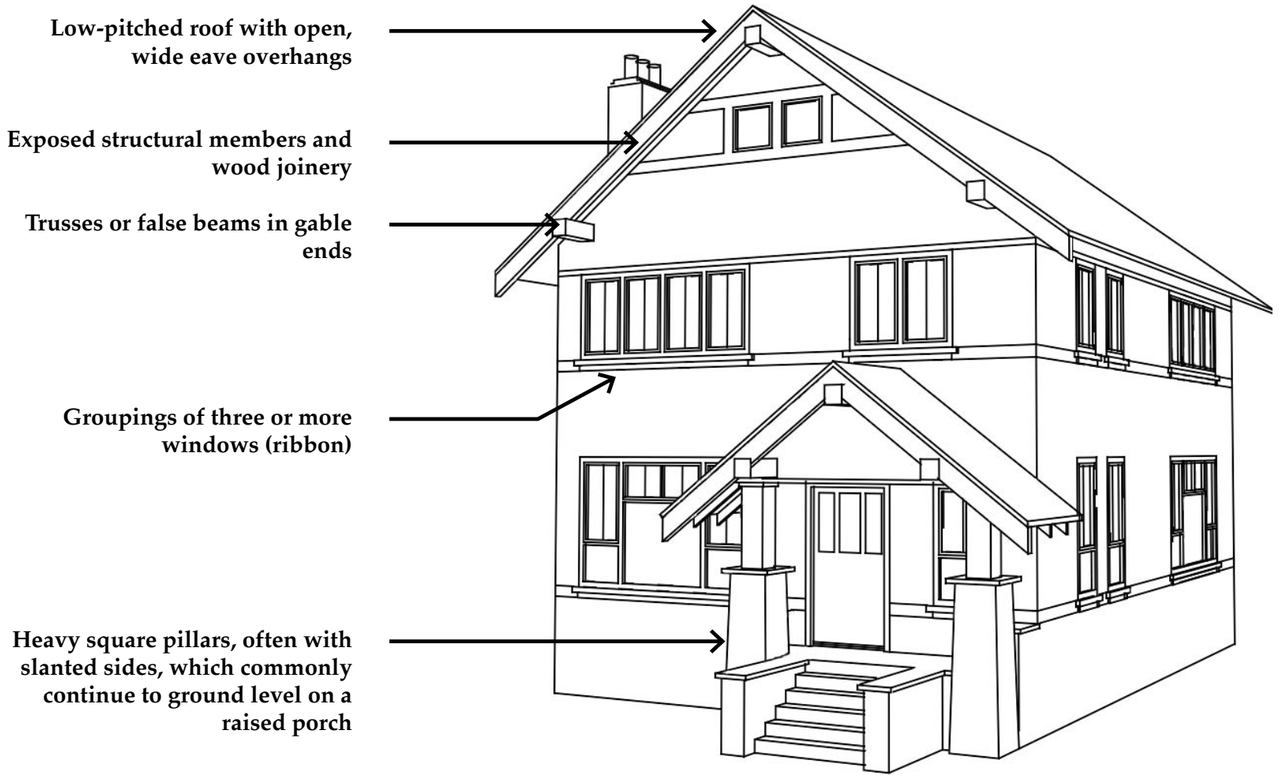
- Strict symmetry across the center axis is maintained in window placement and design.
- Center lines of upper and lower windows are aligned.
- Larger variations of this style include window patterns of five- or seven-across.
- First floor heights remain greater than second floor heights in all variations of this style.

# Craftsman (Arts and Crafts): Key Features

## Craftsman in Winnetka

- Asymmetrical composition
- Gable end faces street
- Shallow roof pitch on porch

- Sloped (battered) columns
- Decorative strap work with substantial proportions



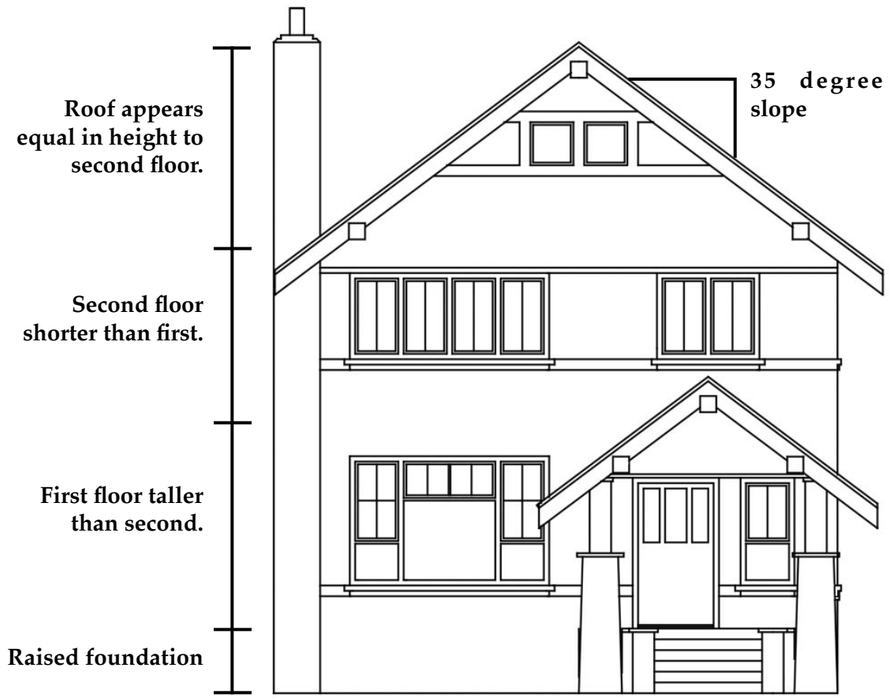

The Arts & Crafts movement dates from the 1900s through the 1940s and includes the Craftsman and Prairie styles. The Craftsman style is characterized by low-pitched roofs with exposed rafters, wood construction, the use of art glass in windows and porches with wide tapered columns. Examples are common throughout Winnetka. Many are very consistent in use of Craftsman features, but a few are hybrids that have only a few details associated with this style.

- Cross-gable roof
- Ornamental window pattern as accent

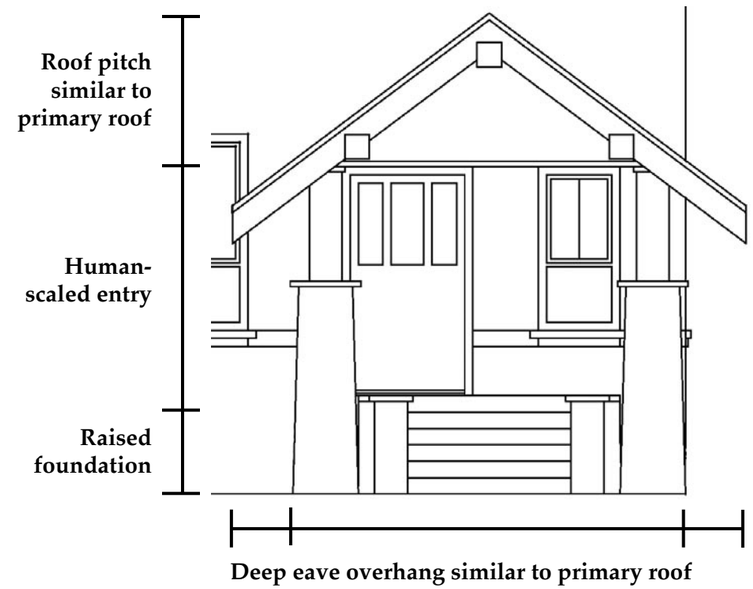
- Cross-gable roof with exposed roof structure
- Horizontal trim

# Craftsman (Arts and Crafts): Form and Proportions

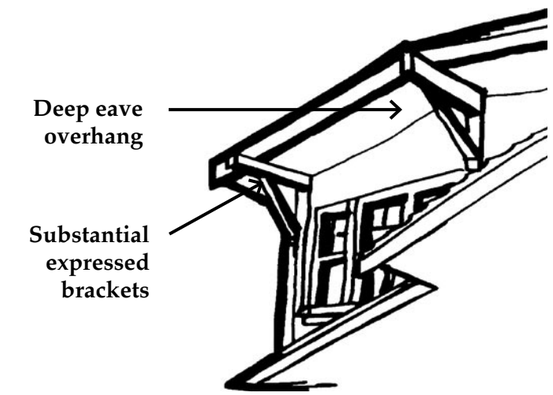
The following proportions analysis represents one example typical of this style; other variations exist.



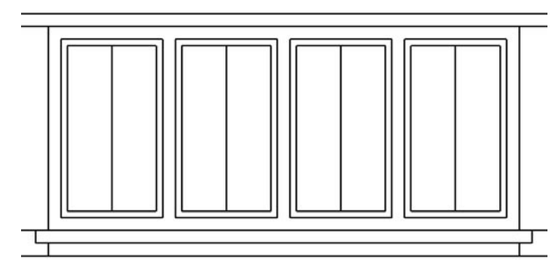

## Porch




## Eaves




## Windows



Casement windows are often placed as ribbons in groupings of three or more.

**Building Form & Composition**

- Front-gable, cross-gable, side-gable or hipped roof form
- Low-pitched roof with wide, open eave overhang
- Open porches with square posts, often with slanted sides which commonly continue to ground level
- Casement or double-hung widows, located in grouping of three or more (ribbon)
- Wood clapboard and shingle or stucco and strap-work siding
- Exposed structural members and wood joinery, typical in the eaves

**Building Proportions**

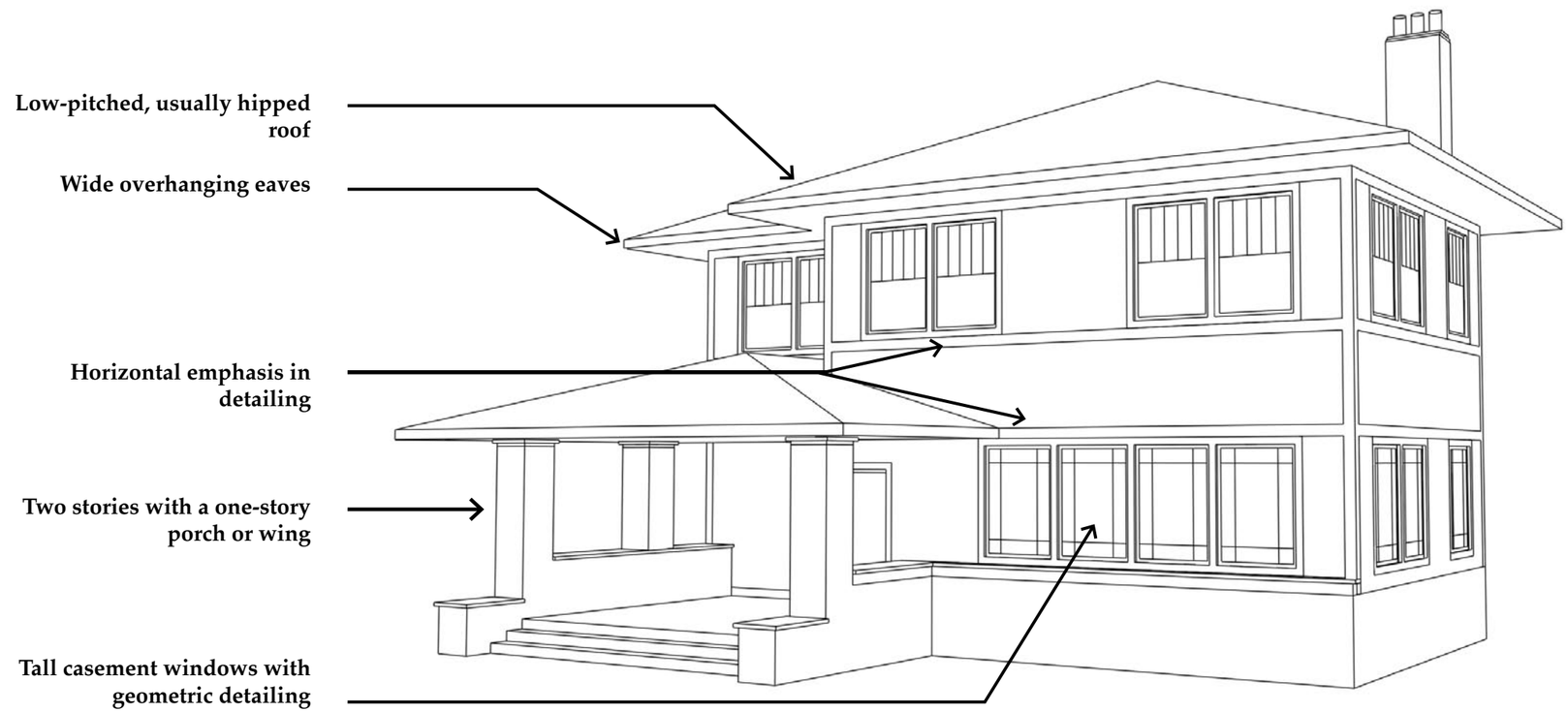
- The slope of the primary roof will typically also be used on the porch.
- Variations with cross-gable forms typically maintain similar roof slope on all roof masses.
- The depth of the eave overhang is typically a minimum of 2 feet.
- Exposed structural members are large enough to be seen at a distance without overpowering other facade features.

# Prairie: Key Features

## Prairie in Winnetka

- Shallow roof pitch
- Windows align and sit on horizontal molding

- Low-pitched hip roof
- Tall casement windows align and sit on horizontal molding
- Stucco above stone



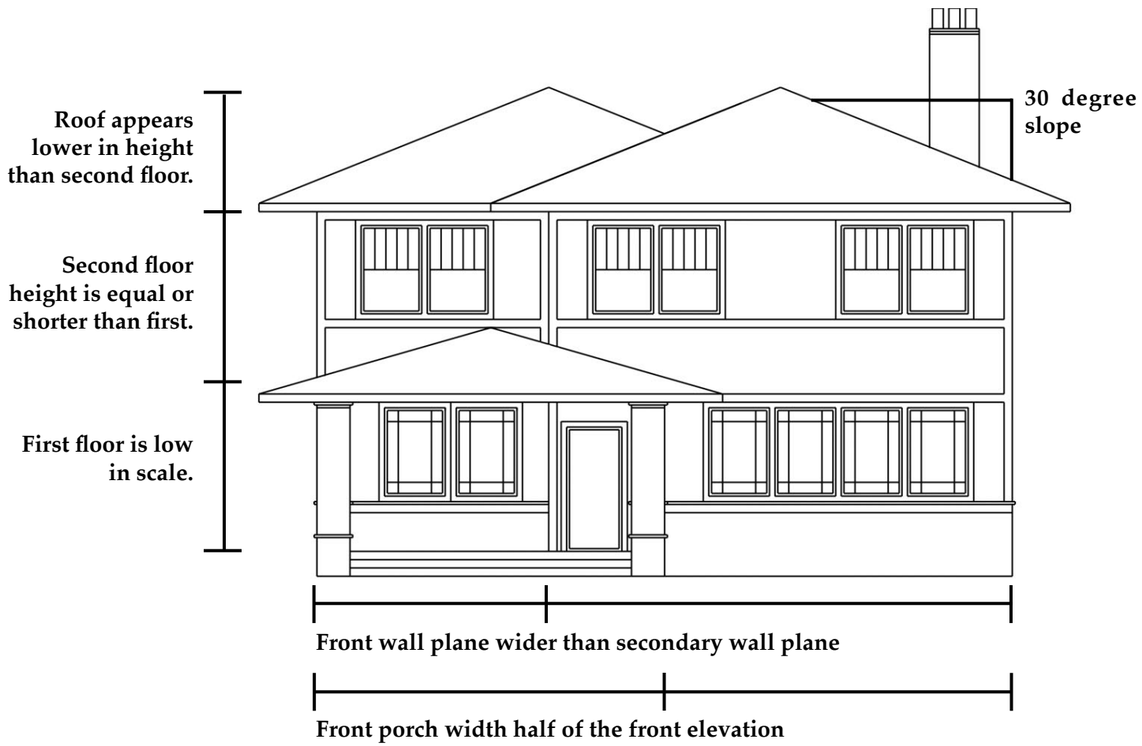

One of the dominant designs of the Arts & Crafts movement, the Prairie style dates from the 1900s to the 1920s. It is characterized by low-pitched roofs, broad eaves and simple geometric shapes that provide an overall horizontal appearance. Examples of the Prairie style are common throughout Winnetka neighborhoods.

- Deep overhanging eaves
- Horizontal emphasis in details and window placement.

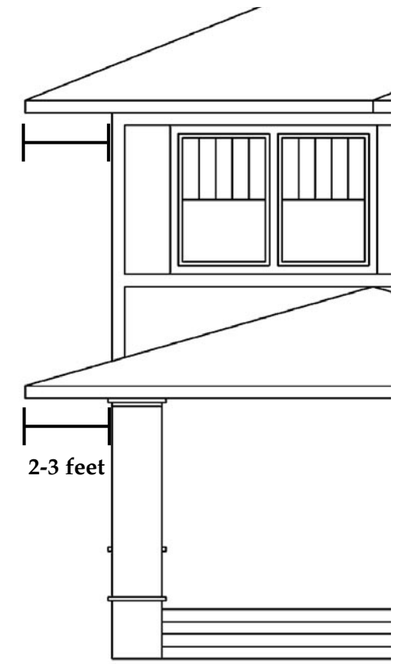
- Asymmetrical composition
- Windows as "cut-outs" in smooth wall plane

# Prairie: Form and Proportions

The following proportions analysis represents one example typical of this style; other variations exist.




## Eaves

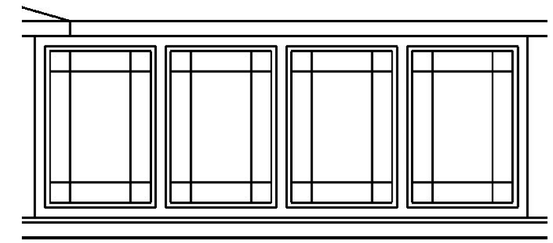



Substantial eave depth of 2 to 3 feet.

## Horizontal Emphasis

Trim, window shapes and low, wide eaves emphasize the horizontal character of the Prairie Style proportions.

## Windows



Horizontal bands of casement windows with geometric detailing characterize the Prairie style proportions.

**Building Form & Composition**

- Two story form with one-story element
- Low-pitched roof, usually hipped
- Wide overhanging eaves
- Large front porches which reflect the roof form, often with wide square supports.
- Casement or double-hung windows placed in horizontal bands, often with geometric detailing. Dormers are also common.
- Masonry or stucco
- Horizontal emphasis in detailing such as a contrasting trim on eaves or walls
- Broad, flat chimneys

**Building Proportions**

- Variations with one primary mass include similar proportions in relation to porch design and the overall height and horizontal character of the building.
- Roof slopes are consistent on all roof masses and are typically 30 degrees or lower.
- Eave overhangs are consistent over all roof masses.
- Casement windows have a vertical feel, but are arranged in ribbons to emphasize the horizontal.
- Windows are set back, abut or wrap around a building edge.

# Queen Anne (Victorian): Key Features

## Queen Anne in Winnetka

- Asymmetrical composition
- Primary roof slope facing street
- Tower element intersects primary roof form
- Front porch wraps around front and side facade

- Asymmetrical composition
- Lap siding
- Double-hung windows
- Multiple roof forms
- Tall, narrow chimney with chimney pots

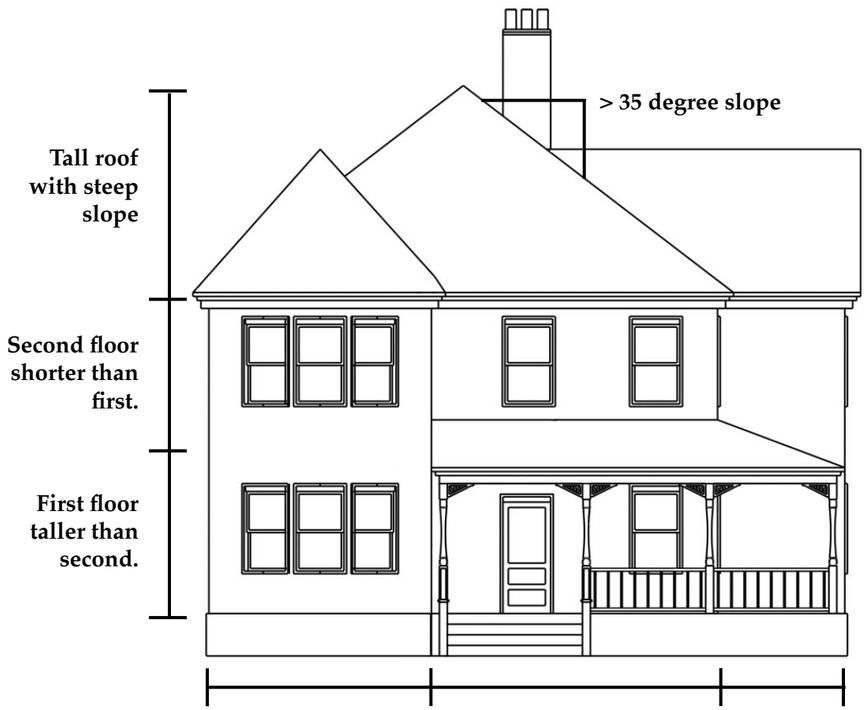
As part of the Victorian period of American residential architecture, homes of the Queen Anne style were built between 1880 and 1910. It introduced open planning and a new way of massing volumes of space. Inherently eclectic, the style is characterized by its asymmetrical composition, steeply pitched roofs, and highly textured or detailed facades. While one of the less common styles in Winnetka, examples of Queen Anne homes can be found throughout the Village.

- Asymmetrical composition
- Double-hung windows
- Lap siding

- Asymmetrical composition
- Wrapped front porch
- Double-hung windows

# Queen Anne (Victorian): Form and Proportions

The following proportions analysis represents one example typical of this style; other variations exist.

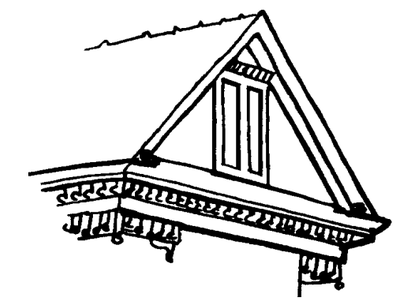



Asymmetrical front facade

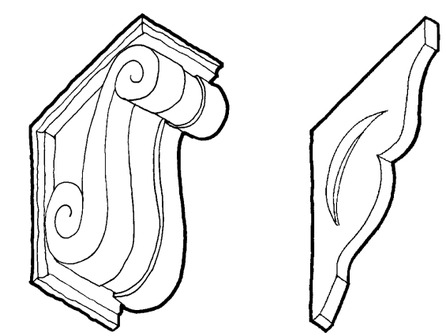
## Porch

Front porch wraps side facade.

## Architectural Details



Detailed trim work on a cross-gable roof element has substantial depth.



Brackets are details common to the Queen Anne Style.

**Building Form & Composition**

- Asymmetrical composition with a dominant front-facing roof form
- Steeply-pitched, irregularly-shaped hipped or gable roofs
- Partial or full-width porch, usually one-story and partially wrapped around to side facade(s)
- Cut-away bay windows, towers, turrets, gables and other forms which protrude from the wall and roof planes
- Wood or masonry construction
- Decorative detailing such as spindlework, dentils, brackets and bands of shingles or trim

**Building Proportions**

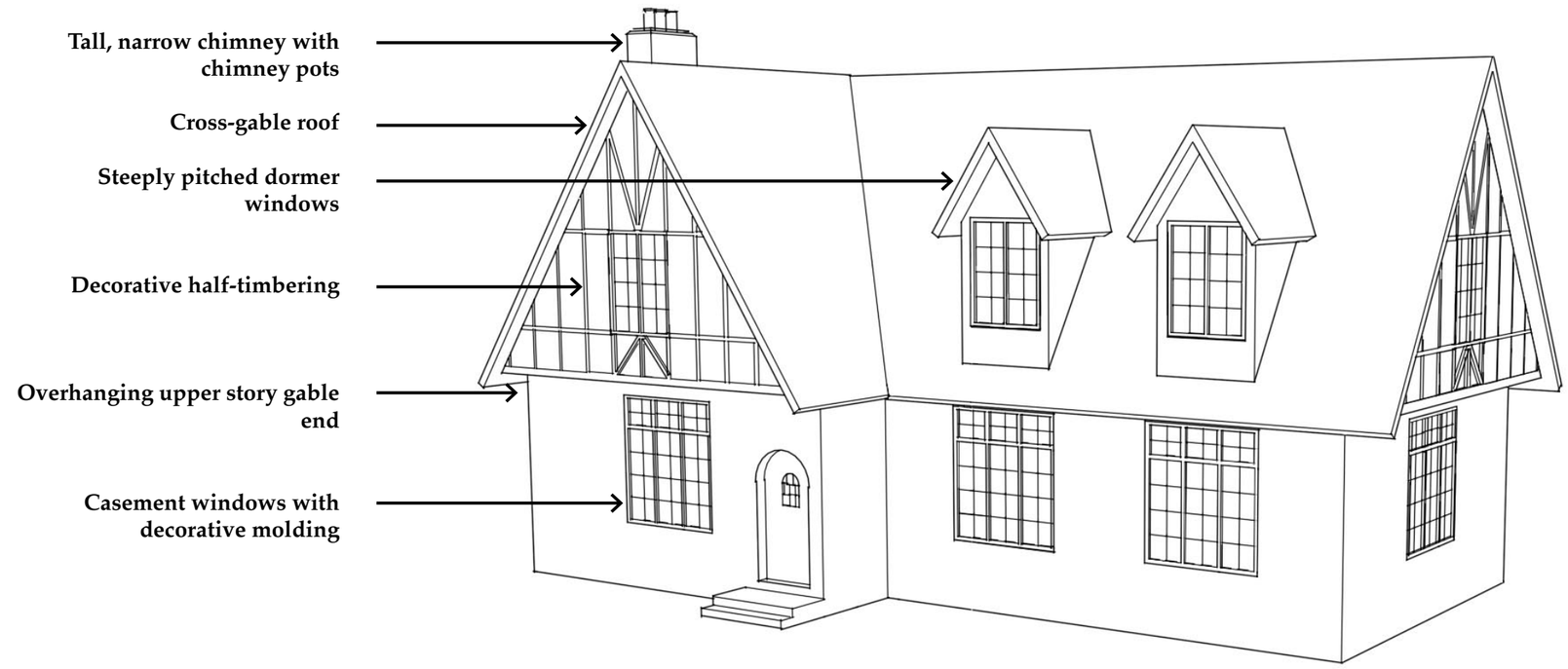
- Facades are asymmetrical. Horizontal proportions vary from building to building.
- Roof slopes are moderate to steep and may vary across different roof masses of one building.
- First floor heights are taller than second floor heights.
- Spacing on porch "bays" are typically even, though the entry bay can be slightly wider.
- Upper and lower window panes are equal in size on double hung windows.

# Tudor Revival: Key Features

## Tudor Revival in Winnetka

- Multiple cross gable roof forms
- Thick half-timber siding
- Use of multiple materials

- Multiple cross gable roof forms
- Steeply pitched dormer windows
- Brick masonry on ground floor, thick half-timber siding over stucco on upper floors




Historically built between 1890 and 1940, the Tudor Revival style dates from the Eclectic Period of American residential architectural styles. The style is inspired by sixteenth-century English architecture, though only loosely as it also draws on Renaissance and early Arts & Crafts styles. Tudor Revival homes are characterized by steeply pitched gable roofs, the use of multiple materials and half-timber facade treatments. Tudor Revival style homes are often seen at both large and small scales. This style is one of the most common architectural styles in Winnetka.

- Steeply pitched cross gable roof
- Use of multiple materials

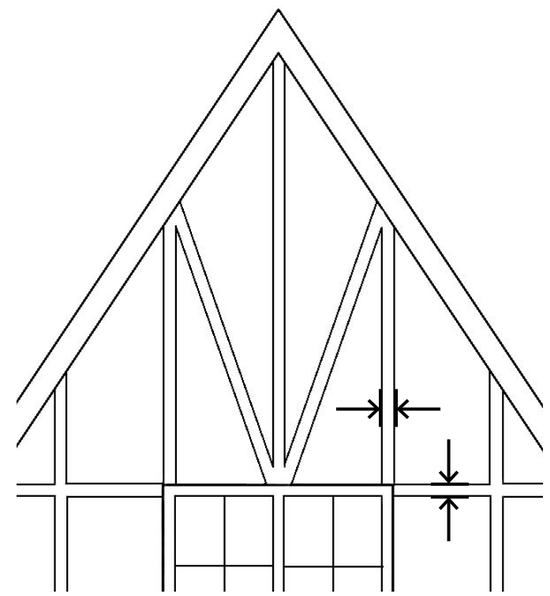
- Multiple cross gable roof forms
- Thick half-timber siding

# Tudor Revival: Form and Proportions

The following proportions analysis represents one example typical of this style; other variations exist.

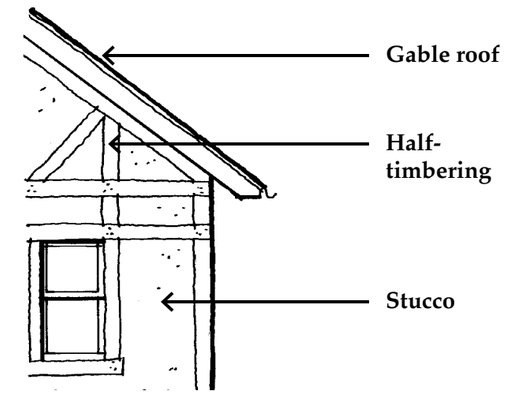
Cross-gable form on front facade

## Details



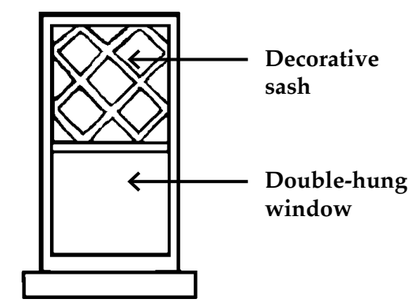
Half timber siding in gable ends is a minimum of 4″ in width.

## Materials




Stucco and half-timber siding are common characteristics of the Tudor Revival style.

## Windows




Double-hung windows with decorative diagonal molding characterize this style.

### Building Form & Composition

- Steeply pitched gable or cross-gabled roofs
- Overhanging upper stories or gables
- Simple paneled-doors flush with or receded from the primary facade, or small front porches
- Groupings of tall, narrow casement or double-hung windows with decorative moldings
- Steeply pitched dormer windows
- One- and two-story bays
- Use of multiple materials including stone or brickwork on the lower floor and stucco, shingles or wooden panelling on upper floors
- Decorative half-timbering, often on gable ends

### Building Proportions

- Proportions of front facades can vary.
- When the second story is not located in the roof form, it will typically be slightly lower in height than the first floor, but never taller.
- Front facades may also include multiple cross gable elements.
- Roof slopes will typically be similar across all masses.
- Half-timbering is typically thick, varying between 4 and 8 inches.
- Overhanging upper stories or gables typically do not exceed 2 feet.

# Credits

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