



Village of Winnetka

Design Review Board/Sign Board of Appeals Regular Meeting

November 17, 2022 at 7:00 PM

Police Department Classroom
410 Green Bay Road

AGENDA

1. **Call to Order**
2. **Public Comments**
3. **Approval of Minutes**
 - a. October 3, 2022, Special Meeting Minutes
 - b. October 20, 2022, Regular Meeting Minutes
4. **Continued Applications**
 - a. **Case No. 22-13-DR: 93 Green Bay Road - Streetscape/Site Improvements** *(continued from the October 3, 2022, special meeting)*: Certificate of Appropriateness to allow new site improvements to the property.
5. **New Applications**
 - a. **Case No. 22-25-DR - 1077 Tower Road - Divine Mercy Parish**: Sign permit to allow installation of a freestanding, ground-mounted, sign on the church property.
6. **Workshop Sessions**
 - a. Continued Discussion of Residential Design Guidelines for Single-Family Homes.
7. **Other Business**
 - a. December 15, 2022, Meeting - Quorum Check
8. **Adjournment**

NOTICE

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

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

**Winnetka Design Review Board/Sign Board of Appeals Special Meeting Minutes
October 3, 2022**

Members Present:

Kirk Albinson, Chairman
Michael Klaskin
Paul Konstant
Maggie Meiners
Katie Moor
Heather Niehoff
Michael Ritter

Members Absent:

None

Village Staff:

David Schoon, Director of Community Development
Ann Klaassen, Senior Planner

Call to Order & Roll Call:

Chairman Albinson called the meeting to order at 7:04 p.m. Ms. Klaassen took roll call of the Commission Members present.

Public Comments

No comments were made at this time.

Approval of Minutes:

- a. June 28, 2022, and August 24, 2022, Meeting Minutes.

Chairman Albinson asked if there were any comments or corrections to be made to the June 28, 2022, or August 24, 2022, special meeting minutes. No comments were made at this time. He then asked for a motion to approve the June 28, 2022, and August 24, 2022, meeting minutes as submitted. A motion to approve the June 28, 2022, and August 24, 2022, meeting minutes was made by Mr. Konstant and seconded by Ms. Niehoff. A vote was taken, and the motion unanimously passed. 7 to 0:

AYES: Albinson, Klaskin, Konstant, Meiners, Moor, Niehoff, Ritter

NAYS: None

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.**

Ms. Klaassen stated the request is to recover the existing projecting sign and for the installation of three code compliant die cut window signs. She referred to the proposed signage illustration without the white area to be installed on the window's interior. Chairman Albinson asked if the request followed the revised design guidelines and Ms. Klaassen confirmed the request would still have to come before the Board due to the projecting sign. Dan Meyers, owner of Eversee Boutique Eyecare, confirmed there would be no white in the sign. Chairman Albinson asked if there were any comments. No comments were made at this time.

Chairman Albinson then asked for a motion. A motion to approve the request was made by Mr. Ritter and seconded by Mr. Konstant. A vote was taken, and the motion unanimously passed, 7 to 0:

AYES: Albinson, Klaskin, Konstant, Meiners, Moor, Niehoff, Ritter

NAYS: None

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.**

Ms. Klaassen stated the request is to replace the existing walls signs to reflect the new logo and referred to the proposed renderings on page 28 of the agenda packet. She then identified the location of the signs to be replaced. Ms. Klaassen confirmed there are no monument signs.

Chairman Albinson asked if there were any comments. No comments were made at this time. He then asked for a motion. A motion to approve the request as submitted was made by Mr. Klaskin and seconded by Mr. Ritter. A vote was taken, and the motion unanimously passed, 7 to 0:

AYES: Albinson, Klaskin, Konstant, Meiners, Moor, Niehoff, Ritter

NAYS: None

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.**

Ms. Klaassen stated the request is from a new business owner going into commercial space on the site. She stated the business owner is working with the property owner to change the exterior of the building including painting the brick and stucco to match as well as to change the asphalt shingles. She stated the new color is a lighter gray and referred to the proposed rendering compared to the existing condition. Ms. Klaassen then stated the applicant would come back before the Board with signage at a future meeting. Mr. Ritter asked if the entire façade would be painted, and Ms. Klaassen confirmed the east and south facades would be painted. Elizabeth Stamos, the tenant, confirmed the areas to be painted and did not anticipate painting the concrete and added she would keep the limestone arch.

Chairman Albinson suggested a study be done in connection with painting the sidewall brick in that the paint may start to peel in terms of maintenance and suggested stain be used. Mr. Konstant identified a particular brand of paint that is breathable which would work better on the stucco. Ms. Stamos identified the color as Swiss Coffee and a darker gray asphalt shingle with the goal of painting and getting the shingles done before the winter. Chairman Albinson suggested the awning be removed before painting. Ms. Stamos agreed with Chairman Albinson's suggestion and noted the awnings may all be replaced at the same time. Mr. Klaskin asked if her move-in promoted the landlord to replace the roof. Ms. Stamos explained the reasoning behind the timing with the owner's goal being to update the entire building.

Chairman Albinson then asked for a motion. A motion to issue a Certificate of Appropriateness to approve the request was made by Ms. Moor and seconded by Mr. Konstant. A vote was taken, and the motion unanimously passed, 7 to 0:

AYES: Albinson, Klaskin, Konstant, Meiners, Moor, Niehoff, Ritter

NAYS: None

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.**

Mr. Schoon identified the property owned by the Village and explained the RFP process undergone by the Village. He stated Tala Coffee was selected and a lease agreement was entered into with the applicant. He stated the applicant is responsible for the building improvements and referred to site improvements which are the Village's responsibility. Mr. Schoon identified the property's location and existing site improvements noting Tala Coffee plans to retain the building's original character. He also identified the site plan and noted the Village has been working on a "No Further Remediation" letter relating to the northwest corner of the site and elaborated remediation plan to address the soil contamination condition.

1 Mr. Schoon stated the goal of the project is to create an interior and outdoor gathering space and referred
2 to the proposed site illustrations which would serve to provide a gathering space. He then identified
3 proposed planters' element at the corner of Green Bay and Winnetka Avenue. Mr. Schoon also referred
4 to the use of seat boulders in a gray or buff color and its texture and their locations in several areas on
5 the property. He then identified the fence along the north property line which would be replaced and its
6 detailing and dark bronze color. He also identified service elements which are to be screened with a metal
7 material and sample which he provided to the Board for their review. Mr. Schoon described the surface
8 materials. He noted that brick pavers were considered, which in our typical streetscape design would
9 occur on the sidewalk at the corners. Use of such brick pavers require a concrete base with drainage
10 elements; however, that is not possible at this corner because of the need to maintain an engineered
11 barrier over the contaminated soils. He also mentioned that the design team considered use of clay brick
12 pavers elsewhere on the site but did not think it was compatible with the 60s gas station structure that
13 would remain. He asked the Board Members for their opinions regarding other ideas for surface
14 treatment. He also identified light fixtures, planter pots, bike racks, etc. which are used in other areas in
15 connection with the Village's streetscape program.

16
17 Mr. Schoon referred to the Village owned parking lot to the south for employee permit holders and its
18 access point. He stated they are considering adding another driveway access entry with the south 2/3 to
19 be used by employees of the district and the northern 1/3 to be used by district customers. He noted
20 there would be 20 parking spaces for customers to the north together with on street parking. Mr. Schoon
21 then asked if there were any questions. Chair Albinson stated let's hold for questions until after the Tala
22 presentation.

23
24 Joanna Tong and Ryan Hickman introduced themselves to the Board along with the rest of their team. Ms.
25 Tong stated their hope is to reuse as much of the building as possible and identified the proposed
26 rendering and building elements they planned to keep. Mr. Hickman stated the building panels are
27 aluminum which he commented are in good condition and are reusable. He stated the roof and fascia
28 would be replaced following permit approval. Mr. Hickman stated they planned to sand the material and
29 apply a white and blue color to the panels. Ms. Tong then provided color samples of the Benjamin Moore
30 paint they intend to use, In the Midnight Hour, which they refer to as "Tala" blue and White Diamond to
31 the Board for their review. Mr. Hickman stated the satin sheen semi-gloss paint would be used.

32
33 Ms. Tong then identified illustrations of the window and door openings which would be updated and
34 noted the garage doors would be non-functioning. She stated the window frames would be black
35 aluminum which she commented would pop against the white color. The applicants reiterated their plan
36 is to repurpose the building. Ms. Tong then identified the proposed canopy and its location to be added
37 on the outside with heating and a louver roof to create additional space to complement the 1,300 square
38 foot building. Mr. Hickman informed the Board the canopy would allow them to maximize the amount of
39 time customers are able to sit outside. He added it would be painted to match the structure. Mr. Tong
40 also stated they want the canopy to be functional and attractive and have a simple design to go with the
41 building.

42
43 Ms. Tong then identified the canopy's placement and span on the building as well as heater examples and
44 furniture samples. She described the canopy elements as simple but sleek. Mr. Hickman stated in response
45 to COVID, they designed the proposal in terms of how people like to congregate. The applicants stated
46 they expected their traffic volume to be similar to their Highwood location.

1 Mr. Ritter asked if they considered having one open garage door and Mr. Hickman responded there are
2 health code issues and would not be desirable without a screen due to the attraction of flies. They stated
3 they have functioning garage doors in Highwood and using them have created more issues with insects.
4 The Board Members commented that the proposal is appealing. In response to question Ms. Tong
5 indicated an opening date of July 2023 is more probable.
6

7 Chairman Albinson asked if they planned to come back before the Board for signage. The applicants
8 confirmed that is correct. Chairman Albinson questioned if the signs would have illumination. The
9 applicants asked for the Board's suggestion in terms of signage alternatives. They at one point thought
10 of having a roof top sign but have been discouraged from having it. Mr. Schoon stated rooftop signage
11 is not allowed and would require a variation. Some Council members have indicated they do not prefer
12 rooftop signage. Ms. Niehoff asked if the code made allowances for atypical properties such as this one.
13 A team presenter described a proposal for die-cut individual neon lit lettering which would lend itself to
14 the old gas station feel. Chairman Albinson stated a rooftop sign option would be expensive and difficult
15 to maintain. He referred to the amount of room above the garage doors for signage. Ms. Tong stated the
16 canopy would obstruct signage in that area. Chairman Albinson then referred to vinyl lettering on the
17 windows. Mr. Klaskin referred to the Highwood location signage.
18

19 Chairman Albinson then referred to the west elevation illustration and questioned the rationale for the
20 windows on that elevation since they did not match the windows on the south elevation. Ms. Tong
21 confirmed that correction would be made to the rendering to contain two windowpanes and will match
22 the south elevation. Chairman Albinson asked if the interlocking louvers would keep rain out and the
23 applicants confirmed that is correct. Chairman Albinson asked if they considered locating the canopy on
24 the west elevation where there is more room. Ms. Tong explained the reasoning that alternative was not
25 chosen including mechanical elements in that area. Mr. Hickman added they cannot use that area due to
26 the inability to use underground footings.
27

28 Chairman Albinson then referred to the bus stop location and suggested the predominate bus stop be
29 moved to the south side of Winnetka Avenue. He also commented a lot needed to be explored in terms
30 of the overall site design and referred to the amount of concrete and suggested the use of pavers in one
31 area. Chairman Albinson referred to the intersection's prominence and stated the proposal should
32 address the opportunity to dress up the site and adhere to the Village's design guidelines and more
33 greenspaces be integrated in the proposal. Mr. Hickman responded they discussed various alternatives
34 with the Village who shared the same concerns in terms of the amount of greenspace. He stated the
35 proposal would result in a cozier feel after the parking lot changes and other items are incorporated.
36

37 Mr. Schoon informed the Board they addressed these areas with the applicant and the question of how
38 they can add an element such as brick pavers on the pavement which would match the 1960's building
39 can be discussed. Ms. Niehoff asked if they considered colored concrete or scoring. Mr. Schoon then
40 identified seat boulders and seat walls along with other design elements in an illustration for the Board.
41 Chairman Albinson reiterated that the plan did not appear cohesive and encouraged more site study be
42 done in terms of the view from the human perspective in making it more intimate and personal. Mr.
43 Schoon then identified pedestrian street light locations for the Board. Mr. Klaskin suggested the use of
44 outdoor umbrellas and textured concrete. Mr. Schoon confirmed the Village gateway sign is located
45 further away from the site. Chairman Albinson questioned the bike rack location in that bicyclist will have
46 to walk through the westerly seating area. Ms. Niehoff asked to see a circulation diagram in terms of
47 pedestrian tracking due to the corner's difficulty in terms of traffic.
48

Chairman Albinson summarized the comments in that there is room for improvement on the site design and that the building design is great. Mr. Schoon stated the Board can recommend building design approval at this time. Chairman Albinson suggested the Village Council consider approval of the building improvements and to continue evaluating the overall site design with the applicant to come back before the Board. Ms. Niehoff commented the proposal is exciting and they want to make sure the project is the best it can be. Mr. Hickman thanked the Board for their consideration and stated they would continue to work with the Village. Ms. Niehoff suggested the landscaping plan incorporate elements which would not die over the winter. The Board Members discussed the possibility of removing the contaminated soil as opposed to placing a cap over it.

Chairman Albinson asked for a motion to recommend approval of the proposed building improvements. A motion was made by Mr. Klaskin to recommend approval of the applicant's plans for the building as submitted, with further study on the site improvements by the Village. Ms. Niehoff seconded the motion. A vote was taken, and the motion unanimously passed, 7 to 0:
AYES: Albinson, Klaskin, Konstant, Meiners, Moor, Niehoff, Ritter
NAYS: None

Chairman Albinson confirmed that the Board recommended further site study be done by the Village Council.

Workshop Sessions:

a. Continued Discussion of Awning and Awning Sign Code Requirements and Design Guidelines.

Mr. Schoon stated as a result of the Board's previous discussions, it was determined that the language was too broad regarding allowing staff to administratively review awnings and awning signs and that the language be more refined in terms of Village staff's review and approval permissions. He stated the revised language indicated that Village staff could approve existing awning requests with the same shape and color provided the new awning met all current awning and design guidelines. The Board Members agreed with the revised language. Mr. Schoon then stated in terms of awning signs, Village staff can approve awning sign replacement with signs of the same color. The Board Members stated revisions can be made in the future to the guidelines to address any concerns.

Mr. Schoon then referred to the wording relating to awning scale and proportion being appropriate to the building as well as how it related to the surrounding buildings which is a guideline they planned to leave in place. He also identified guidelines and language relating to open end awnings and materials and the discussion relating to awning color, awning application by design professionals and general design guidelines relating to window signs. Mr. Schoon identified the proposed amendment to the awning regulations relating to awning height. He then asked the Board Members for their feedback including the terms of administrative and Board approval. Mr. Schoon then stated the Village staff would then begin working on the next steps relating to wall and window signage.

The Board Members agreed with the proposed changes Mr. Schoon identified. Mr. Schoon confirmed there would be no further changes to the awning language proposal.

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

Mr. Schoon referred to the residential design guideline discussion from previous meetings and the issues discussed. He stated the Board Members sent photographs of 34 properties to discuss. He stated he would like for the Board to provide commentary on how the community benefit would have been better if the

1 house design could have been influenced. Mr. Schoon explained to the Board how they would rate each
2 property and provided the Board with a PowerPoint presentation of the properties. Mr. Klaskin
3 commented establishing a design review requirement for single family homes would result in creating
4 more friction than is necessary. Mr. Schoon continued the presentation of homes and referred to site
5 context, neighborhood context, etc. which are items to consider. He then asked the Board Members how
6 many homes they checked off and asked if there is a common theme. Mr. Konstant referred to scale and
7 homes which are too large for the lot. Ms. Meiners agreed with Mr. Konstant's comments as well as how
8 they relate to the neighborhood. Mr. Konstant referred to the greenspace decimation along the lakefront.
9 Mr. Klaskin referred to the lots' value and the ability to realize a return on investment. Mr. Ritter referred
10 to height being an issue as well as scale. He agreed with the comments made in addition to flooding
11 concerns. Mr. Klaskin referred to homes which have deep basements with sport courts which significantly
12 affect the drainage system.

13
14 Chairman Albinson stated the Board Members agreed that the amount of building along the lake affected
15 greenspace. He then stated scale appeared to be the biggest issue for the Board with Ms. Meiners
16 indicating scale is subjective. Ms. Moor stated for those who are new to the Village, they should be made
17 aware of residential design guidelines which would result in new homes fitting better into the
18 neighborhood. Mr. Klaskin reiterated having a residential design review process as requirement would be
19 a big mistake. Chairman Albinson stated scale related to zoning limitations. Mr. Klaskin then referred to
20 precedent in terms of what has been permitted in the past.

21
22 Chairman Albinson asked if the Village Council ever approved the previous draft residential design
23 guidelines and Mr. Schoon confirmed they did not. The Board Members discussed other Villages which
24 may have residential design guidelines. Mr. Ritter stated there are two issues which are scale and design
25 elements. He then stated zoning laws are made for valid reasons and can be changed if they are not
26 working.

27
28 Chairman Albinson then asked the Board Members that if the homes looked better or were architecturally
29 significant, would they feel better about a larger home. The Board Members discussed the heights and
30 scale of various lakefront homes and tree street homes.

31
32 Chairman Albinson asked the Board Members if they felt the topic could be presented to the Village
33 Council in terms of implementing residential design guidelines and review requirement. Mr. Ritter
34 commented he did not see how it could be successfully done. Mr. Schoon stated if the only issues relate
35 to height and bulk, the Board may wish to compare the GFA and height of homes with which they have
36 concerns about the design with the GFA and height of homes with which they feel the designs of are
37 appropriate. In many instances, the GFA and heights may be similar, but it is the design elements of each
38 home that make a difference. Ms. Meiners stated the residential design review guidelines can be a
39 document offered to new residents and she would not feel uncomfortable providing the guidelines to
40 new residents as a tool to educate them about good design. Ms. Moor referred to a new home being built
41 on Cherry Street. Chairman Albinson referred to his initial position and suggested residential design review
42 guidelines not be punitive but, in some way, provide an incentive to encourage good design. In response
43 to a comment and question from Chairman Albinson, Mr. Schoon stated Lake Forest has a two-year delay
44 period for the demolition of an existing home to build a new home; however, that delay is waived if the
45 property owner agrees to go through the design review process. Mr. Ritter stated any new construction
46 projects could be required to sign documentation that they were offered residential design review
47 guidelines.

Chairman Albinson again asked the Board Members if they felt the residential design guidelines process should be continued and the prior draft be an offered document for new construction and to further discuss incentives to be incorporated. Mr. Schoon asked the Board Members to confirm if they want to get the draft document out to new home builders to consider at the time the home is designed, to continue discussing the issue of coming up with a design review process applicants would have to go through including incentives and that it not be a mandatory requirement. Chairman Albinson referred to zoning code reevaluation in that the current zoning requirements may be too generous. Ms. Moor referred to instances where the bulk between homes is similar and the design is affecting the appearance of one home being too large. Ms. Meiners suggested that the initial steps include baby steps to be considered over the next year while considering zoning.

Chairman Albinson then asked for a motion to make a recommendation to the Village Council to consider adopting the draft residential design review guidelines to provide as a supplemental document to any potential or existing property owners and to revisit the topic in the future. Mr. Schoon stated it initially would have to be supplied to architects, builders, etc. Chairman Albinson suggested formal language could be added to the zoning ordinance or to the building permit process referencing the recommended design guidelines document. The Board Members suggested the residential design guidelines document be added to the Village's website. Mr. Schoon suggested more consideration should be given to how it is disseminated to the community. Staff will present information regarding this at a future meeting.

Other Business.

a. October 20, 2022, Meeting – Quorum check.

The Board Members discussed their availability.

Adjournment:

A motion to adjourn was made by Ms. Meiners and seconded by Mr. Ritter. A vote was taken, and the motion unanimously passed, 7 to 0:

AYES: Albinson, Klaskin, Konstant, Meiners, Moor, Niehoff, Ritter

NAYS: None

The meeting was adjourned at 9:27 p.m.

Respectfully submitted,

Antionette Johnson
Recording Secretary

**Winnetka Design Review Board/Sign Board of Appeals Meeting Minutes
October 20, 2022**

Members Present:

Kirk Albinson, Chairman
Michael Klaskin
Paul Konstant
Michael Ritter

Members Absent:

Maggie Meiners
Katie Moor
Heather Niehoff

Village Staff:

Christopher Marx, Associate Planner

Call to Order & Roll Call:

Chairman Albinson called the meeting to order at 7:00 p.m.

Public Comments

No comments were made at this time.

Continued Applications:

- a. **Case No. 22-13-DR - 93 Green Bay Road - Streetscape/Site Improvements (Continued from the October 3, 2022, special meeting): Certificate of Appropriateness for streetscape/site improvements at 93 Green Bay Road. Staff requests this item be continued until the November 17, 2022, meeting.**

Chairman Albinson noted the request would be continued to the November 17, 2022 and asked for a motion. A motion was made by Mr. Klaskin to continue the request until the November 17, 2022 meeting and the motion seconded by Mr. Ritter. A vote was taken and the motion unanimously passed, 4 to 0:

AYES: Albinson, Klaskin, Konstant, Ritter

NAYS: None

New Applications:

- a. **Case No. 22-23-DR - 544 Lincoln Avenue - Brittany's Butters & Gourmet Bakery: Sign permit to allow installation of a wall sign and window signs on the storefront of the property located at 544 Lincoln Avenue.**

Mr. Marx identified the property's location, the previous tenant and number of sign applications for the property over the years. He stated the new business is requesting a wall sign and identified its location along the sign band, wording, lettering size and color. Mr. Marx also stated the proposed window sign would contain the logo and business name and described the material. He noted the sign is not eligible for Village staff administrative review with the Village staff verifying the request is compliant with sign code requirements. Mr. Marx asked if there were any questions noting the applicant is present.

Chairman Albinson asked for clarification relating to the background and if the new sign would be applied on the glass' exterior. Mr. Marx confirmed that is correct and noted the background is white. Chairman Albinson asked if there were any other questions. Mr. Ritter asked if a similar sign request had been applied for previously and Mr. Marx referred to a request for a non-transparent logo in the center of the window. Mr. Marx stated design guidelines suggest signage be located in the window's lower half with the Board allowing for signage to be located in the middle of the window for visibility.

Mr. Konstant then moved to approve the request as submitted. Don Riley, one of the business owners, corrected the business address as 544 Lincoln Avenue. Chairman Albinson identified the Board's preference following previous discussions with regard to the design guidelines that signage not be applied on the exterior on a solid background similar to the applicant's request and asked the applicant to consider interior signage without a solid white background. Mr. Riley asked the Board if they preferred to not have the entire background square in white and

1 explained the reasoning for the design. He asked if the circle background can remain with the remainder being
2 transparent as well as the Board's preference on the letter color. Mr. Marx asked for the Board to confirm the only
3 proposed changes would be to remove the white square, for it to be transparent and for it to be applied to the
4 interior. The Board Members confirmed the recommended changes.

5
6 Mr. Konstant moved to approve the signage with the white background removed and for the sign to be applied on
7 the window's interior with the hours of operation on the door to remain. Mr. Klaskin seconded the motion. A vote
8 was taken and the motion unanimously passed, 4 to 0:

9 AYES: Albinson, Klaskin, Konstant, Ritter

10 NAYS: None

11
12 **b. Case No. 22-24-DR - 907 Green Bay Road: Bella Bleu Bridal: Sign permit to allow installation of window**
13 **signs on the storefront of the property located at 907 Green Bay Road.**

14 Mr. Marx stated the application is to permit window signs on the storefront which was previously occupied by
15 Skandal Boutique and the tenant would occupy the first floor space. He identified the proposed signage wording,
16 color, font, lettering size and website information. Mr. Marx then stated the center doors would be frosted over the
17 upper 2/3 of the door's window and identified the logo and proposed text and font. He stated the proposal is
18 compliant with the sign code requirements and have already been installed with him informing the applicant if the
19 Board had any changes or conditions, they would have been made accordingly. Mr. Marx then asked if there were
20 any questions and noted the applicant is present. No questions were raised at this time.

21
22 The Board Members commented the signage is fine. Chairman Albinson then asked for a motion. A motion was made
23 by Mr. Ritter to approve the application as presented and seconded by Mr. Konstant. A vote was taken and the
24 motion unanimously passed, 4 to 0:

25 AYES: Albinson, Klaskin, Konstant, Ritter

26 NAYS: None

27
28 **Other Business.**

29 a. **November 17, 2022 Meeting – Quorum check.**

30 The Board Members discussed their availability.

31
32 **Adjournment:**

33 A motion to adjourn was made by Mr. Klaskin and seconded by Mr. Konstant. A vote was taken and the motion
34 unanimously passed, 4 to 0:

35 AYES: Albinson, Klaskin, Konstant, Ritter

36 NAYS: None

37 The meeting was adjourned at 7:16 p.m.

38
39 Respectfully submitted,

40
41 Antionette Johnson
42 Recording Secretary



MEMORANDUM VILLAGE OF WINNETKA

COMMUNITY DEVELOPMENT DEPARTMENT

TO: DESIGN REVIEW BOARD
FROM: DAVID SCHOON, COMMUNITY DEVELOPMENT DIRECTOR
DATE: NOVEMBER 11, 2022
SUBJECT: 93 GREEN BAY ROAD – CERTIFICATE OF APPROPRIATENESS
(CASE NO. 22-13-DR)

INTRODUCTION

At your November 11, 2022, meeting, the Design Review Board (DRB) is scheduled to consider an **amended** 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 DRB is scheduled to consider revisions to the ***proposed site/streetscape improvements*** on the Subject Property, which are included in **Attachment 1**.

At the October 3, 2022, DRB meeting, the Board considered the request to allow renovation of the existing commercial building **and** construction of site/streetscape improvements on the Subject Property. The materials and minutes from that meeting are included in **Attachment 2**. Given the property is in the C-1 Limited Retail Commercial District, the DRB is only a recommending body. At the October 3 meeting, and after receiving only one written comment from the public, the DRB discussed the proposed building and site/streetscape improvements. The Board recommended approval of the exterior building improvements as presented, by a vote of 7-0. However, the Board did not forward a recommendation regarding the site improvements as some members had concerns regarding the cohesiveness of the design. The Board asked staff to look at how the selected materials could be more cohesive, if there is a chance to add more green space, what could be done to use landscaping as a buffer to create a more intimate space, reconsider using the limestone seating boulders as the permanent seating element, and what pavement treatment could be used to create more defined spaces on the site. Staff was asked to return to the Board at a future meeting with a response to the Board’s concerns.

On October 18, 2022, the Village Council approved the Certificate of Appropriateness for the proposed improvements to the building on the Subject Property. Depending upon what action the DRB takes on the application, the Village Council is tentatively scheduled to consider the Certificate of Appropriateness for the site/streetscape improvements at its December 6 meeting.

REVISED SITE PLAN

Since the October 3 Design Review Board meeting, Village staff held a meeting with Village President Rintz, DRB Chair Albinson, Jodi Mariano, with Teska Associates, and Joanna Tong and Ryan Hickman with Tala Coffee. During that meeting, Chair Albinson and I shared the DRB members’ concerns regarding the proposed site improvements. We then discussed options to address those concerns

keeping in mind the impacted soils located on a small portion of the site, which effects what can be constructed on that portion of the site, as well the limitations of what IDOT may approve in terms of improvements within the right of way along Green Bay Road.

Following the meeting, staff worked with Jodi to develop a revised site improvement plan, which was then shared with the group. At the November 17 meeting, Jodi and staff will present in detail the revised site plan and the reasoning behind the changes. In summary, the following are issues raised by the Board and how they were addressed. The following page compares the current proposed site plan to the site plan presented at the October 3 DRB meeting. Attachment 1 includes all the information regarding the current proposed site/streetscape improvements.

1. **Create separate seating areas through the use of pavement treatment.** That has been incorporated through the use concrete scoring and brick paver bands.
2. **Provide additional green space.** The landscaping bed along Green Bay Road and the landscaping bed along the north property line have both been enlarged.
3. **Relocate bike racks to an area outside of the northwest plaza seating area.** The bike racks have been relocated to the east property line.
4. **Create a unified edge along the north and west property lines.** This has been accomplished by enlarging the landscape beds, providing landscaping details, the use of precast concrete planters and movable planters that incorporate the “parapet pattern” from the nearby railroad bridge, and refining the look of the retaining wall by adding a cap that is compatible with the precast concrete planters at the Green Bay and Winnetka Avenue corner.
5. **The limestone seating boulders appear as if they were just randomly placed on the site and seem out of place.** The limestone seating boulders have been replaced with backless metal benches that match the benches used in the downtown.
6. **Include a plan showing how pedestrians would access the Subject Property.** Such a plan is included with the materials in Attachment 1.

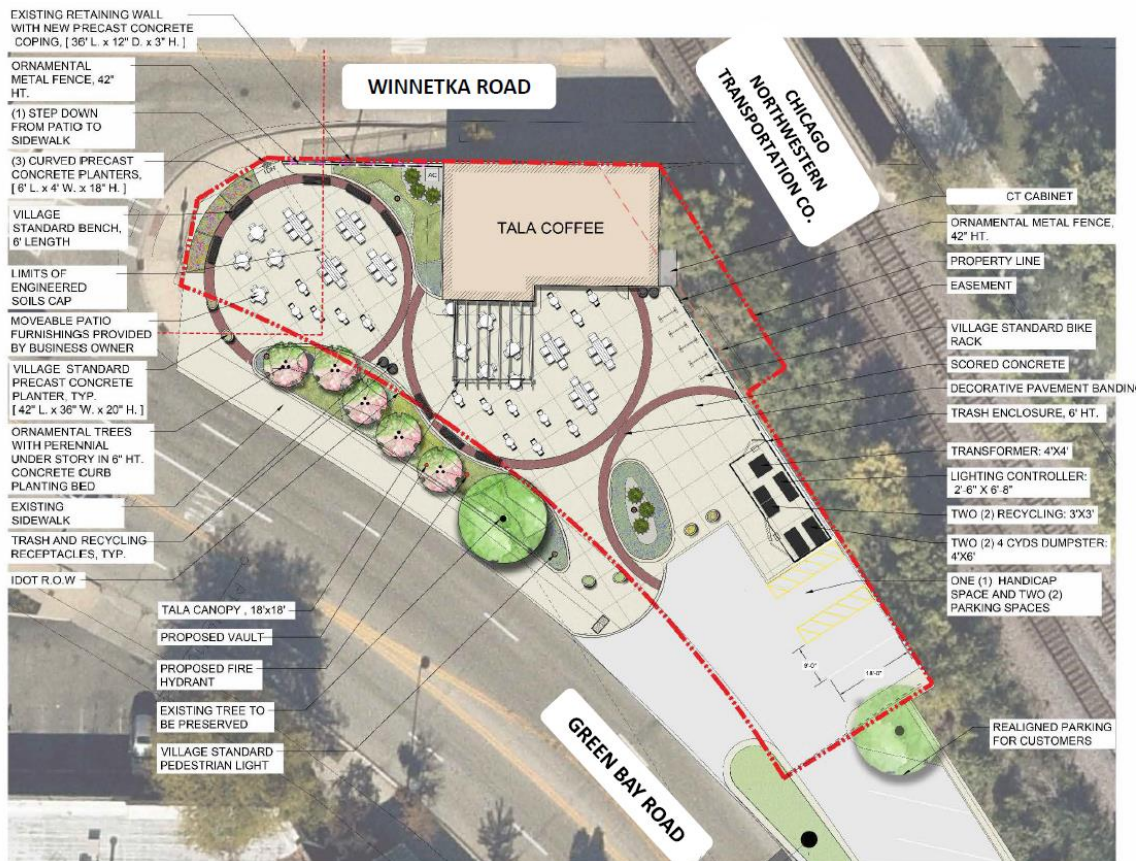


Figure 2 – Current Proposed Site Plan

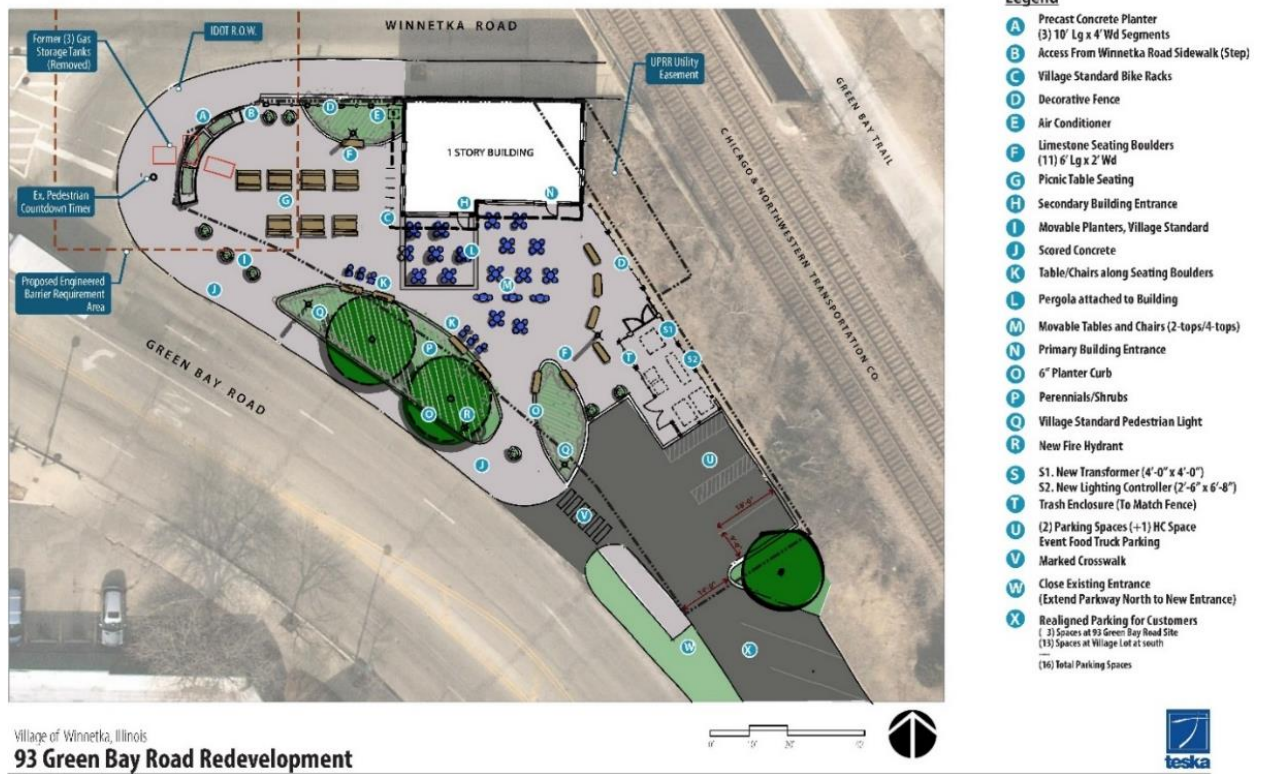


Figure 2 - Proposed Site Plan Presented at October 3 Meeting

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 Board will need to determine if the proposed building improvements and site improvements comply with the above standards.

RECOMMENDATION

At the November 17, 2022, Design Review Board meeting, the Board is scheduled to consider the design of the 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 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 Current Site/Streetscape Improvements

Attachment 2: October 3, 2022, Design Review Board Meeting Materials and Meeting Minutes
Excerpts Regarding 93 Green Bay Road Certificate of Appropriateness Request.



Winnetka 93 Green Bay Road Patio + Plaza

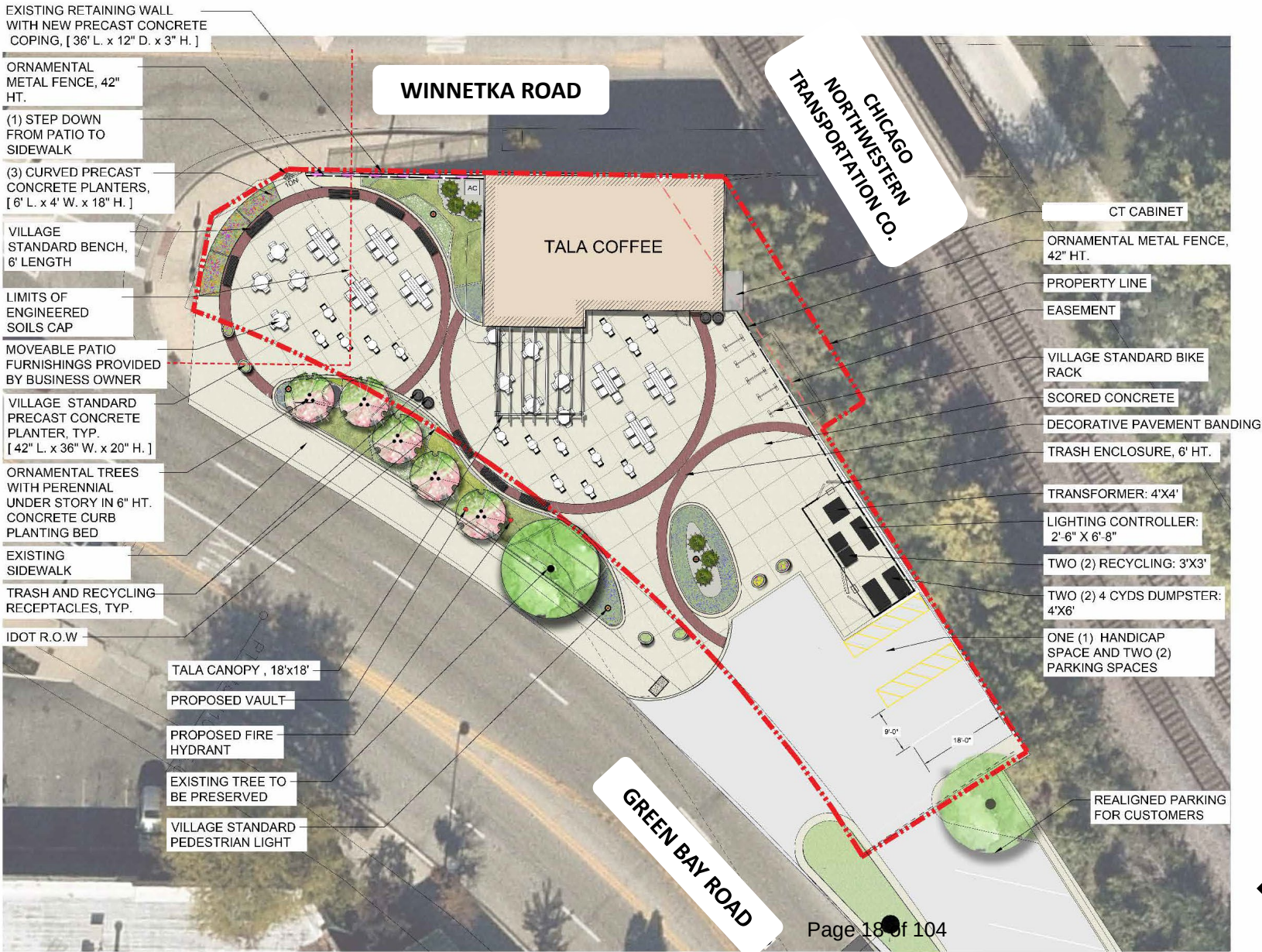
Design Review Board Presentation | November 17, 2022



93 GREEN BAY ROAD | SITE CONTEXT



93 GREEN BAY ROAD | SITE DEVELOPMENT PLAN



93 GREEN BAY ROAD | FURNISHINGS, STREETScape STANDARDS



**Vehicular
Light
Pole**



**Pedestrian
Light Pole**

Trash /Recycling

Planter Pot



Bike Racks

93 GREEN BAY ROAD | PAVEMENT



CONCRETE SIDEWALK WITH TOOLED JOINTS AND CLAY BRICK PAVER ACCENT RIBBON

Village standard clay brick paver

93 GREEN BAY ROAD | FURNISHINGS, STREETSCAPE VARIATIONS



BACKLESS BENCH

MFR: LANDSCAPE FORMS

MODEL: MELVILLE, BACKLESS, 6' LONG

93 GREEN BAY ROAD | FURNISHINGS, STREETSCAPE VARIATIONS



Incorporate Indian Hill bridge parapet pattern into planter pot and planter wall below

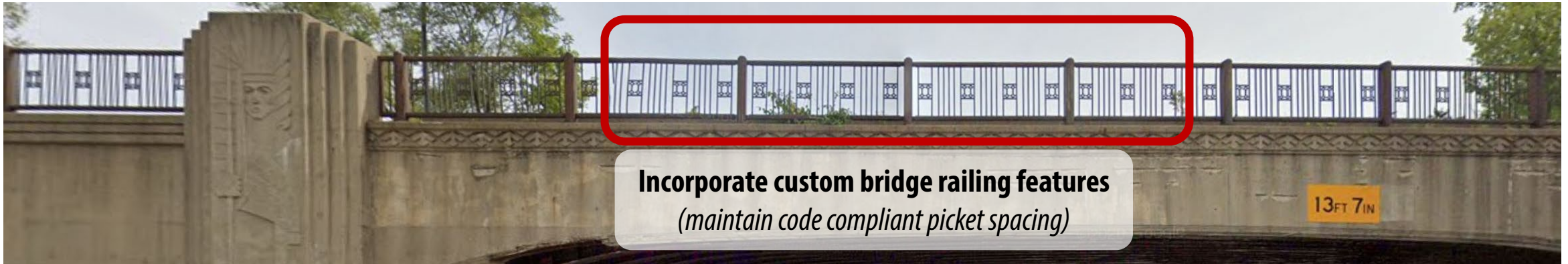


PRECAST CONCRETE PLANTER POT, 20" HT



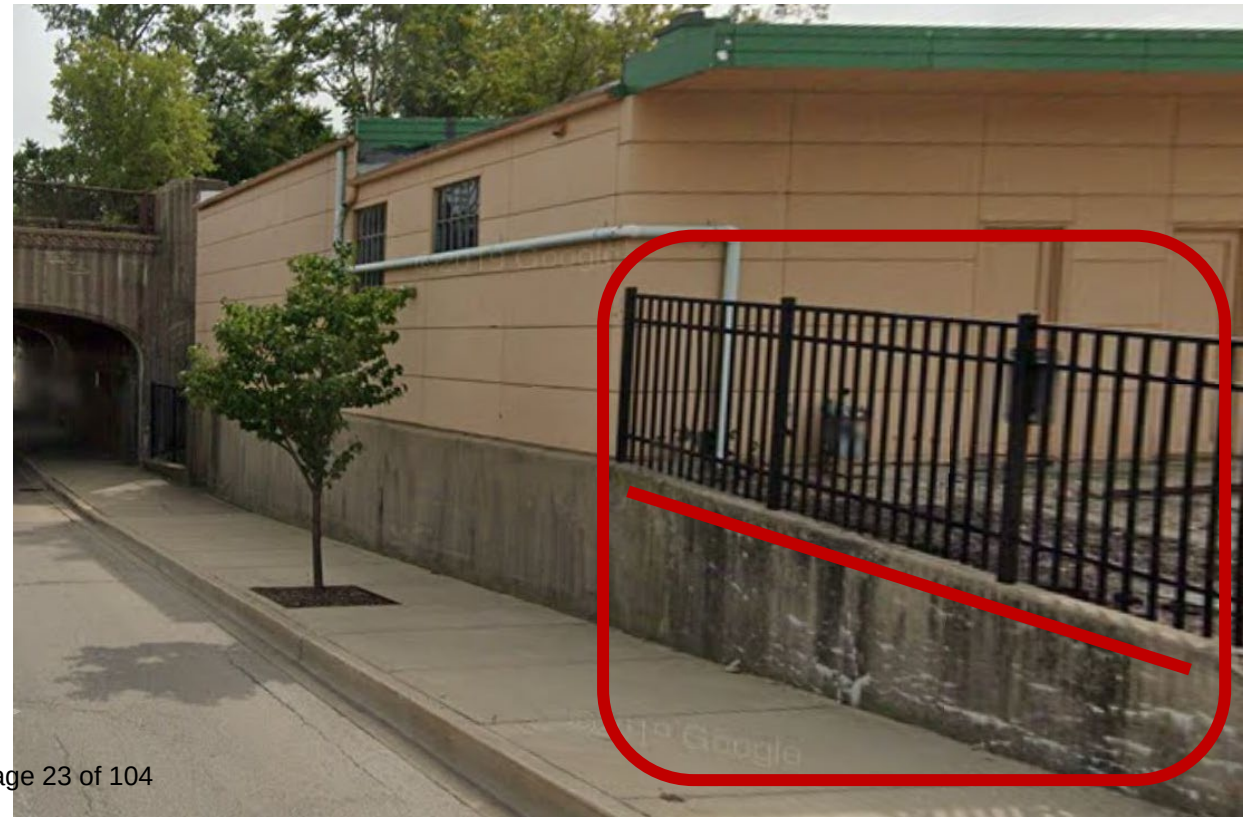
CURVED PRECAST CONCRETE PLANTERS, 18" HT

93 GREEN BAY ROAD | FURNISHINGS, WINNETKA AVENUE FRONTAGE



RETAINING WALL TREATMENT

Remove fence, clean and restore concrete retaining wall. Install precast concrete coping along top of wall. Coping to match planter pot and planter wall. *(example photo below)*



93 GREEN BAY ROAD | FURNISHINGS, FENCING + ENCLOSURE



TRASH + UTILITY ENCLOSURE

Size: 6' ht

Decorative metal posts and horizontal louvers

Color: Architectural bronze



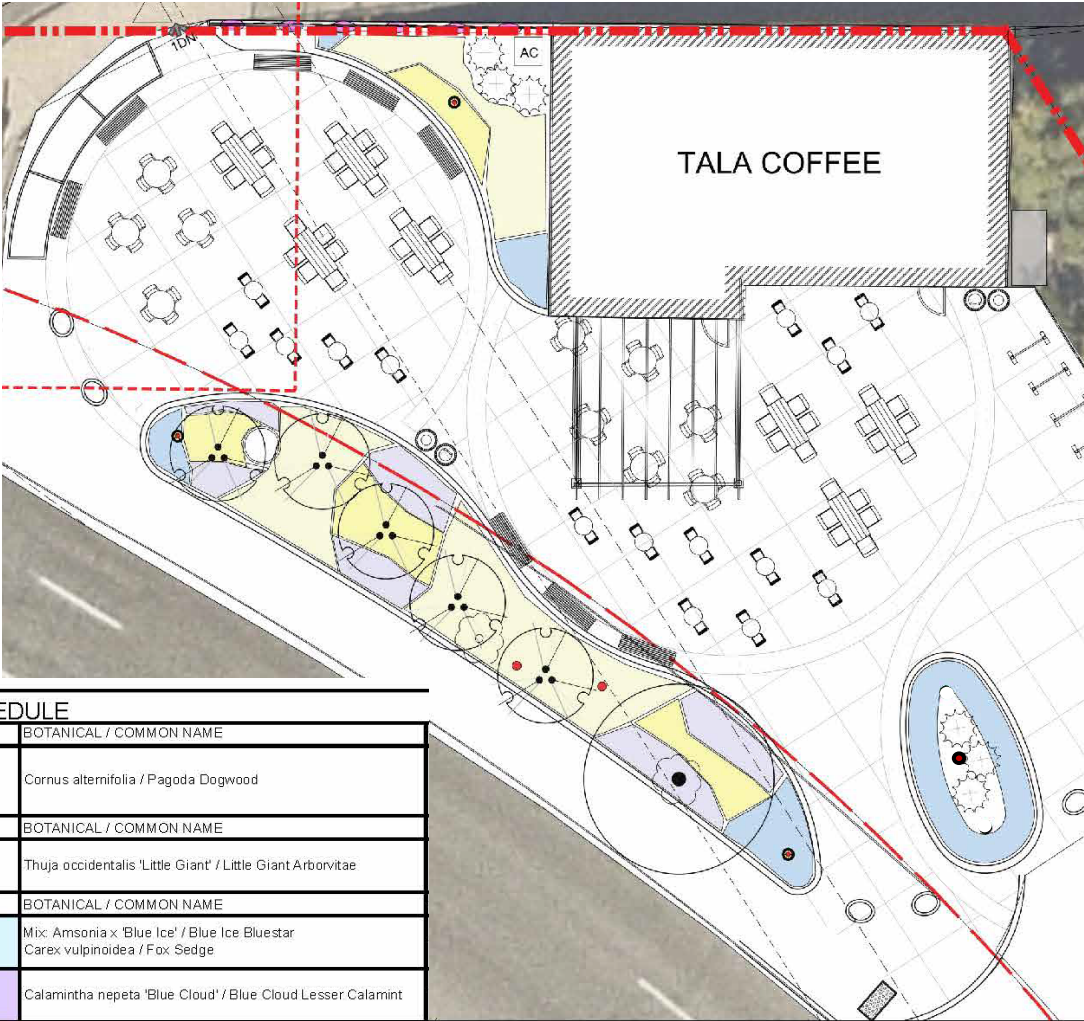
ORNAMENTAL METAL FENCE

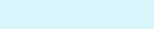
Size: 42" ht

Decorative railings and pickets

Color: Architectural bronze

93 GREEN BAY ROAD | PLANTINGS



PLANT SCHEDULE	
ORNAMENTAL TREE	BOTANICAL / COMMON NAME
	Cornus alternifolia / Pagoda Dogwood
SHRUBS	BOTANICAL / COMMON NAME
	Thuja occidentalis 'Little Giant' / Little Giant Arborvitae
SHRUB AREAS	BOTANICAL / COMMON NAME
	Mix: Amsonia x 'Blue Ice' / Blue Ice Bluestar Carex vulpinoidea / Fox Sedge
	Calamintha nepeta 'Blue Cloud' / Blue Cloud Lesser Calamint
	Rudbeckia fulgida var. sullivantii 'Goldsturm' / Black-eyed Susan
	Sporobolus heterolepis 'Tara' / Tara Prairie Dropseed
	Phlox subulata 'drummond Pink' / Drummond Pink Creeping Phlox



BLACK EYED SUSAN
18"-24" ht perennial



BLUE ICE BLUE STAR
12"-15" ht perennial



CREeping PHLOX
6" ht perennial



FOX SEDGE
18"-24" ht perennial



LESSER CALAMINT
12" ht perennial



Interplanted mix
Fox Sedge +
Lesser Calamint



PRAIRIE DROPSEED
12"-24" ht perennial



LITTLE GIANT ARBORVITAE
Evergreen shrub,
5' ht at maturity



PAGODA DOGWOOD
Multistem tree,
25' ht at maturity





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.

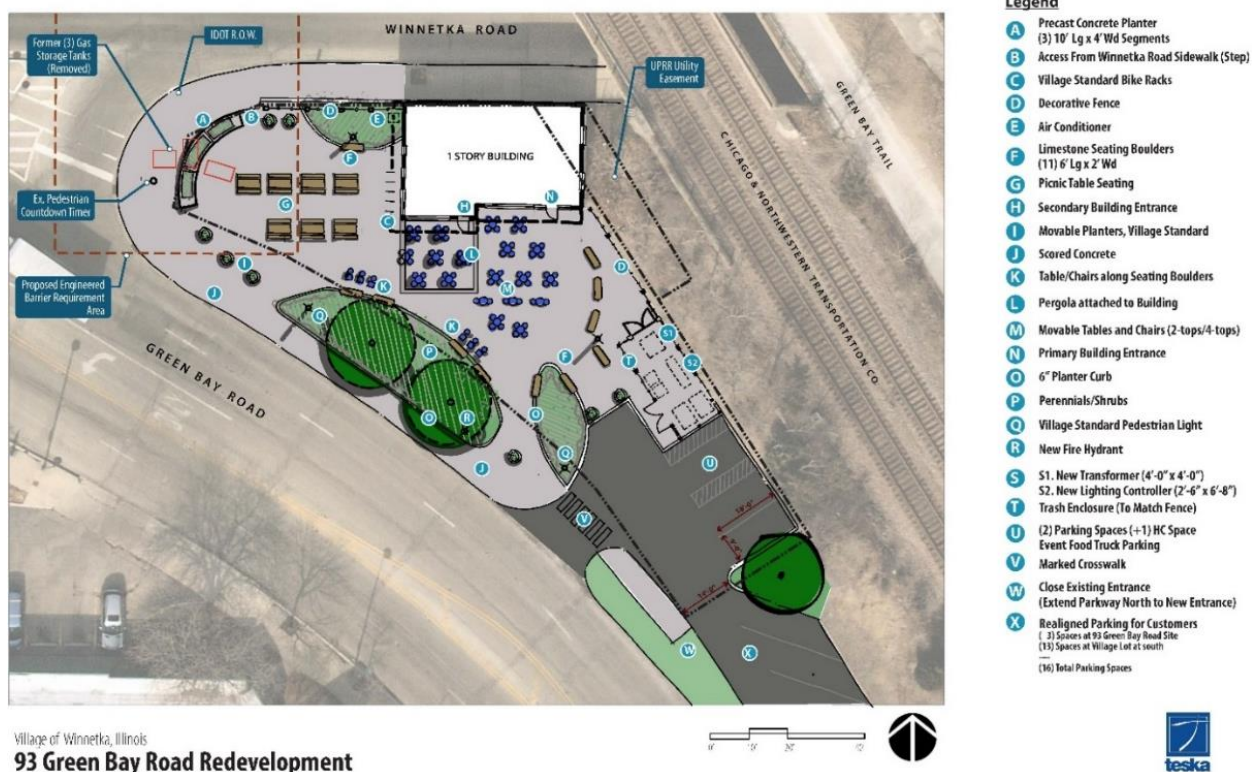


Figure 5 - Proposed Site Plan

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 there 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.

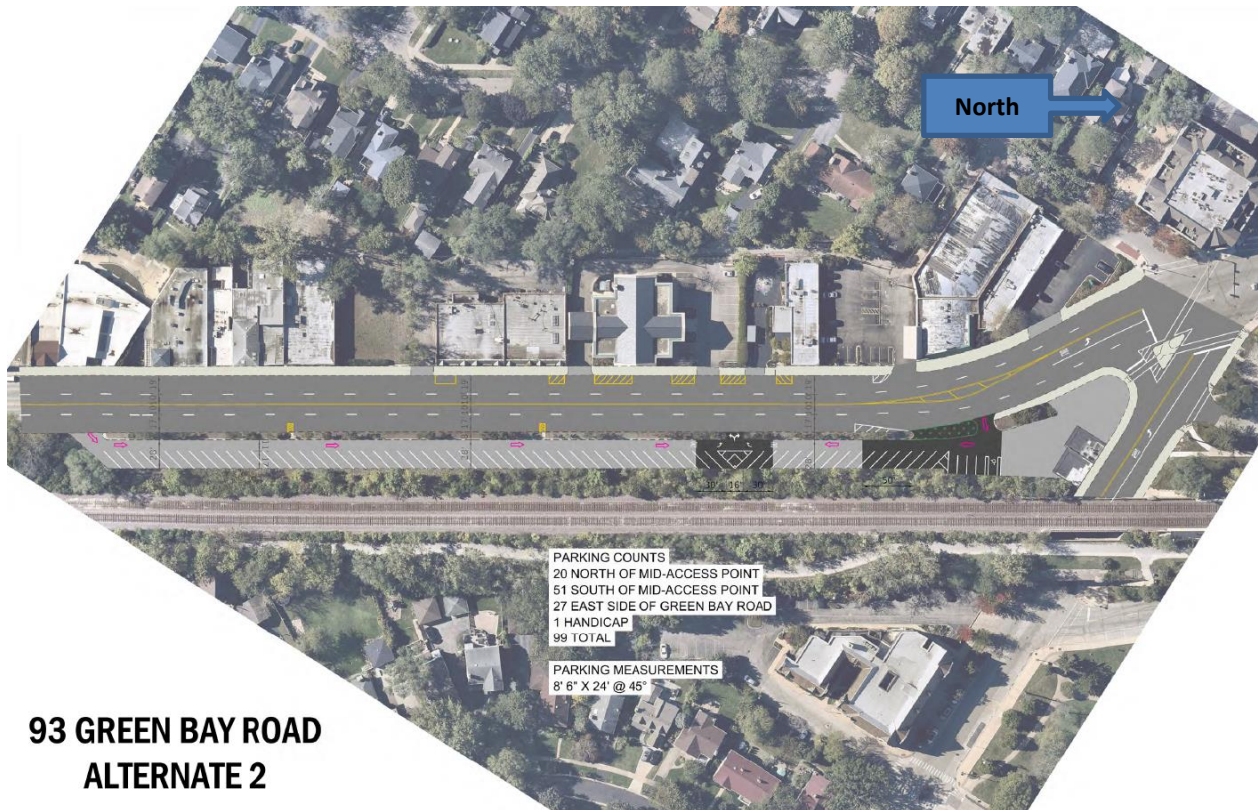


Figure 9 - Proposed Reconfiguration of Parking Lot South of 93 Green Bay Road



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

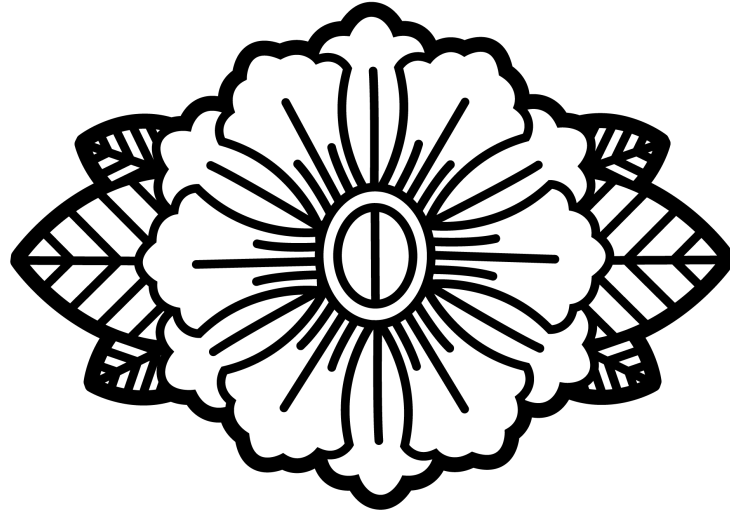
Attachment 1: Proposed Exterior Building Improvements

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

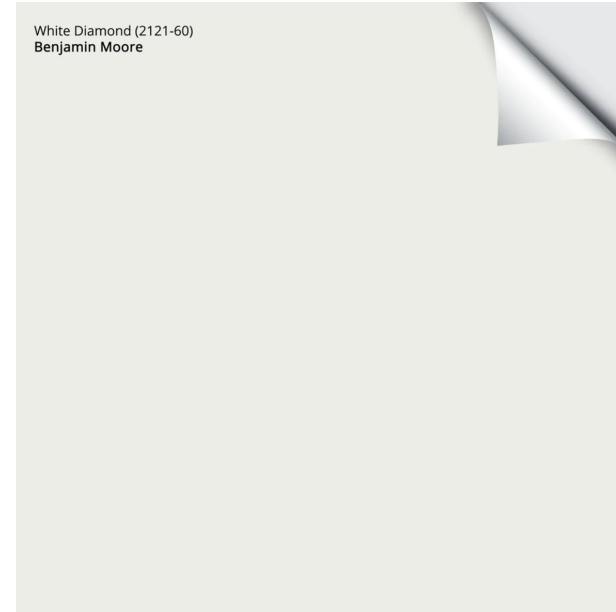


EXTERIOR

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

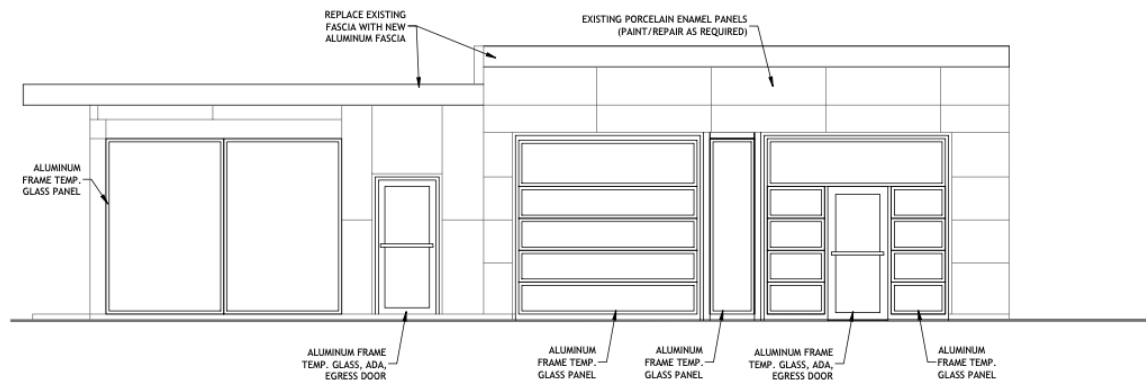




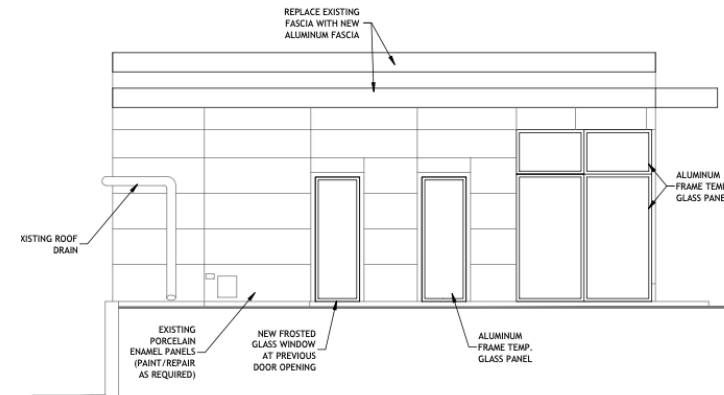
EXTERIOR

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.*

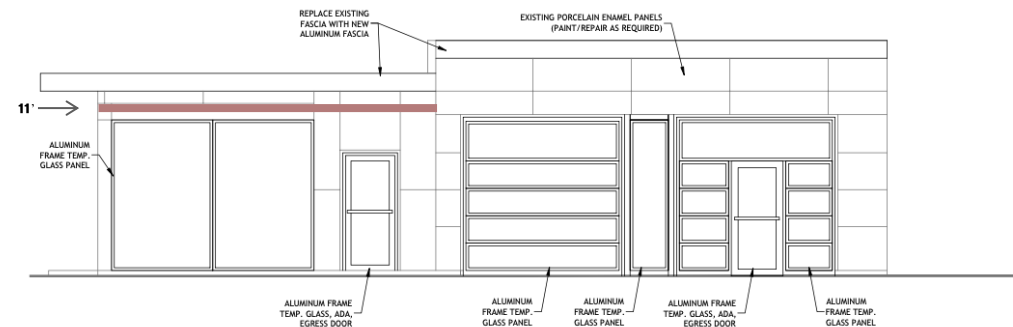
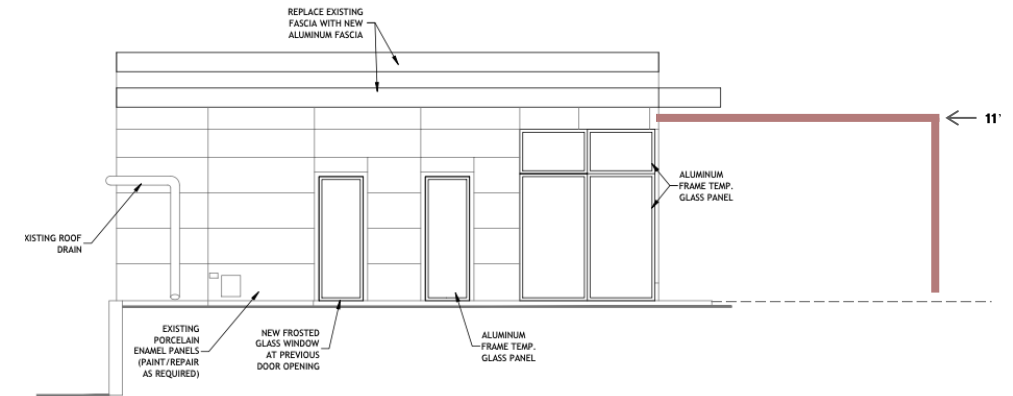


*This rendering is meant to give an example of how the canopy will
look on the building. Examples on the following page show the canopy
structures in use in similar contexts.*

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.

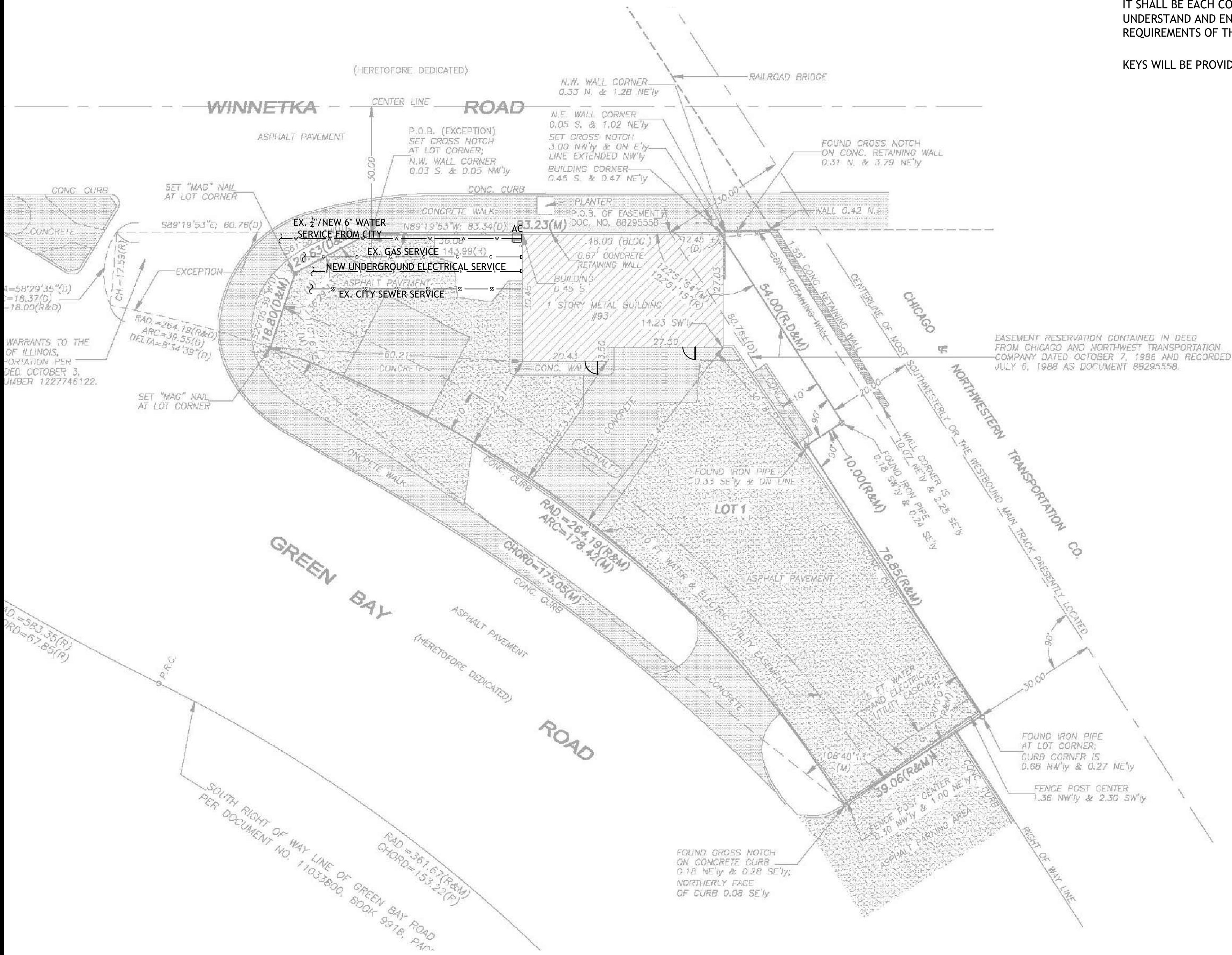
FIRE BLOCKING AND DRAFT STOPPING SHALL BE INSTALLED IN COMBUSTIBLE LOCATIONS IN ACCORDANCE WITH THE BUILDING CODE.

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.

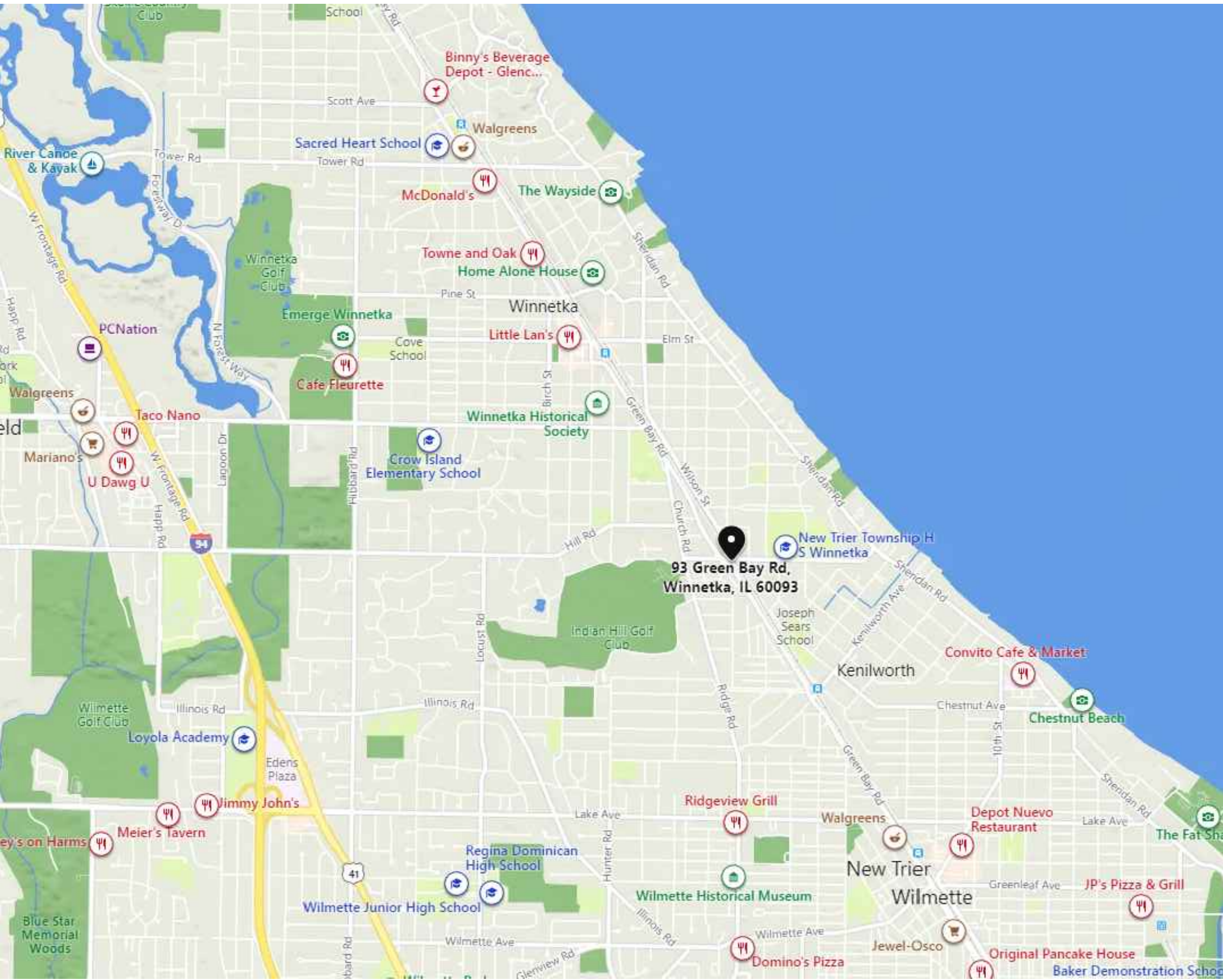
THE TENANT SPACE ADDRESS SHALL BE PLAINLY (MINIMUM 6-INCH LETTERS/ NUMBERS) DISPLAYED AT THE MAIN ENTRANCE TO THE BUILDING IN ACCORDANCE WITH THE FIRE CODE AND MUNICIPAL REQUIREMENTS.

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



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Preliminary Drawings 01.17.22

Drawn By DH

Checked By RL

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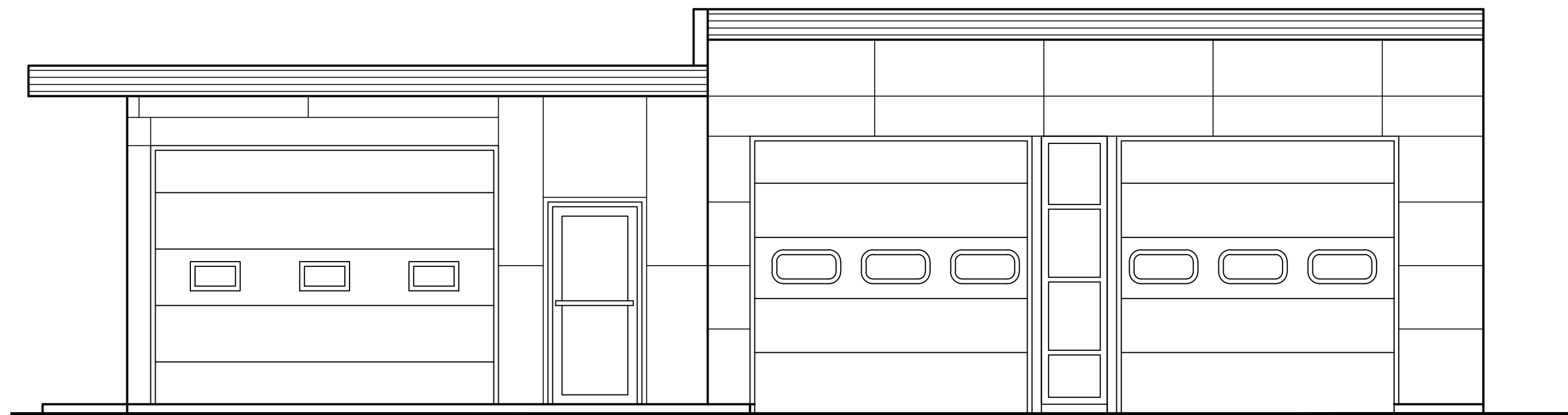
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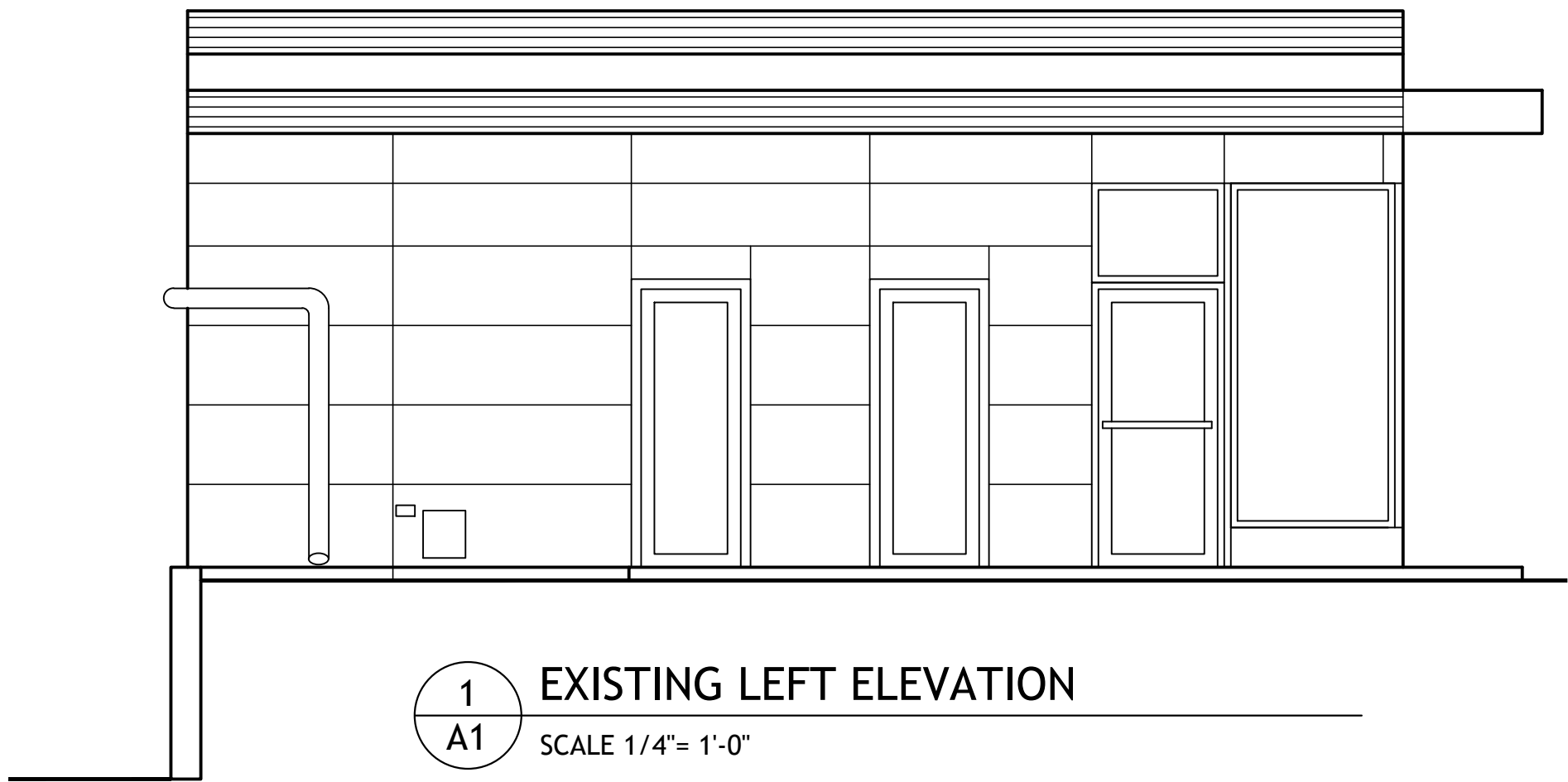
PROJECT NAME:
**TALA COFFEE
ROASTERS**

Project:
INTERIOR BUILD-OUT AND
EXTERIOR REMODEL OF
AN EXISTING 1 STORY
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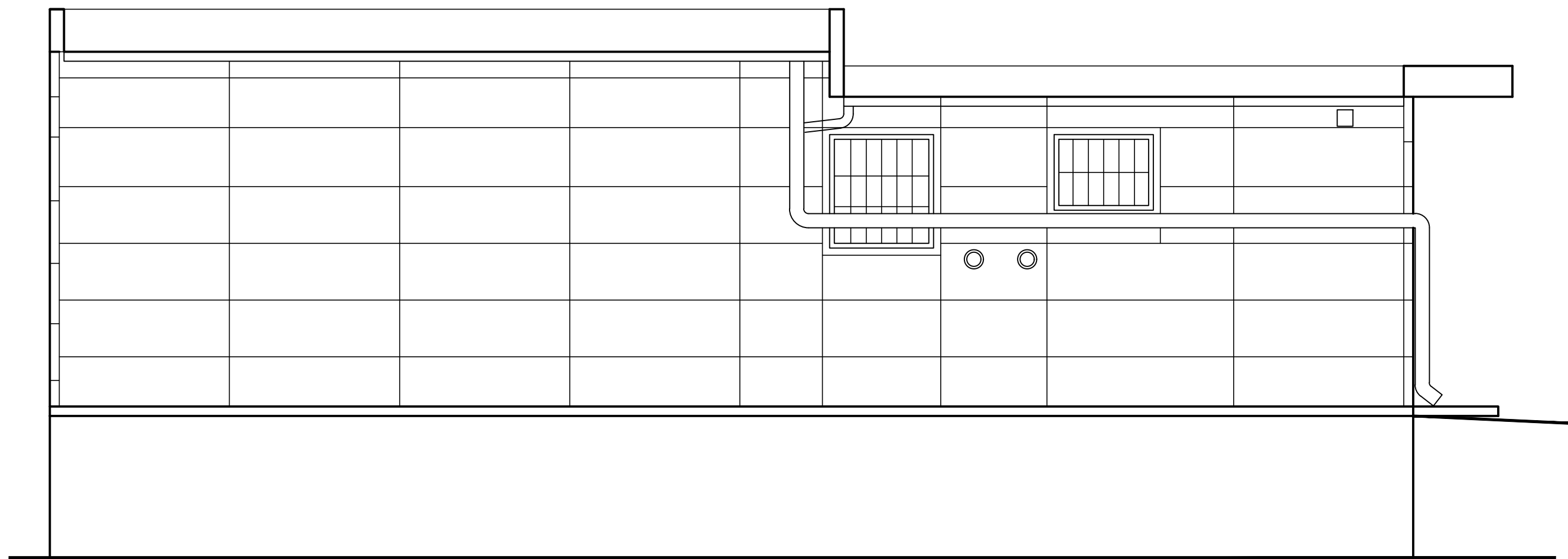
ADDRESS:
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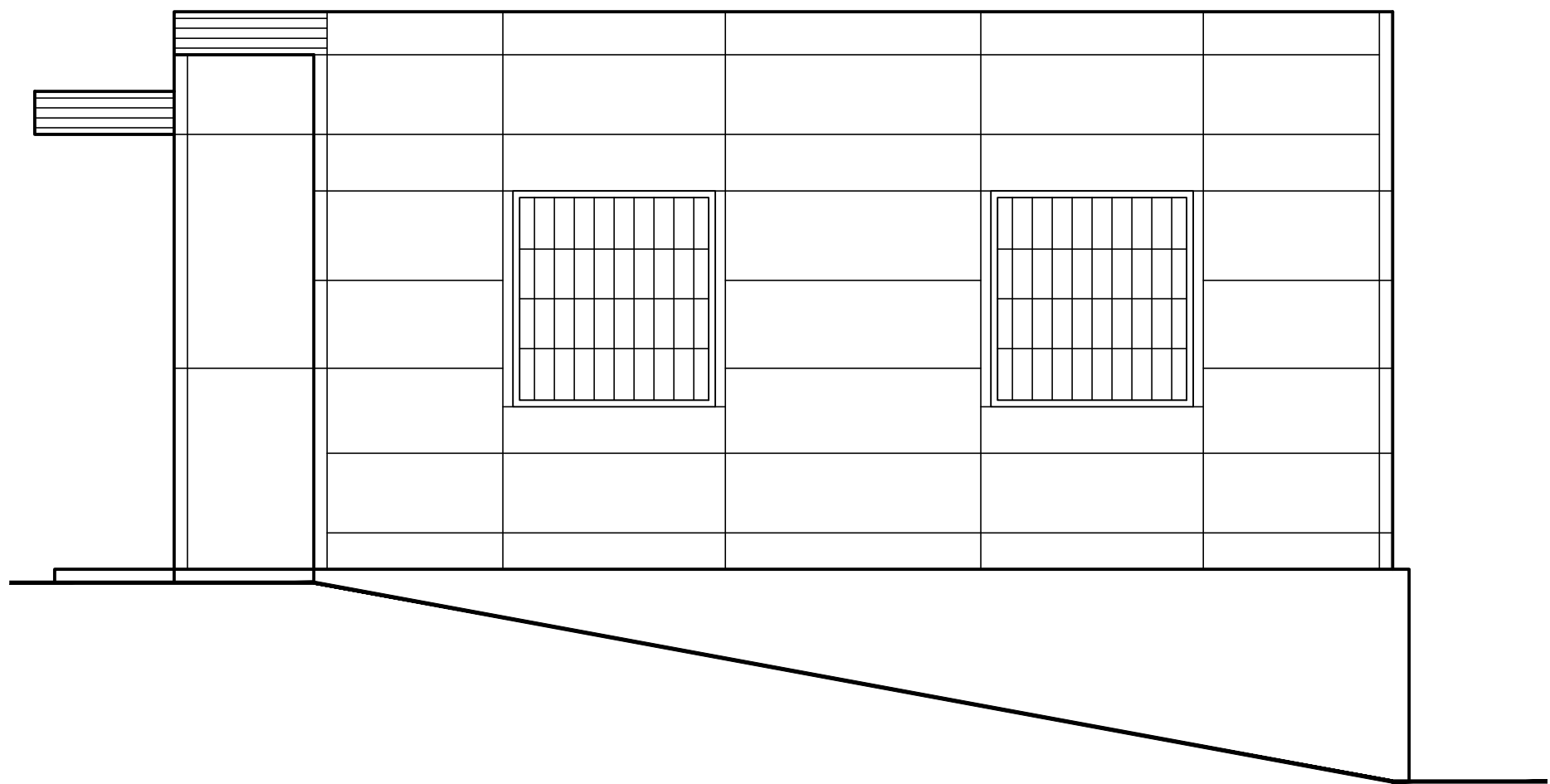
1
A1
EXISTING FRONT ELEVATION
SCALE 1/4"= 1'-0"



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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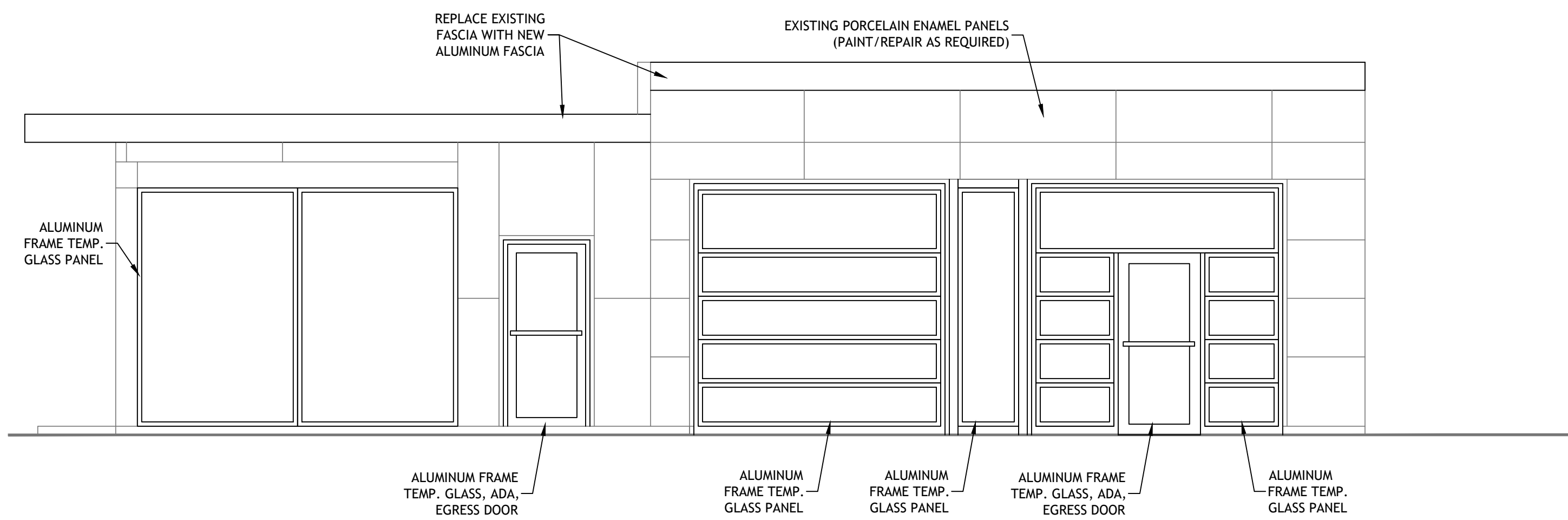
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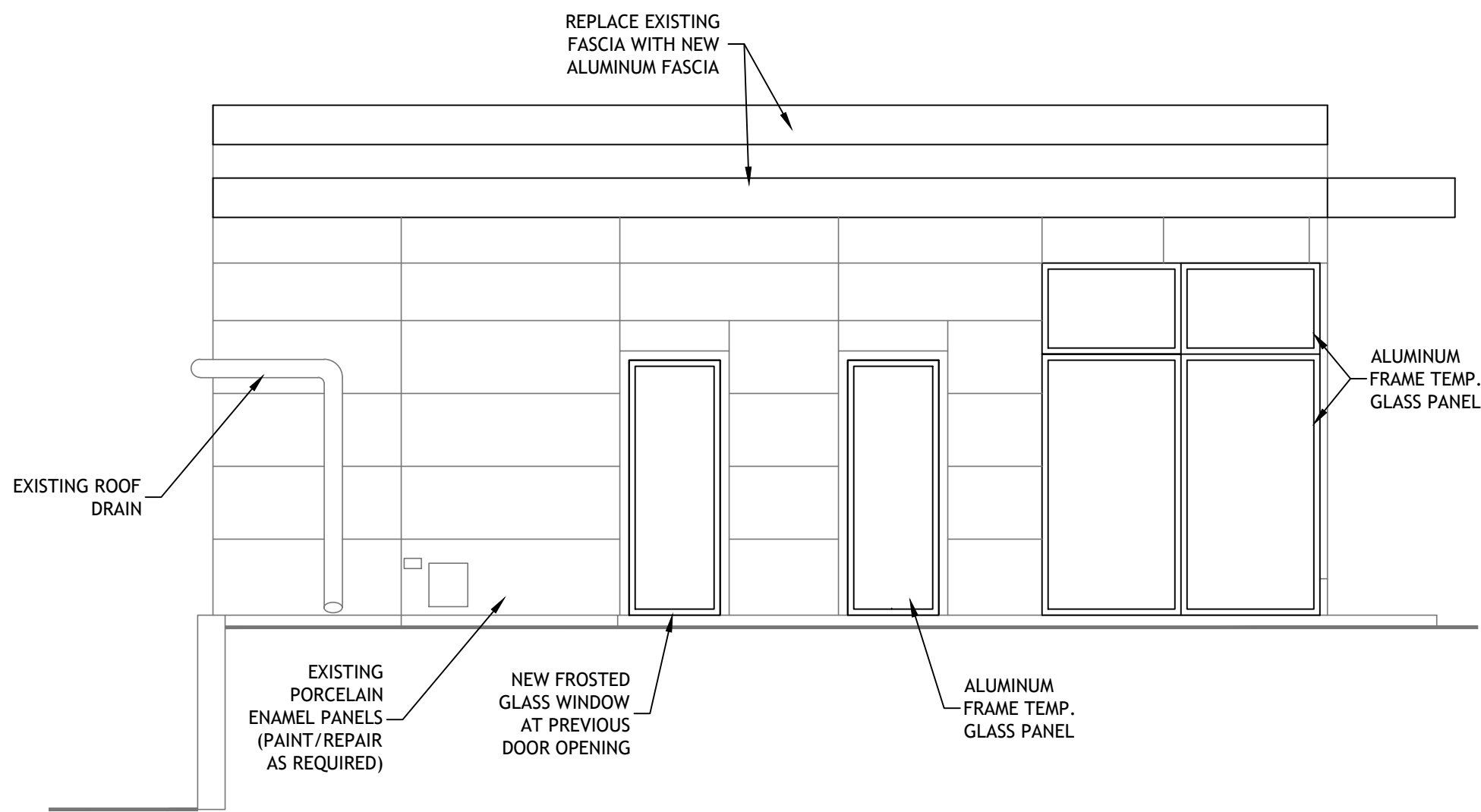
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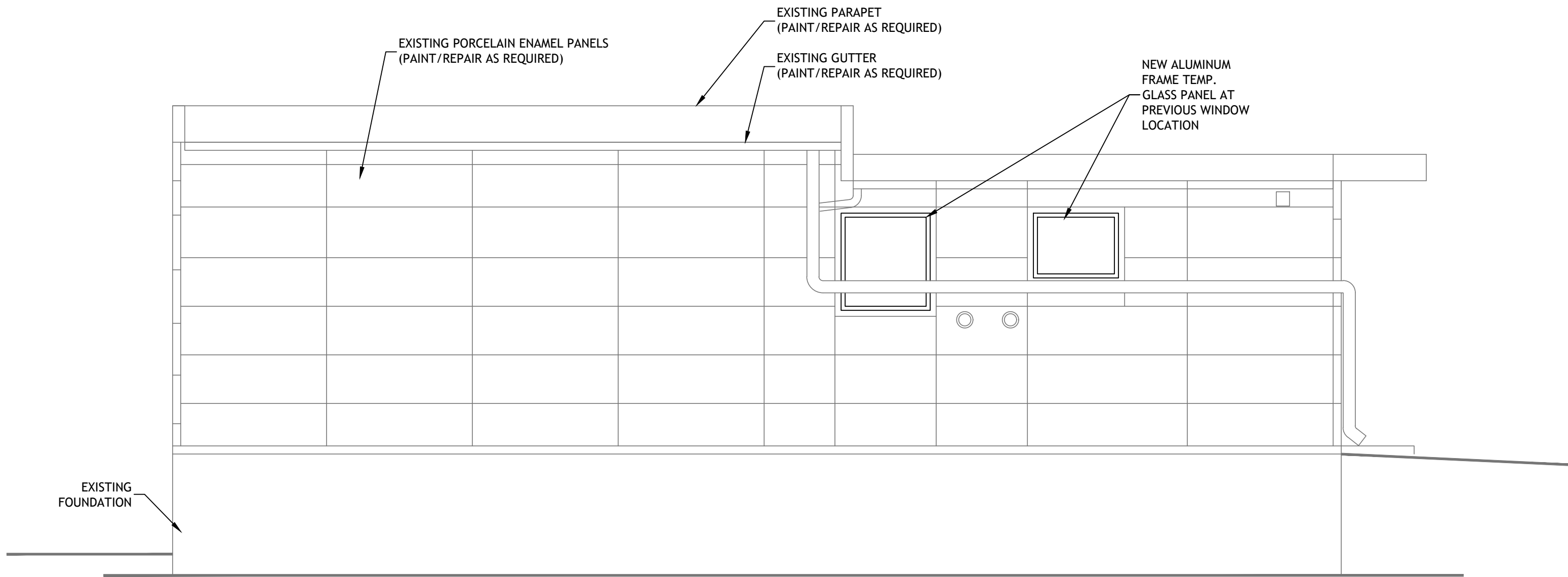


1
A2 PROPOSED FRONT ELEVATION
SCALE 1/4"= 1'-0"

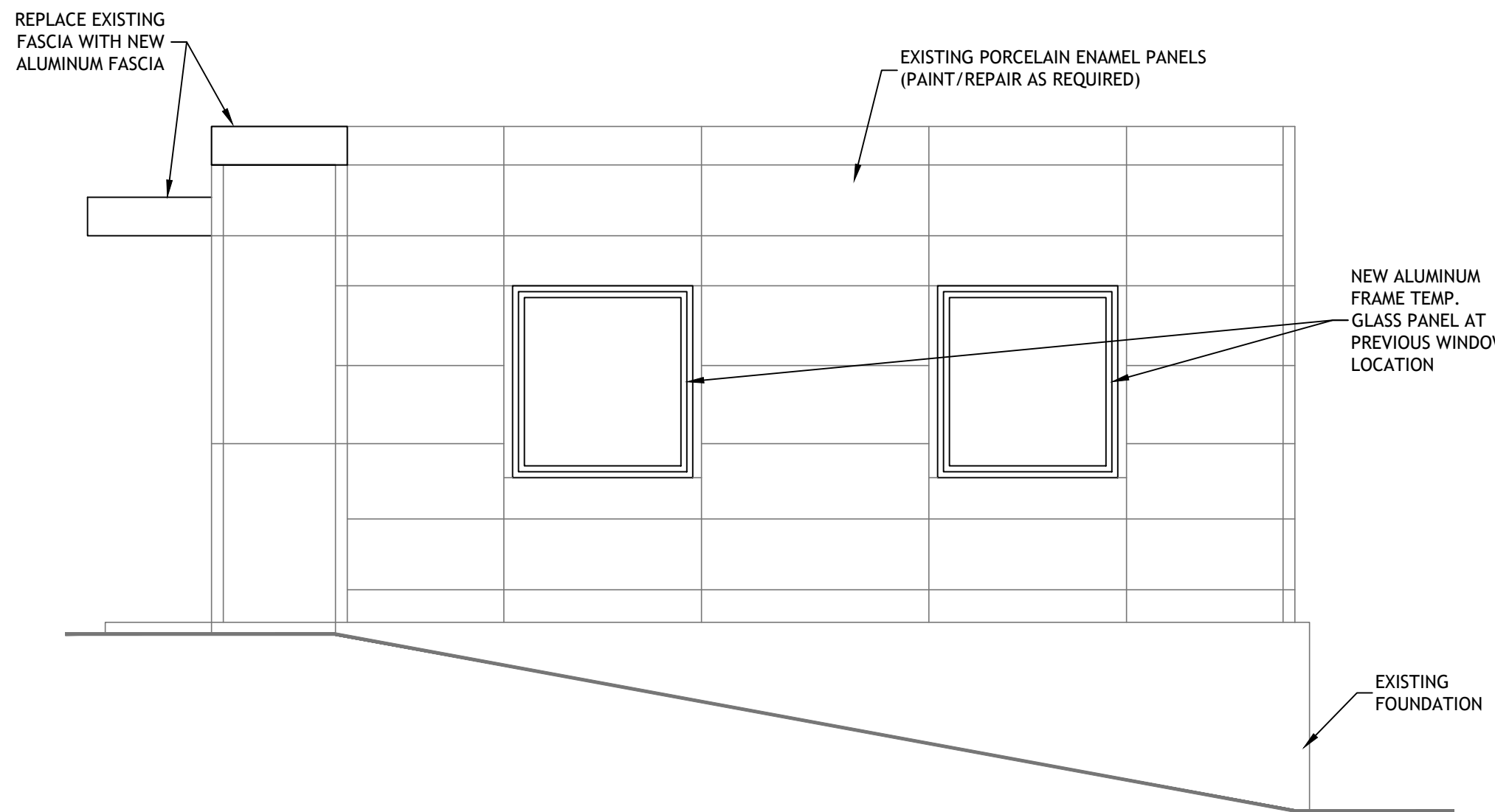


1
A2 PROPOSED LEFT ELEVATION
SCALE 1/4"= 1'-0"

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.
WINDOW/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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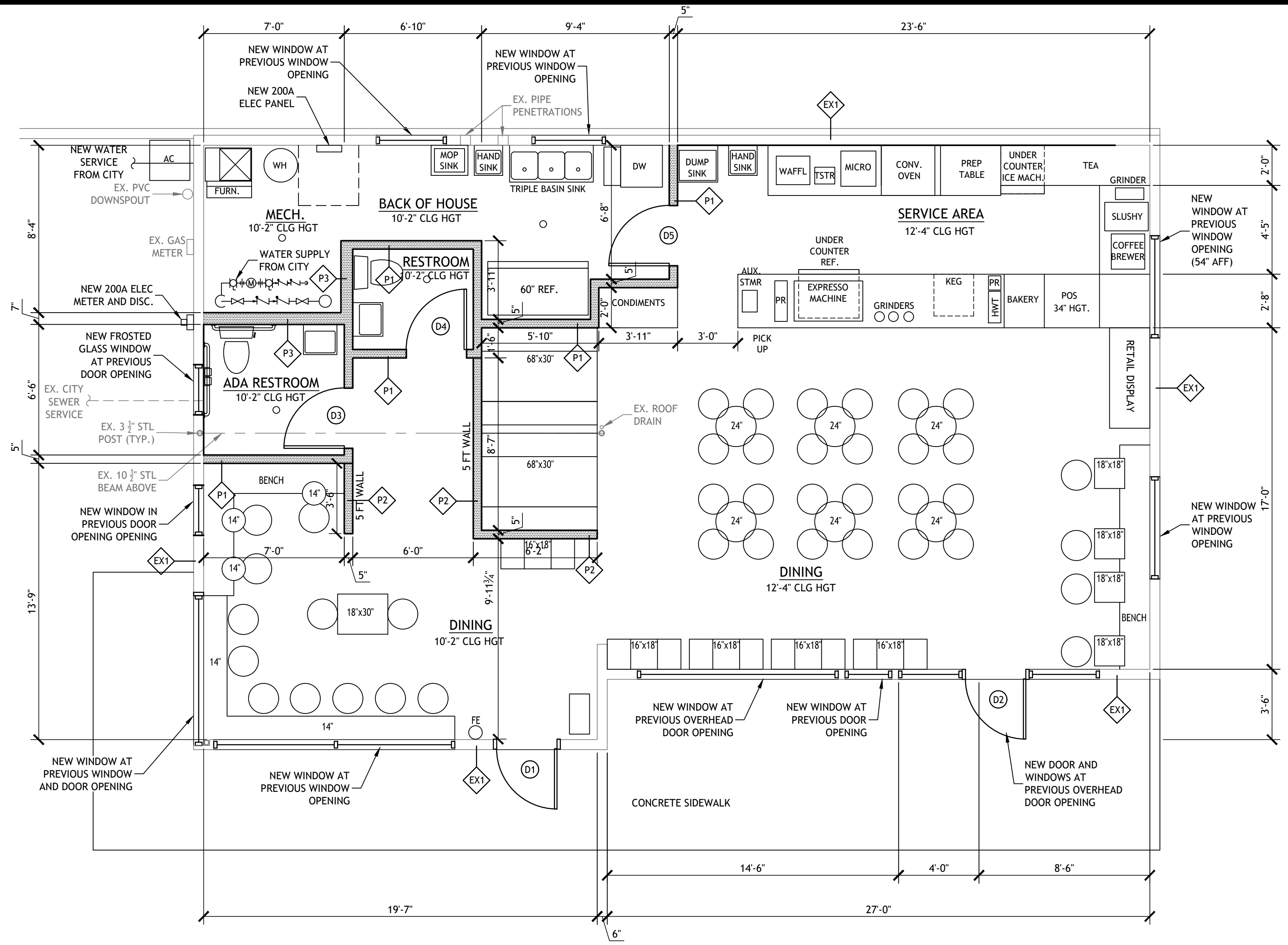
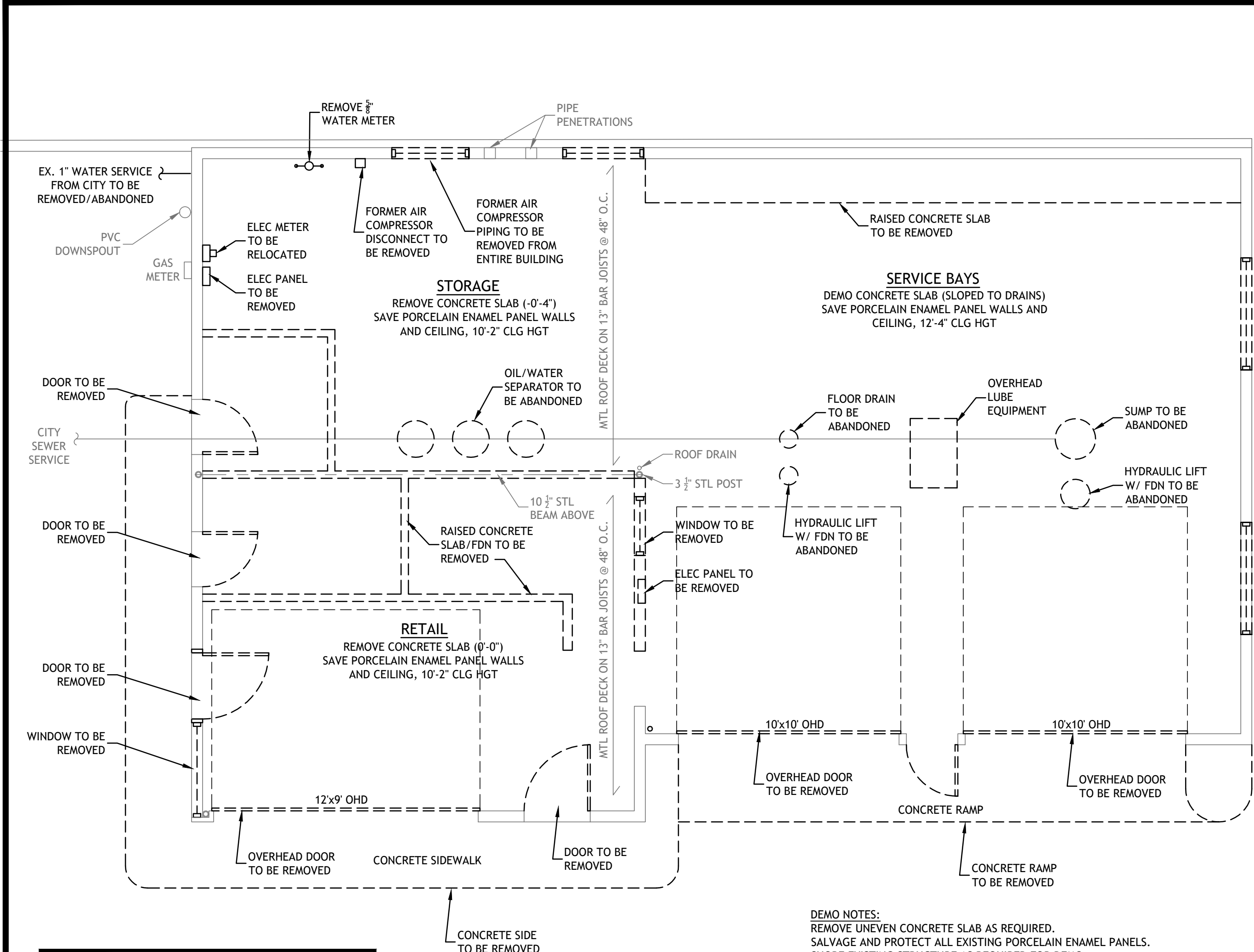
Checked By RL

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A2

- of -

PROJECT NUMBER



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.

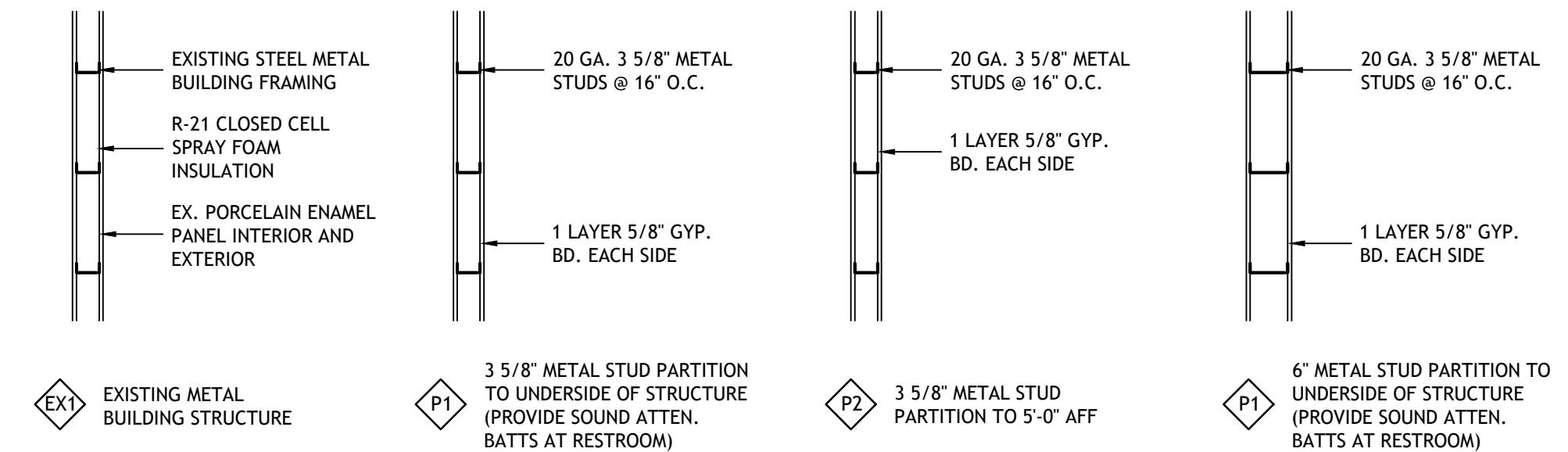
REROUTE/ PRESERVE ANY ELECTRICAL LINES, PIPING, ETC. WHEREVER NECESSARY IN ORDER TO REUSE FOR NEW MECHANICAL / ELECTRICAL EQUIPMENT - REFER TO MECHANICAL & ELECTRICAL DRAWINGS

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

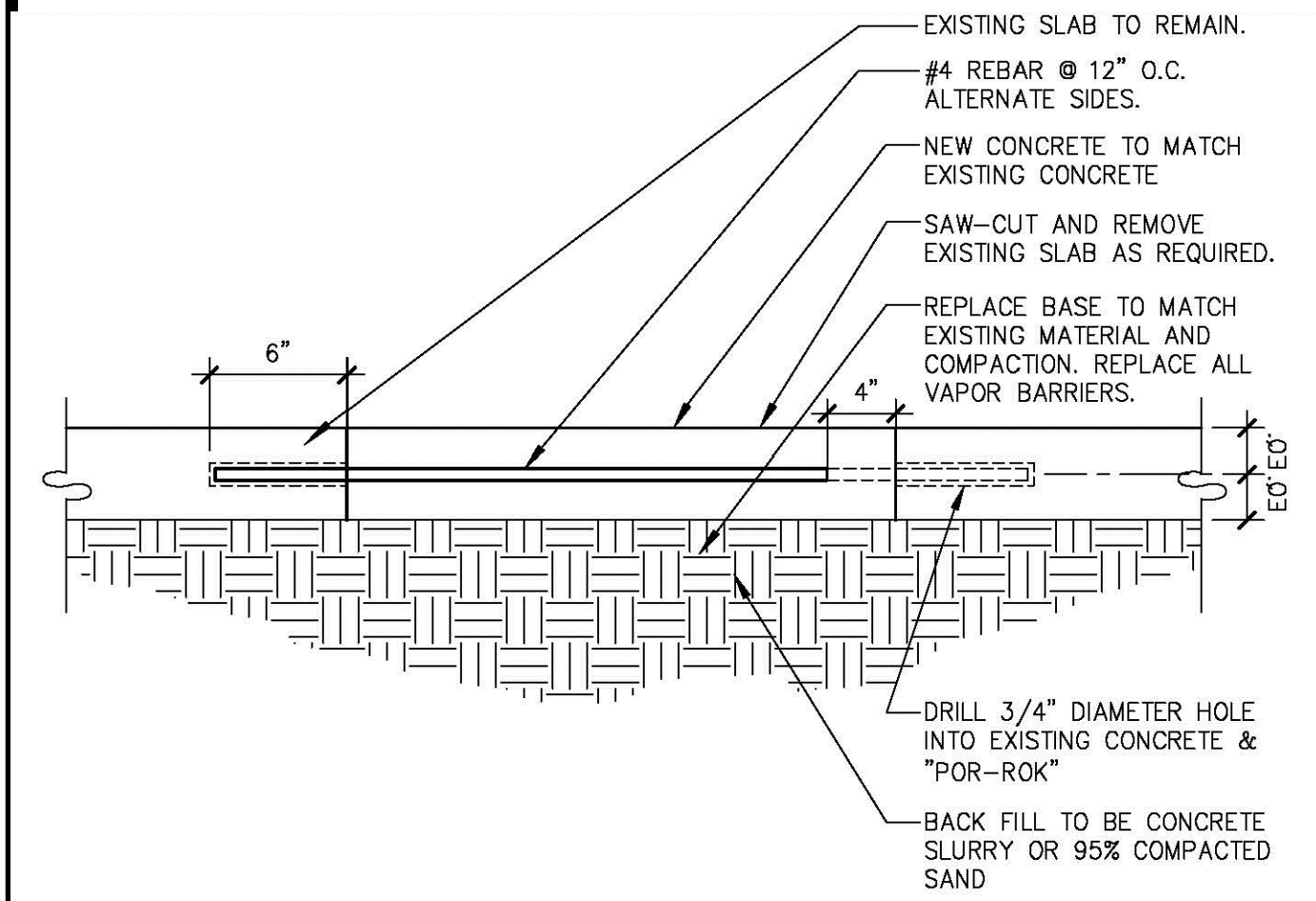
G.C. TO COORDINATE SCOPE OF DEMOLITION W/ PROPOSED WORK.

ALL CONSTRUCTION DESIGNATED TO REMAIN TO BE PROTECTED FROM DAMAGE

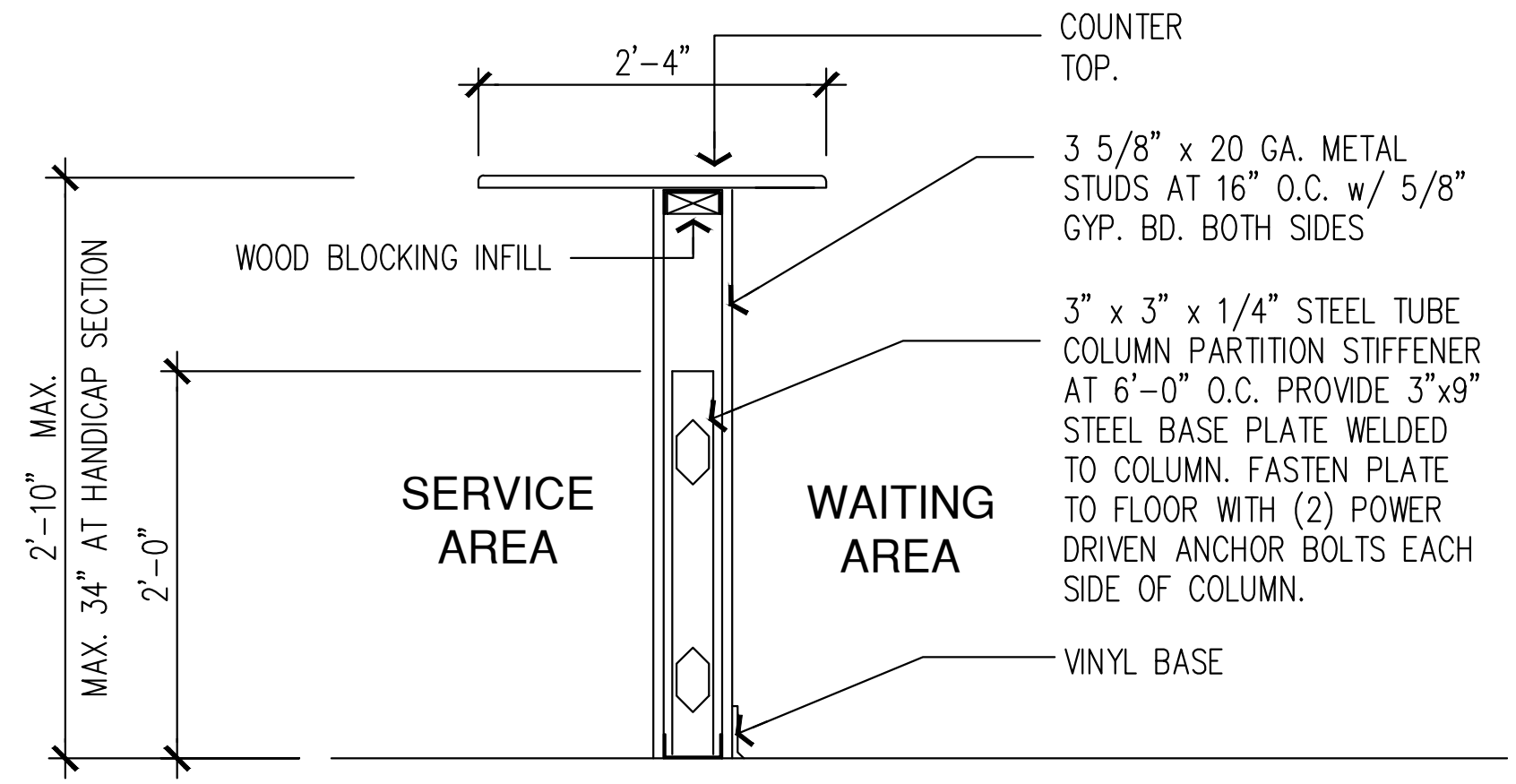
1 PROPOSED DEMO PLAN
SCALE 1/4"= 1'-0"



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



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



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

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\"/>

DOOR SCHEDULE						
DOOR NUMBER	DESCRIPTION	FRAME		DOOR		HARDWARE SET
		MATERIAL	FINISH	SIZE	REMARKS	
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

- REFER TO PROJECT SPECIFICATIONS FOR COMPLETE INFORMATION AND REQUIREMENTS.
- CONTRACTOR MUST VERIFY ALL ROUGH OPENING AND MASONRY DIMENSIONS WITH DOOR AND WINDOW MANUFACTURER PRIOR TO ORDERING, FABRICATING, OR INSTALLATION.
- CONTRACTOR MUST PROVIDE "B" LABEL DOORS WHERE NOTED, REFER TO PLANS.
- FINAL DOOR DESIGN, COLOR, AND HARDWARE TO BE APPROVED AND SIGNED OFF ON BY OWNER.
- MANUAL PUSH/PULL AT DOORS W/ CLOSERS TO BE NOT MORE THAN 5.0 (FIVE) LBS.
- SEE PLANS FOR MARK, LOCATIONS, AND SWINGS OF DOORS AS SHOWN.
- ALL DOOR GLAZING TO BE TEMPERED SAFETY GLASS.
- ALL INTERIOR DOORS TO BE PRE-HUNG U.N.O.
- ALL INTERIOR DOORS TO BE PRIMED AND PAINTED, U.N.O.
- 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

- PROVIDE HEAVY DUTY HINGES AND REINFORCED MULLIONS AS REQUIRED TO SUPPORT THE DOOR LEAF.
- DOOR OPENING DEVICE SHALL BE LEVER TYPE.
- 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 10-7.2.2.2-8 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

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ADDRESS:
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Checked By RL

Sheet:

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PROJECT NUMBER

Table 1—Motor Specifications (2000N)

Input voltage (VDC)	12
Load	
Static load (Fx) maximum	2000 (450 pounds)
Dynamic load (Fx) maximum	2000 (450 pounds)
Stroke length	custom
Current	
Current consumption, rated load (A)	45/22
Current consumption, stall/in-rush (A)	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 (-25 to 75 degrees C)
Dual cycle, maximum	10%
Average life	10K cycles
Sound level	<45 dBA
Lead screw type	Acme
Protection class	IP67
Certificates	CE (EN60601-1) 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)

- $4 \times 4 \times \frac{1}{8}$
- $4 \times 4 \times \frac{1}{4}$
- $6 \times 6 \times \frac{1}{8}$
- $6 \times 6 \times \frac{1}{4}$
- $8 \times 8 \times \frac{1}{4}$

Post Bases and Post Base Bracket (in inches)

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

Beams (in inches)

- $2 \times 8 \times \frac{1}{8}$
- $2 \times 10 \times \frac{1}{8}$

Post-to-Beam Connectors (in inches)

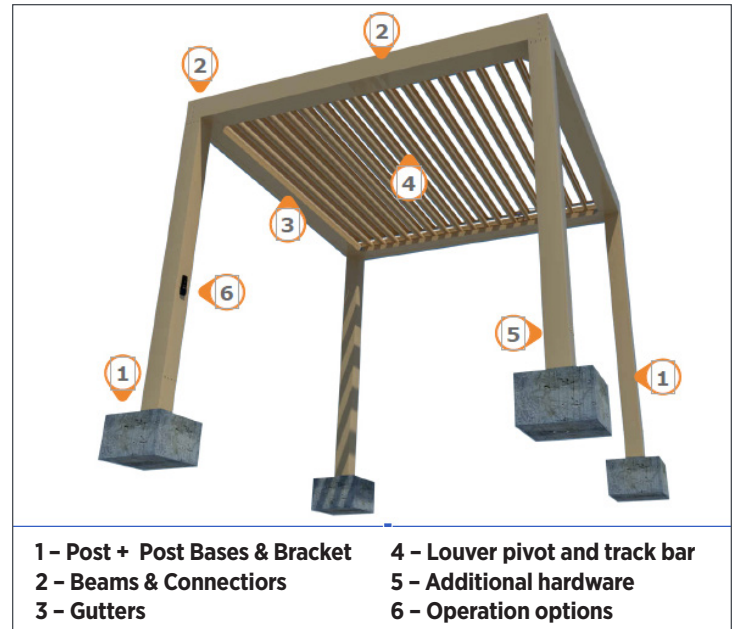
- 4×4
- 6×6
- 8×8
- Beam corner connector
- U-channel connector

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



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

System Information

Complete system brochure available [here](#).

4. Technical Data

Applicable Standards

American Architectural Manufacturers Association (AAMA)

- **AAMA 2604** Voluntary 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



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 Envirocrown® and Envirocrown® 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.



- **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.

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:

- 1/3 cup detergent (e.g. Tide®)
- 2/3 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:

- 1/3 cup detergent (e.g. Tide)
- 2/3 cup trisodium phosphate powder (TSP)
- 1 quart sodium hypochloride 5% solution (e.g. Clorox®)
- 3 quarts water

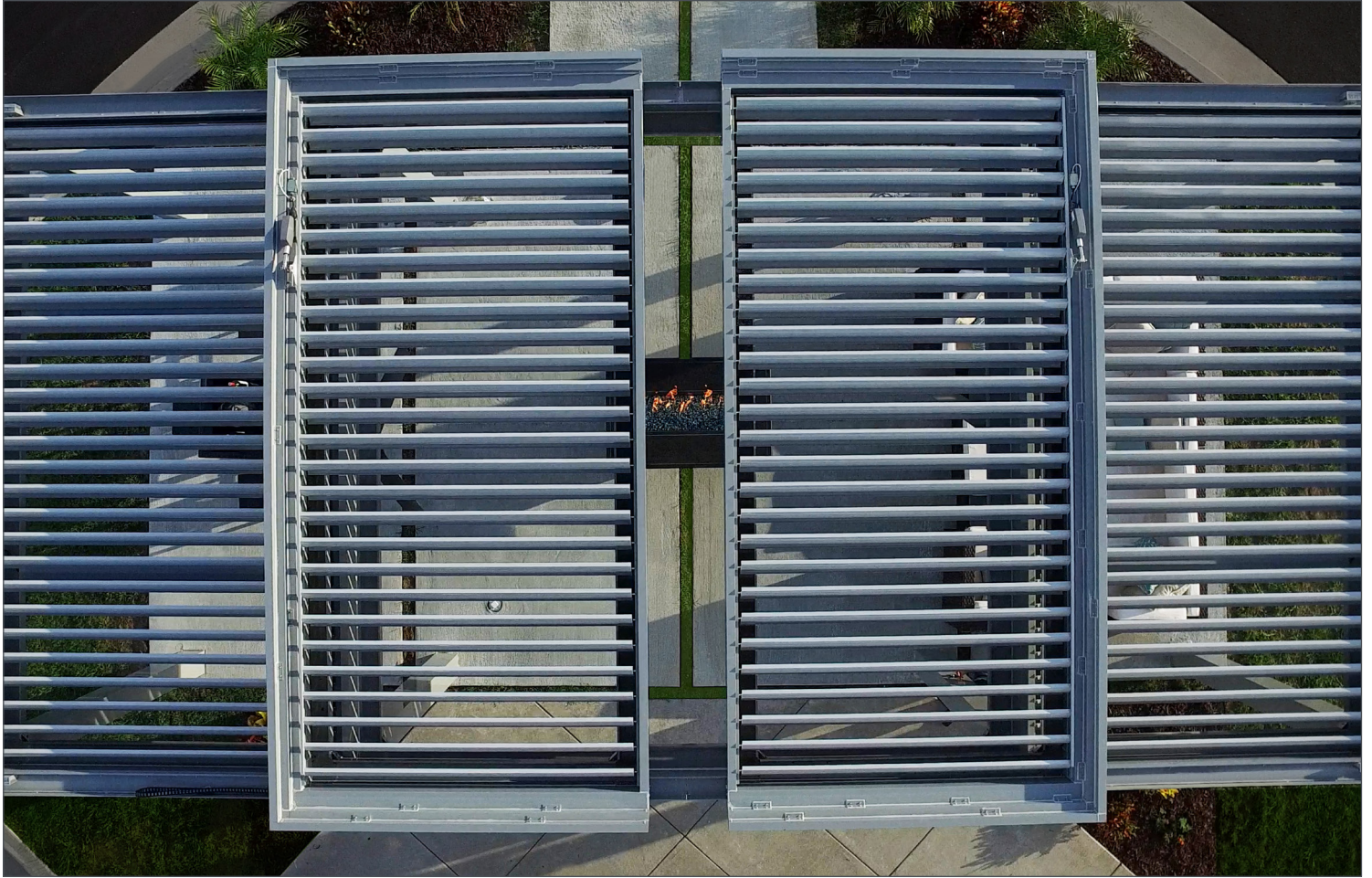
Environmental Black Streaking

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.





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 ↪



Star-Tech Glass, Inc.

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



Proposal

DATE	8/30/2022
PROPOSAL #	17452

NAME / ADDRESS

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

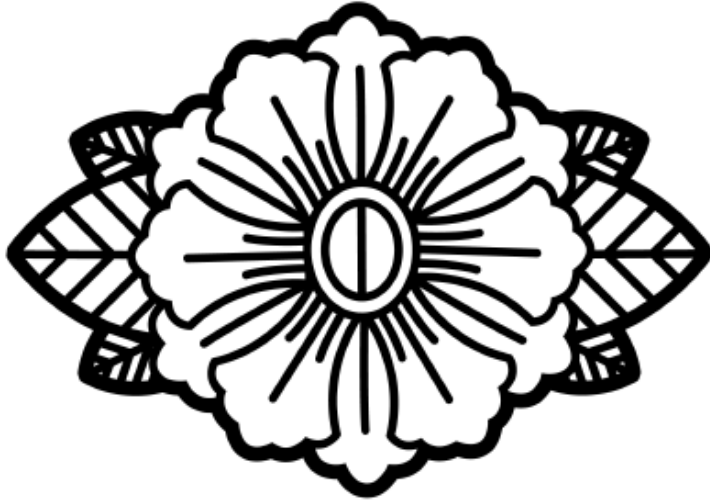
TERMS	REP	PROJECT	
50%dep/bal COD	BP		
QTY	DESCRIPTION	RATE	TOTAL
	2" x 4-1/2" Black or clear anodized aluminum storefront framing with head receptor and sill flashing into punched openings consisting of: West Elevation Restroom - Stationary window approx: 32" x 87" glazed with 1" o.a frosted insulated tempered glass panel Dining area - Stationary window approx: 32" x 87" , Stationary window split into sections approx: 89" x 102", all glazed with 1" o.a clear insulated tempered glass. South Elevation One standard 3'0" x 7'0" medium stile door glazed with 1" o.a clear tempered insulated glass. 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. Center section without dividers and one standard 3'0" x 7'0" medium stile door with transom frame above. 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. All glazed with 1" o.a clear insulated glass tempered where required. East Elevation Two stationary window approx: 61" x 64" glazed with 1" o.a clear annealed insulated glass . North Elevation Two stationary windows, one approx: 44" x 33" and one approx: 44" x 45", each glazed with 1" o.a clear annealed insulated glass. 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 _____	Subtotal	\$35,104.00
Name on Card (if different): _____	Sales Tax (5.125%)	\$1,799.08
Billing Address (if different): _____ Zip Code: _____	Total	\$36,903.08
Signature of acceptance of proposal and attached notes. _____ Date _____		

Attachment 2
Site Improvements



93 GREEN BAY ROAD SITE IMPROVEMENTS

The Village of Winnetka and Tala Coffee Roasters

EXISTING SITE CONDITIONS



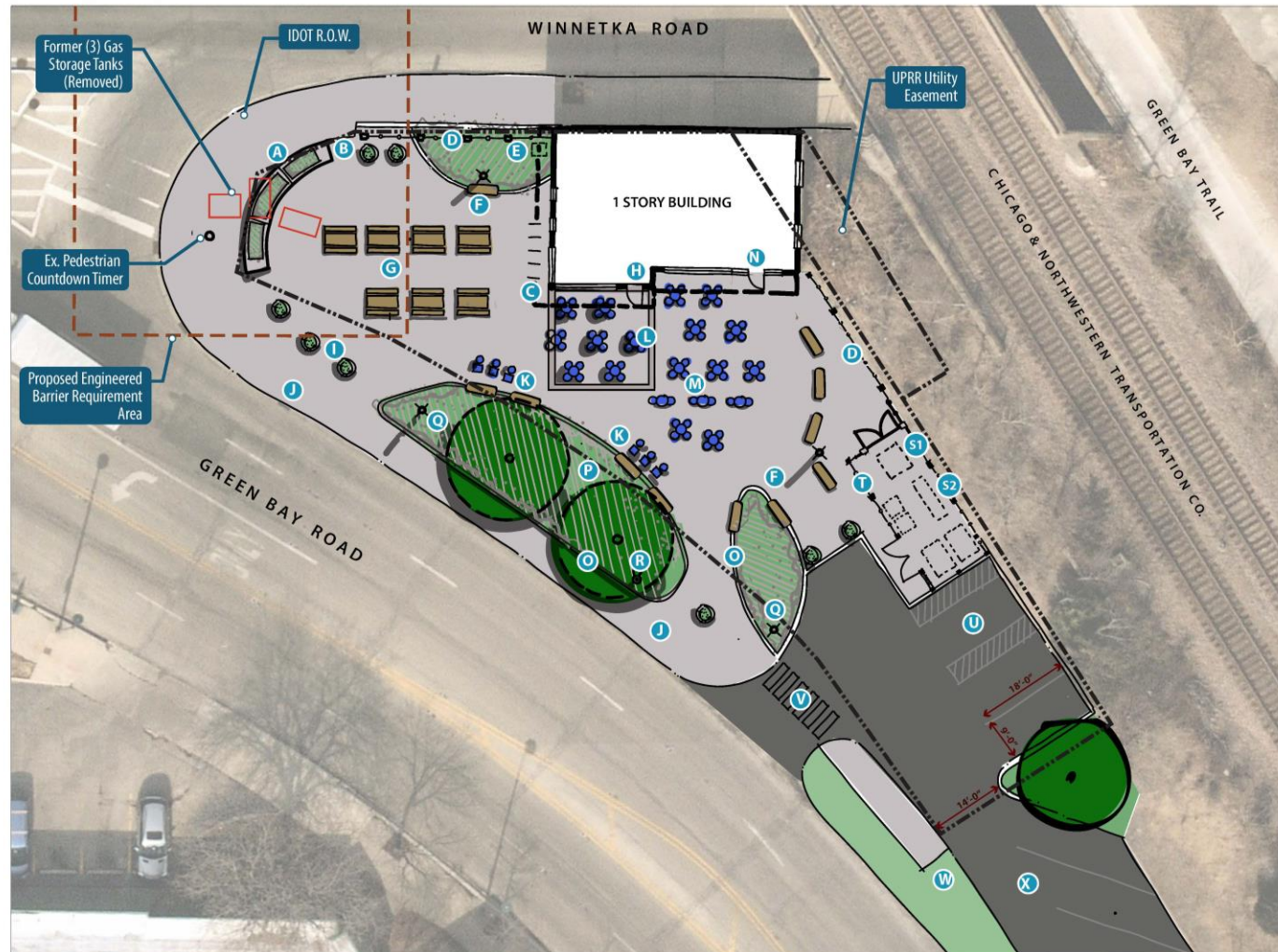
EXISTING SITE CONDITIONS



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

Village of Winnetka, Illinois

93 Green Bay Road Redevelopment

Preferred Concept Plan

0' 10' 20' 40'



Aug 2022

PROPOSED SITE PLAN



PRECAST CONCRETE PLANTERS

Quantity: (3) 10' long curved segments set on concrete

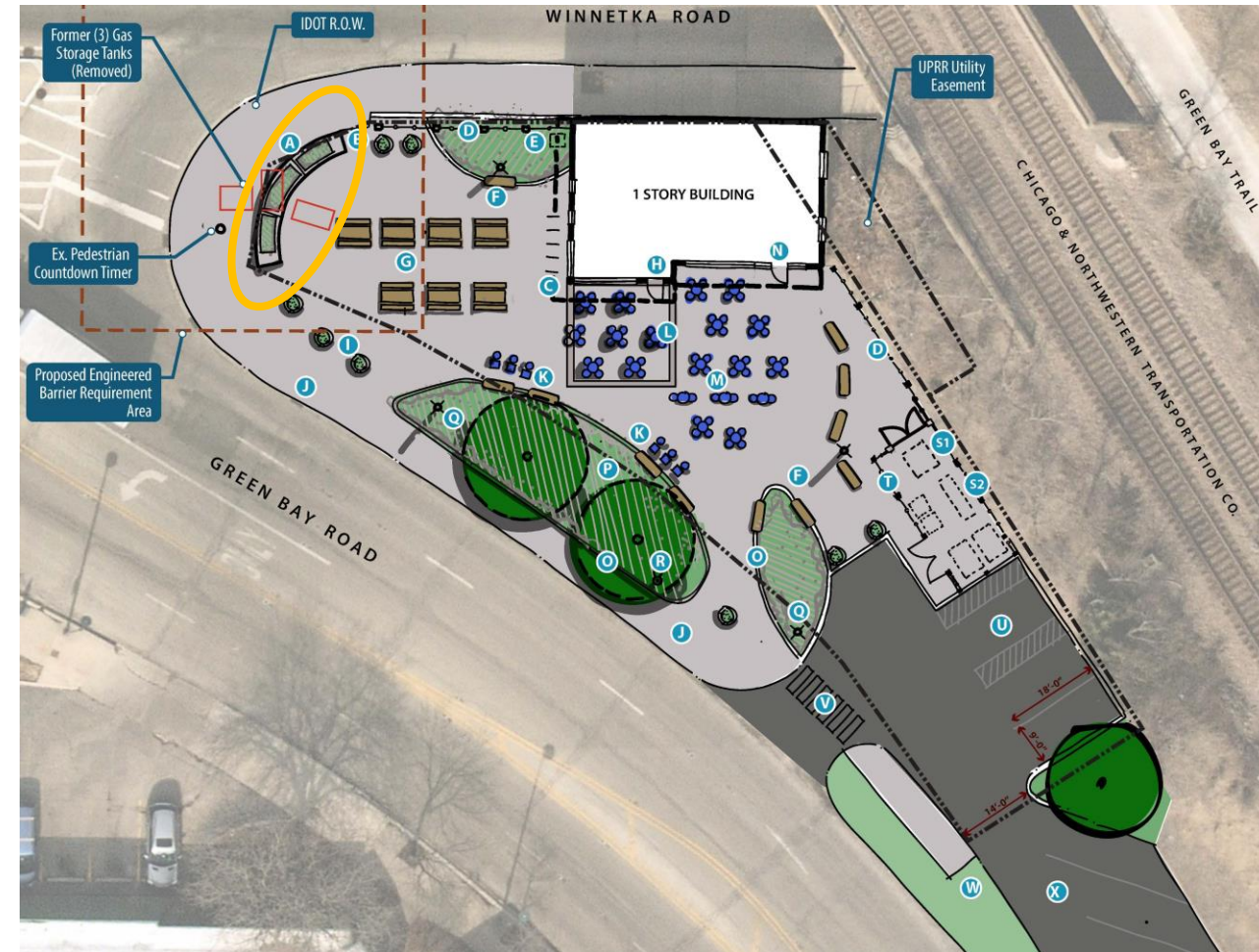
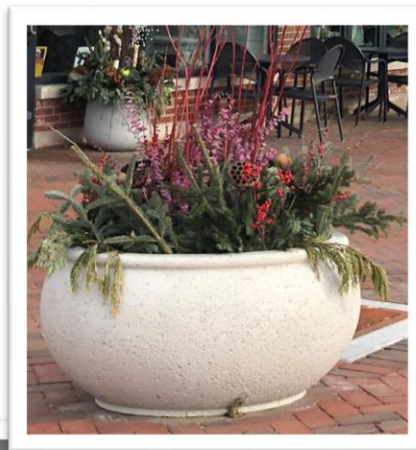
Dimensions: 10' L x 4' W x 2' H

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

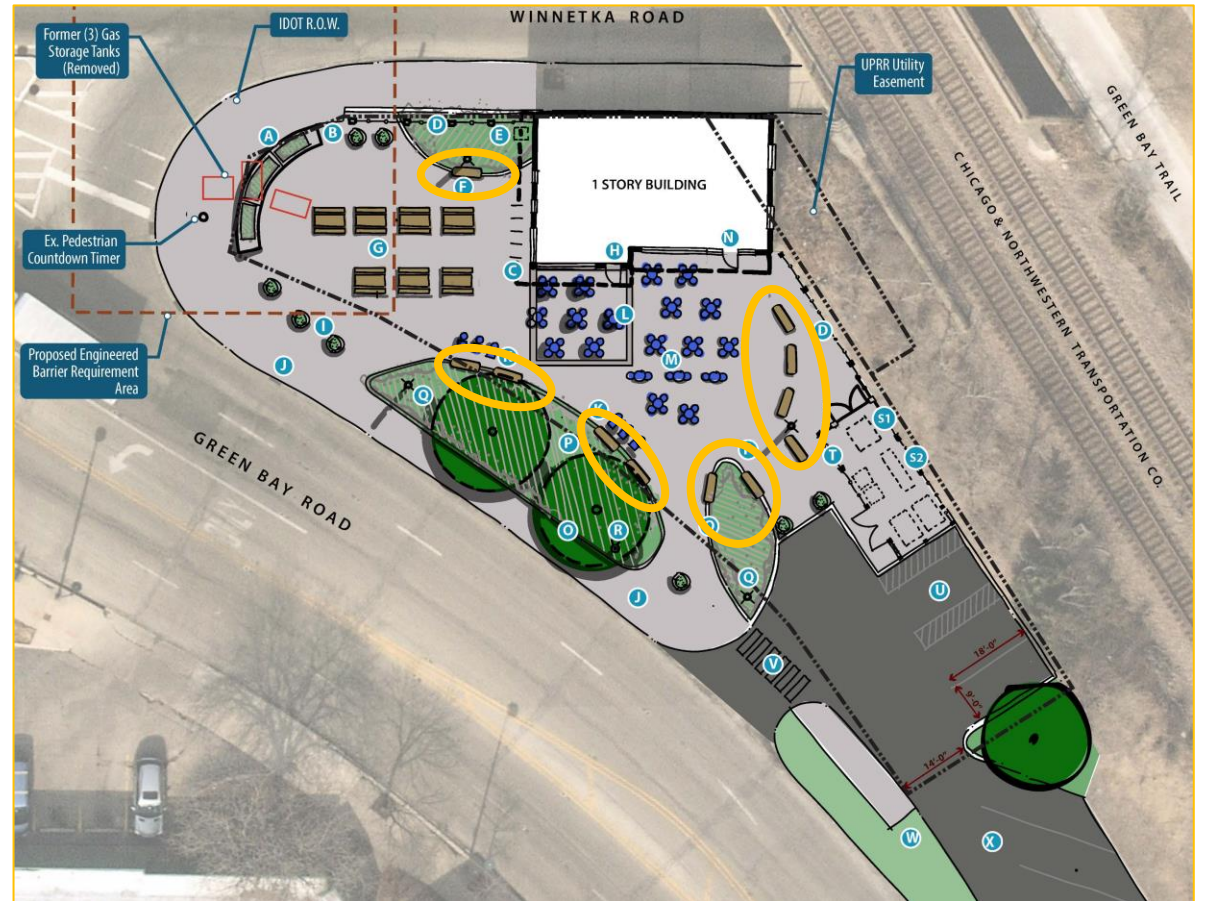


SEATING BOULDERS

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



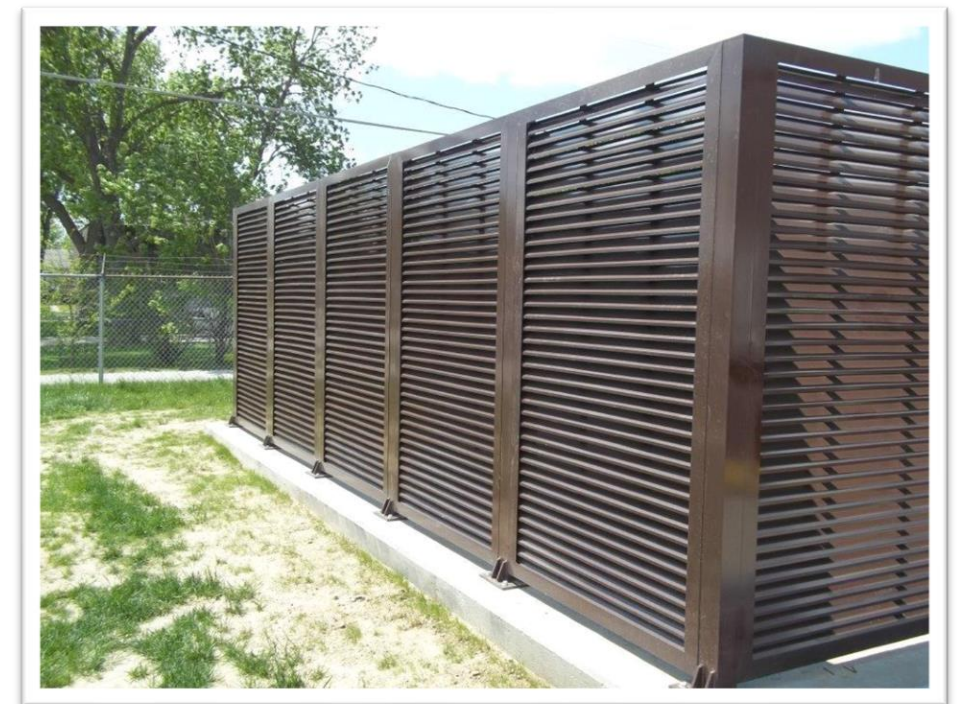
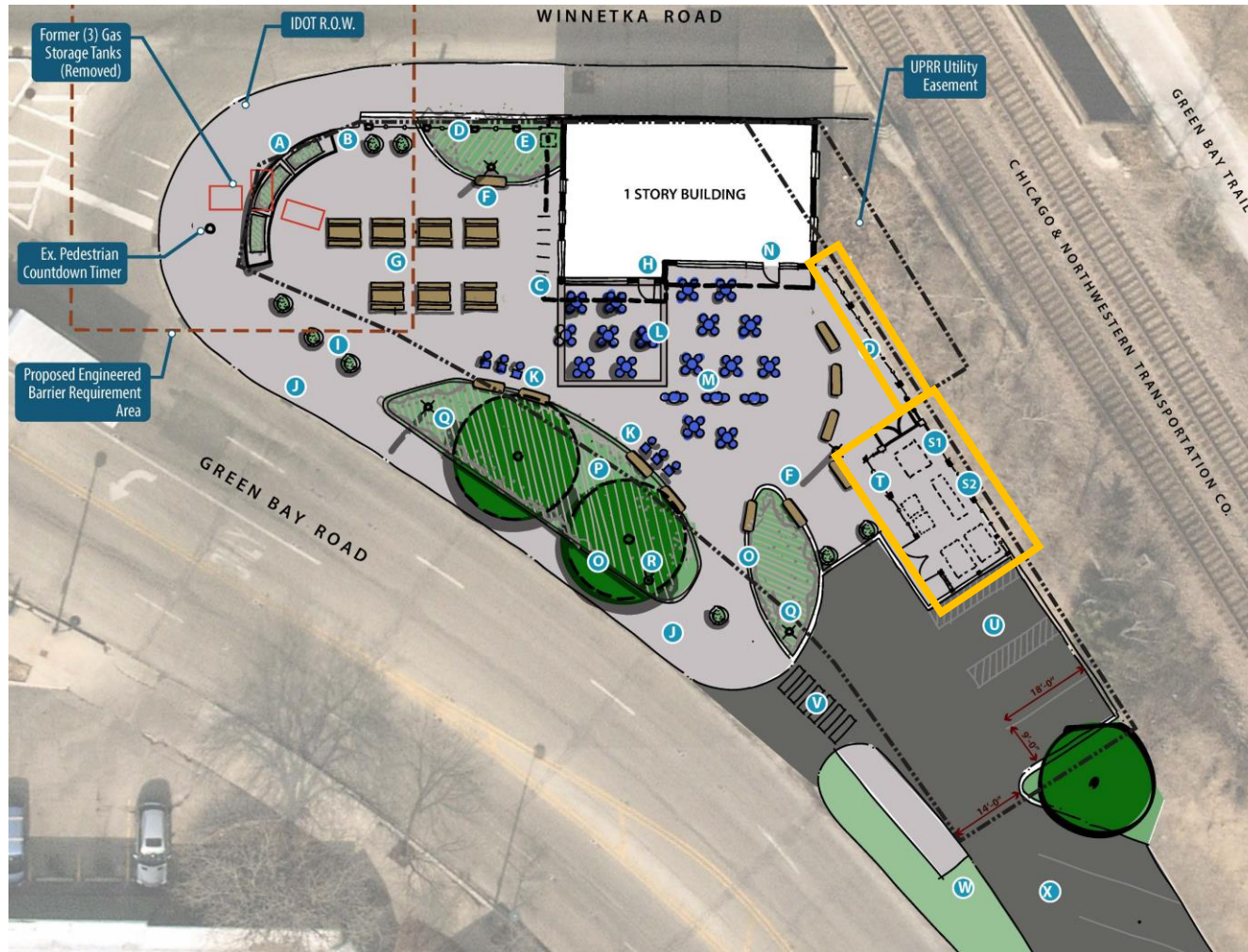
TRASH + UTILITY ENCLOSURE; EAST PROPERTY LINE SCREENING

Design: Metal posts and horizontal louvers

Dimensions: 6' H

Material & color: Steel posts with aluminum panels; architectural bronze

Supplier: Peerless Fence, or approved equal

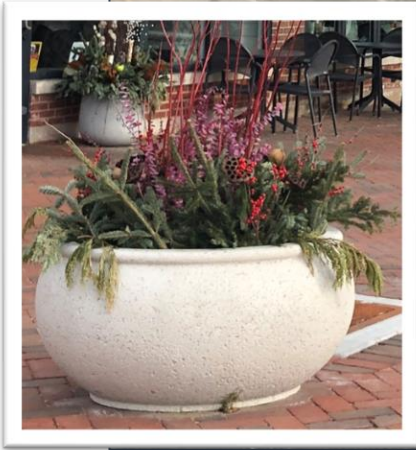
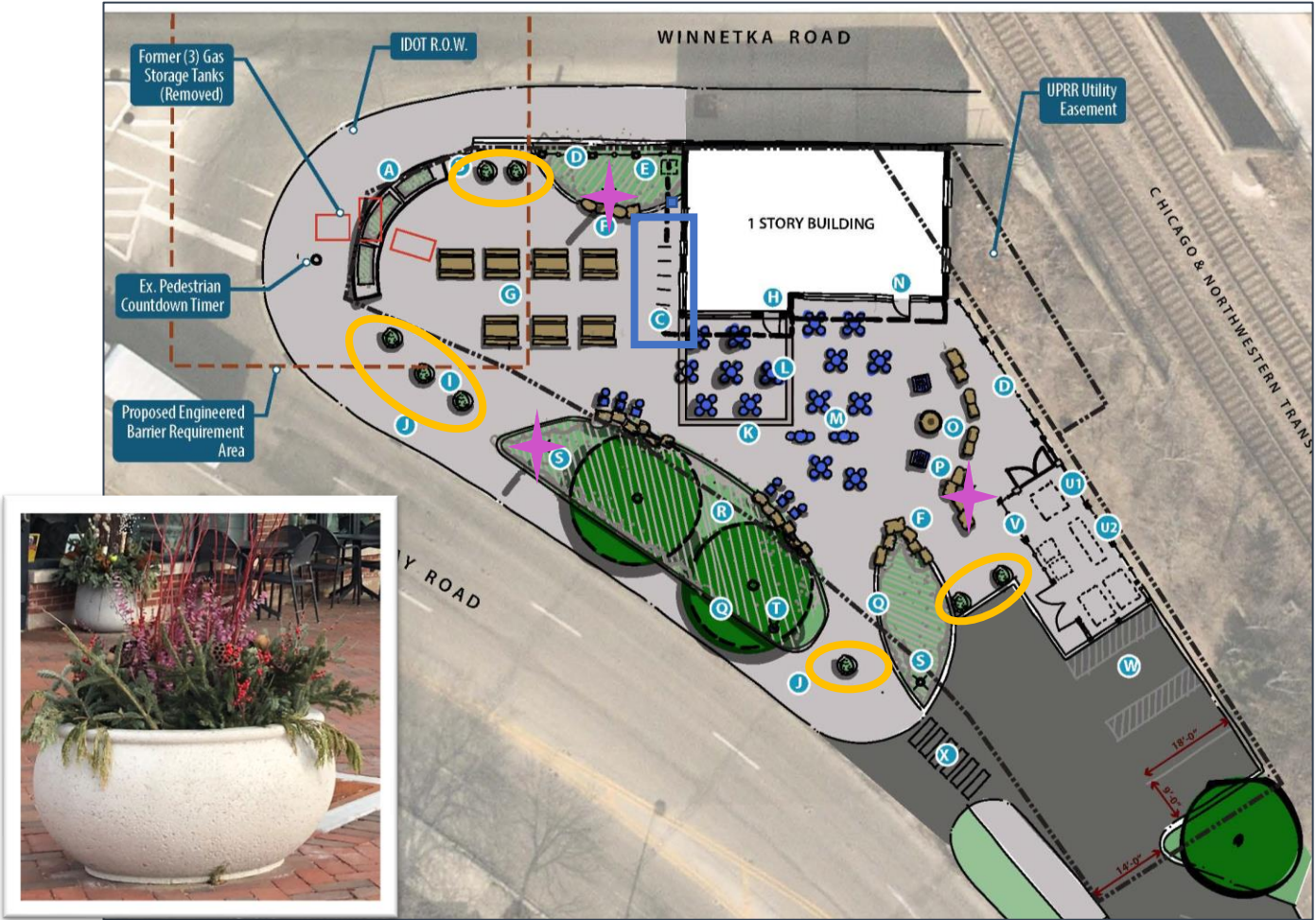


TRASH + UTILITY ENCLOSURE; EAST PROPERTY LINE SCREENING



Approximate
Location of
Enclosure

PEDESTRIAN LIGHT FIXTURE, PLANTER POTS, & BIKE RACKS



Village Parking Lot Reconfiguration

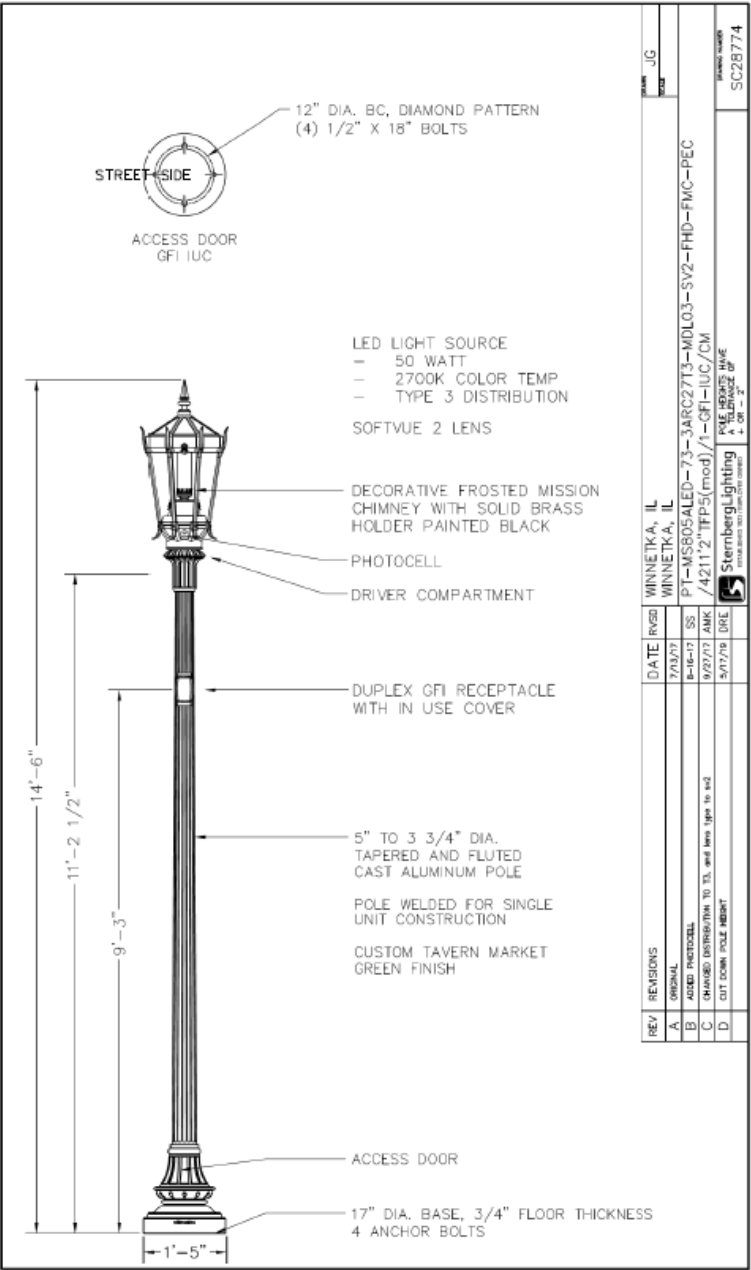
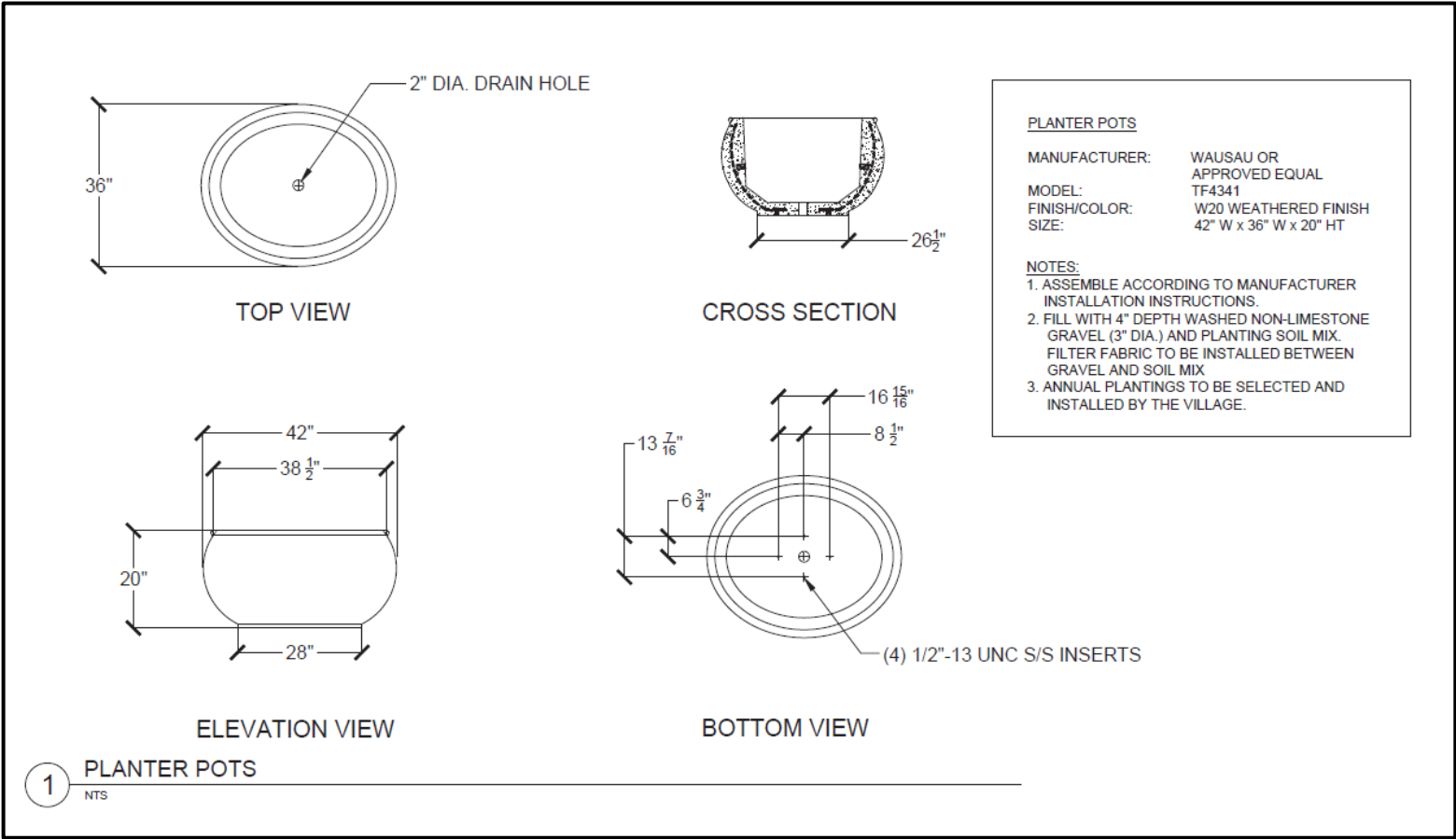


Village Hall Parking Lot Reconfiguration

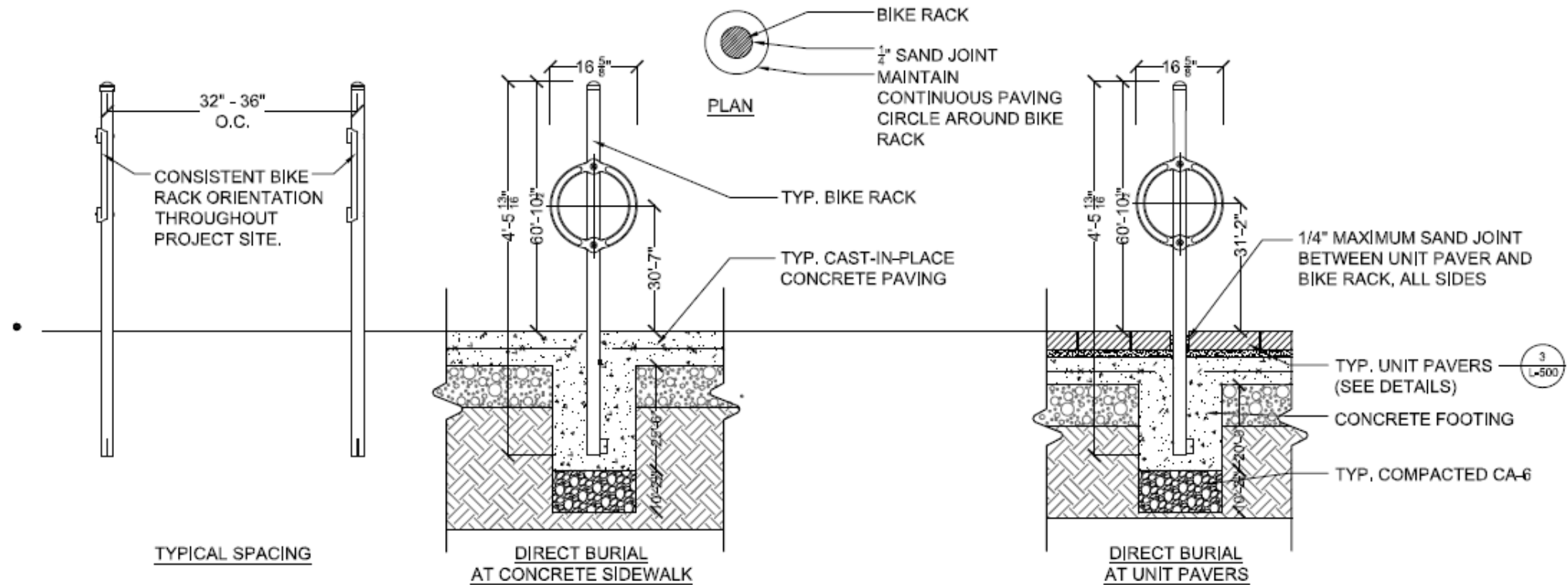


Specifications

Pedestrian Light Fixture & Planter Pot



Bike Racks



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.

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 1



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)

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



Figure 3

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)

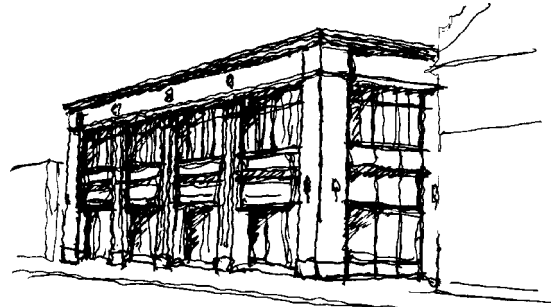


Figure 17 Art Deco

- 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.

Commercial and Mixed Use: 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.

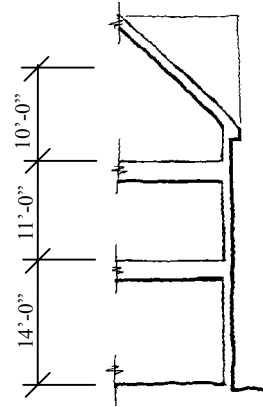


Figure 20

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 $\frac{1}{2}$ 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 $2\frac{1}{2}$ 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 $\frac{1}{2}$ 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 $2\frac{1}{2}$ 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 $\frac{1}{2}$ 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)

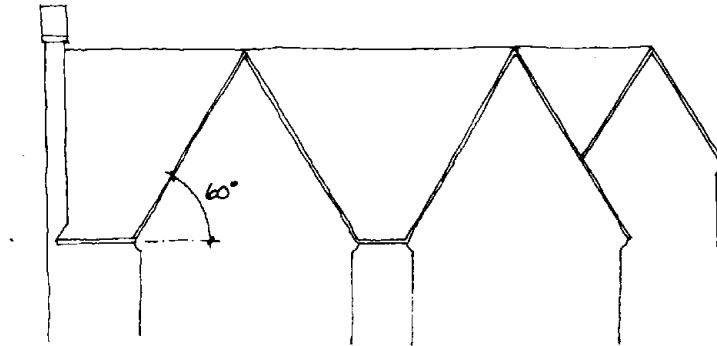


Figure 22

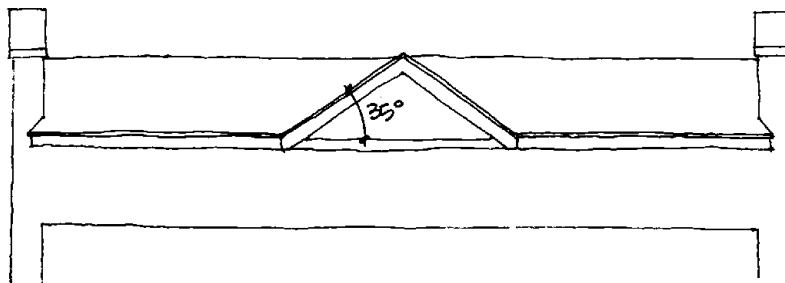


Figure 23

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)

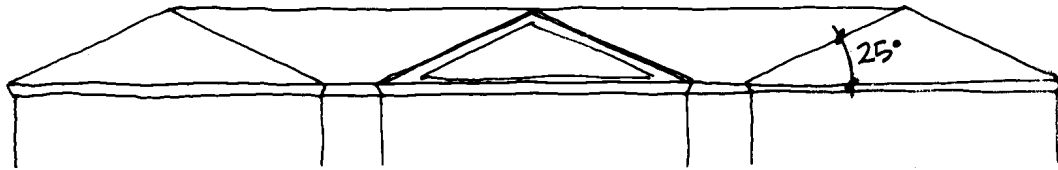


Figure 24

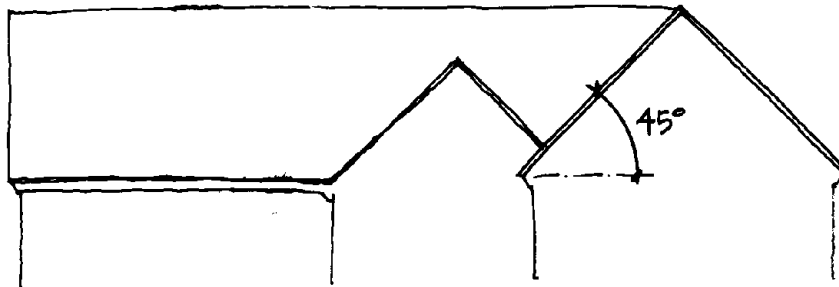


Figure 25

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.

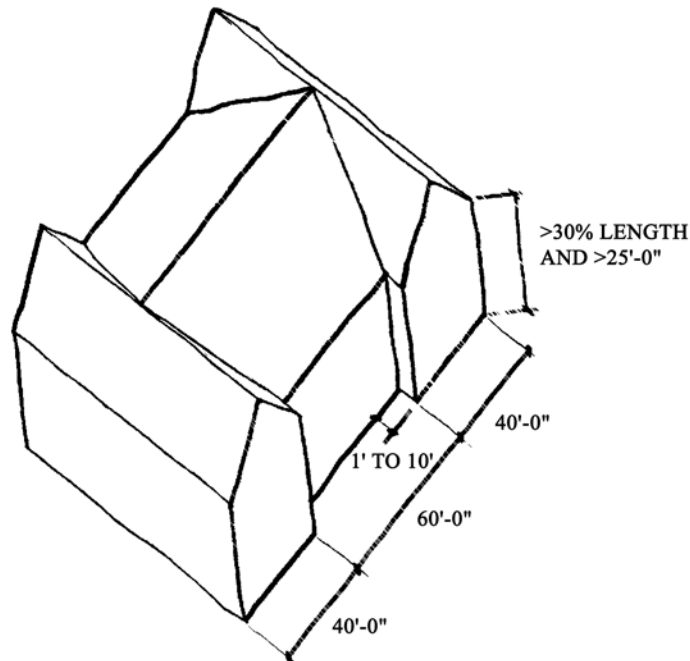


Figure 27

- 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.

d. Door and Window Materials:

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

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



Figure 47



Figure 48



Figure 49

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

**Winnetka Design Review Board/Sign Board of Appeals Special Meeting Minutes
October 3, 2022**

Members Present:

Kirk Albinson, Chairman
Michael Klaskin
Paul Konstant
Maggie Meiners
Katie Moor
Heather Niehoff
Michael Ritter

Members Absent:

None

Village Staff:

David Schoon, Director of Community Development
Ann Klaassen, Senior Planner

Call to Order & Roll Call:

Chairman Albinson called the meeting to order at 7:04 p.m. Ms. Klaassen took roll call of the Commission Members present.

Public Comments

No comments were made at this time.

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.

Mr. Schoon identified the property owned by the Village and explained the RFP process undergone by the Village. He stated Tala Coffee was selected and a lease agreement was entered into with the applicant. He stated the applicant is responsible for the building improvements and referred to site improvements which are the Village's responsibility. Mr. Schoon identified the property's location and existing site improvements noting Tala Coffee plans to retain the building's original character. He also identified the site plan and noted the Village has been working on a "No Further Remediation" letter relating to the northwest corner of the site and elaborated remediation plan to address the soil contamination condition. Mr. Schoon stated the goal of the project is to create an interior and outdoor gathering space and referred to the proposed site illustrations which would serve to provide a gathering space. He then identified proposed planters' element at the corner of Green Bay and Winnetka Avenue. Mr. Schoon also referred to the use of seat boulders in a gray or buff color and its texture and their locations in several areas on the property. He then identified the fence along the north property line which would be replaced and its detailing and dark bronze color. He also identified service elements which are to be screened with a metal material and sample which he provided to the Board for their review. Mr. Schoon described the surface materials. He noted that brick pavers were considered, which in our typical streetscape design would occur on the sidewalk at the corners. Use of such brick pavers require a concrete base with drainage elements; however, that is not possible at this corner because of the need to maintain an engineered barrier over the contaminated soils. He also mentioned that the design team considered use of clay brick pavers elsewhere on the site but did not think it was compatible with the 60s gas station structure that would remain. He asked the Board Members for their opinions regarding other ideas for surface treatment. He also identified light fixtures, planter pots, bike racks, etc. which are used in other areas in connection with the Village's streetscape program.

1
2 Mr. Schoon referred to the Village owned parking lot to the south for employee permit holders and its
3 access point. He stated they are considering adding another driveway access entry with the south 2/3 to
4 be used by employees of the district and the northern 1/3 to be used by district customers. He noted
5 there would be 20 parking spaces for customers to the north together with on street parking. Mr. Schoon
6 then asked if there were any questions. Chair Albinson stated let's hold for questions until after the Tala
7 presentation.
8

9 Joanna Tong and Ryan Hickman introduced themselves to the Board along with the rest of their team. Ms.
10 Tong stated their hope is to reuse as much of the building as possible and identified the proposed
11 rendering and building elements they planned to keep. Mr. Hickman stated the building panels are
12 aluminum which he commented are in good condition and are reusable. He stated the roof and fascia
13 would be replaced following permit approval. Mr. Hickman stated they planned to sand the material and
14 apply a white and blue color to the panels. Ms. Tong then provided color samples of the Benjamin Moore
15 paint they intend to use, In the Midnight Hour, which they refer to as "Tala" blue and White Diamond to
16 the Board for their review. Mr. Hickman stated the satin sheen semi-gloss paint would be used.
17

18 Ms. Tong then identified illustrations of the window and door openings which would be updated and
19 noted the garage doors would be non-functioning. She stated the window frames would be black
20 aluminum which she commented would pop against the white color. The applicants reiterated their plan
21 is to repurpose the building. Ms. Tong then identified the proposed canopy and its location to be added
22 on the outside with heating and a louver roof to create additional space to complement the 1,300 square
23 foot building. Mr. Hickman informed the Board the canopy would allow them to maximize the amount of
24 time customers are able to sit outside. He added it would be painted to match the structure. Mr. Tong
25 also stated they want the canopy to be functional and attractive and have a simple design to go with the
26 building.
27

28 Ms. Tong then identified the canopy's placement and span on the building as well as heater examples and
29 furniture samples. She described the canopy elements as simple but sleek. Mr. Hickman stated in response
30 to COVID, they designed the proposal in terms of how people like to congregate. The applicants stated
31 they expected their traffic volume to be similar to their Highwood location.
32

33 Mr. Ritter asked if they considered having one open garage door and Mr. Hickman responded there are
34 health code issues and would not be desirable without a screen due to the attraction of flies. They stated
35 they have functioning garage doors in Highwood and using them have created more issues with insects.
36 The Board Members commented that the proposal is appealing. In response to question Ms. Tong
37 indicated an opening date of July 2023 is more probable.
38

39 Chairman Albinson asked if they planned to come back before the Board for signage. The applicants
40 confirmed that is correct. Chairman Albinson questioned if the signs would have illumination. The
41 applicants asked for the Board's suggestion in terms of signage alternatives. They at one point thought
42 of having a roof top sign but have been discouraged from having it. Mr. Schoon stated rooftop signage
43 is not allowed and would require a variation. Some Council members have indicated they do not prefer
44 rooftop signage. Ms. Niehoff asked if the code made allowances for atypical properties such as this one.
45 A team presenter described a proposal for die-cut individual neon lit lettering which would lend itself to
46 the old gas station feel. Chairman Albinson stated a rooftop sign option would be expensive and difficult
47 to maintain. He referred to the amount of room above the garage doors for signage. Ms. Tong stated the

1 canopy would obstruct signage in that area. Chairman Albinson then referred to vinyl lettering on the
2 windows. Mr. Klaskin referred to the Highwood location signage.

3
4 Chairman Albinson then referred to the west elevation illustration and questioned the rationale for the
5 windows on that elevation since they did not match the windows on the south elevation. Ms. Tong
6 confirmed that correction would be made to the rendering to contain two windowpanes and will match
7 the south elevation. Chairman Albinson asked if the interlocking louvers would keep rain out and the
8 applicants confirmed that is correct. Chairman Albinson asked if they considered locating the canopy on
9 the west elevation where there is more room. Ms. Tong explained the reasoning that alternative was not
10 chosen including mechanical elements in that area. Mr. Hickman added they cannot use that area due to
11 the inability to use underground footings.

12
13 Chairman Albinson then referred to the bus stop location and suggested the predominate bus stop be
14 moved to the south side of Winnetka Avenue. He also commented a lot needed to be explored in terms
15 of the overall site design and referred to the amount of concrete and suggested the use of pavers in one
16 area. Chairman Albinson referred to the intersection's prominence and stated the proposal should
17 address the opportunity to dress up the site and adhere to the Village's design guidelines and more
18 greenspaces be integrated in the proposal. Mr. Hickman responded they discussed various alternatives
19 with the Village who shared the same concerns in terms of the amount of greenspace. He stated the
20 proposal would result in a cozier feel after the parking lot changes and other items are incorporated.

21
22 Mr. Schoon informed the Board they addressed these areas with the applicant and the question of how
23 they can add an element such as brick pavers on the pavement which would match the 1960's building
24 can be discussed. Ms. Niehoff asked if they considered colored concrete or scoring. Mr. Schoon then
25 identified seat boulders and seat walls along with other design elements in an illustration for the Board.
26 Chairman Albinson reiterated that the plan did not appear cohesive and encouraged more site study be
27 done in terms of the view from the human perspective in making it more intimate and personal. Mr.
28 Schoon then identified pedestrian street light locations for the Board. Mr. Klaskin suggested the use of
29 outdoor umbrellas and textured concrete. Mr. Schoon confirmed the Village gateway sign is located
30 further away from the site. Chairman Albinson questioned the bike rack location in that bicyclist will have
31 to walk through the westerly seating area. Ms. Niehoff asked to see a circulation diagram in terms of
32 pedestrian tracking due to the corner's difficulty in terms of traffic.

33
34 Chairman Albinson summarized the comments in that there is room for improvement on the site design
35 and that the building design is great. Mr. Schoon stated the Board can recommend building design
36 approval at this time. Chairman Albinson suggested the Village Council consider approval of the building
37 improvements and to continue evaluating the overall site design with the applicant to come back before
38 the Board. Ms. Niehoff commented the proposal is exciting and they want to make sure the project is the
39 best it can be. Mr. Hickman thanked the Board for their consideration and stated they would continue to
40 work with the Village. Ms. Niehoff suggested the landscaping plan incorporate elements which would not
41 die over the winter. The Board Members discussed the possibility of removing the contaminated soil as
42 opposed to placing a cap over it.

43
44 Chairman Albinson asked for a motion to recommend approval of the proposed building improvements.
45 A motion was made by Mr. Klaskin to recommend approval of the applicant's plans for the building as
46 submitted, with further study on the site improvements by the Village. Ms. Niehoff seconded the motion.
47 A vote was taken, and the motion unanimously passed, 7 to 0:
48 AYES: Albinson, Klaskin, Konstant, Meiners, Moor, Niehoff, Ritter

- 1 NAYS: None
- 2
- 3 Chairman Albinson confirmed that the Board recommended further site study be done by the Village
- 4 Council.
- 5

DRAFT



MEMORANDUM VILLAGE OF WINNETKA

COMMUNITY DEVELOPMENT DEPARTMENT

TO: DESIGN REVIEW BOARD
FROM: CHRISTOPHER MARX, AICP, ASSOCIATE PLANNER
DATE: NOVEMBER 10, 2022
SUBJECT: 1077 TOWER ROAD - DIVINE MERCY PARISH - SIGN PERMIT (CASE NO. 22-25-DR)

INTRODUCTION

On November 17, 2022, the Design Review Board (DRB) is scheduled to consider a sign permit application submitted by Divine Mercy Parish (the "Applicant"), as the property owner of 1077 Tower Road (the "Subject Property"), to allow installation of a freestanding, ground-mounted, sign on the Subject Property.

PROPERTY DESCRIPTION

The Subject Property is located on the northeast corner of the intersection of Tower Road and Burr Avenue and extends to Gage Street. The Subject Property is zoned B-1 Multi-Family Residential and contains two main church buildings and one accessory building that comprise the campus of Sacred Heart Church of Divine Mercy Parish. The buildings include a traditional, limestone-clad church building with a gothic steeple and a shorter, smaller, and more contemporary-looking welcoming center building. Figure 1 below identifies the Subject Property and location of the proposed sign along Tower Road. Figures 2 and 3 at the end of this report further identify the Subject Property as a whole.



Figure 1 – Subject Property – Proposed sign location at northeast corner of intersection of Tower Road and Burr Avenue

CURRENT REQUEST

The Applicant is seeking approval of a freestanding, ground-mounted, sign to provide identification for its church building and parish campus. The sign would be located at the southwest corner of the property near the intersection of Tower Road and Burr Avenue. The sign would be 6 feet in height and 10.23 feet in overall length with a sign face that would be 29 square feet in area. The sign frame would be a black coated aluminum material with minor accents that holds a bone white graphics panel that says “DIVINE MERCY PARISH – SACRED HEART CATHOLIC CHURCH” in a traditional black serifs font. As identified in Figure 1 on the previous page, there is currently a temporary sign, which will be removed, in the same location where the proposed sign would be located. The Applicant has provided renderings and illustrations of the signs that are available in the application materials included in Attachment A.

SIGN CODE ANALYSIS

Section 15.60.110 of the Village Sign Code establishes standards for signs on properties of religious institutions. Freestanding signs are limited to 30 square feet in area and the cumulative area of all permitted signs on the property may not exceed 50 square feet in area. The proposed sign would be the only identifying sign on the property and be 29 square feet in area, in compliance with Sign Code requirements. 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 freestanding signs. The Guidelines state that signs should be limited to natural earth tone colors on materials that are limited to painted wood, canvas, architectural glass, and metal. For metal signs, the Guidelines state a preference for professional finishes and clean appearances such as brushed bronze, antique bronze, aluminum, stainless steel, and painted cast iron. Overall, the Guidelines emphasize that signs should harmonize with the building while reflecting the character of the building style. The proposed sign would have a black aluminum base and frame, beige sign panel, and black text font and logo that supplements the overall traditional look of the church property. An excerpt of the Design Guidelines pertaining to signs is included as Attachment B.

SUMMARY

The Applicant requests that the DRB find the proposed sign as appropriate and compatible with the Design Guidelines and approve the application as submitted. Should the DRB find the sign 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: Design Guidelines Excerpt



Figure 2 – Subject Property – Proposed location of sign at corner of church campus



Figure 3 – Subject Property – Proposed location of sign along Burr Avenue, facing south

ATTACHMENT A

VILLAGE OF WINNETKA, ILLINOIS DEPARTMENT OF COMMUNITY DEVELOPMENT

SIGN PERMIT APPLICATION

Tenant/Lessee

Name of Business: Divine Mercy Parish	Primary contact name: Michelle Wasielewski	Phone:
Street Address: 1077 Tower Rd		Fax:
City Winnetka	State IL	Zip Code 60093
		Email:

Sign Company

Name of Sign Company: Parvin-Clauss Sign Co	Primary contact name: Mary Clauss	Phone: 630-510-2020X4000
Street Address: 165 Tubeway Dr		Fax:
City Carol Stream	State IL	Zip Code 60188
		Email: mclauss@parvinclauss.com

Property Owner

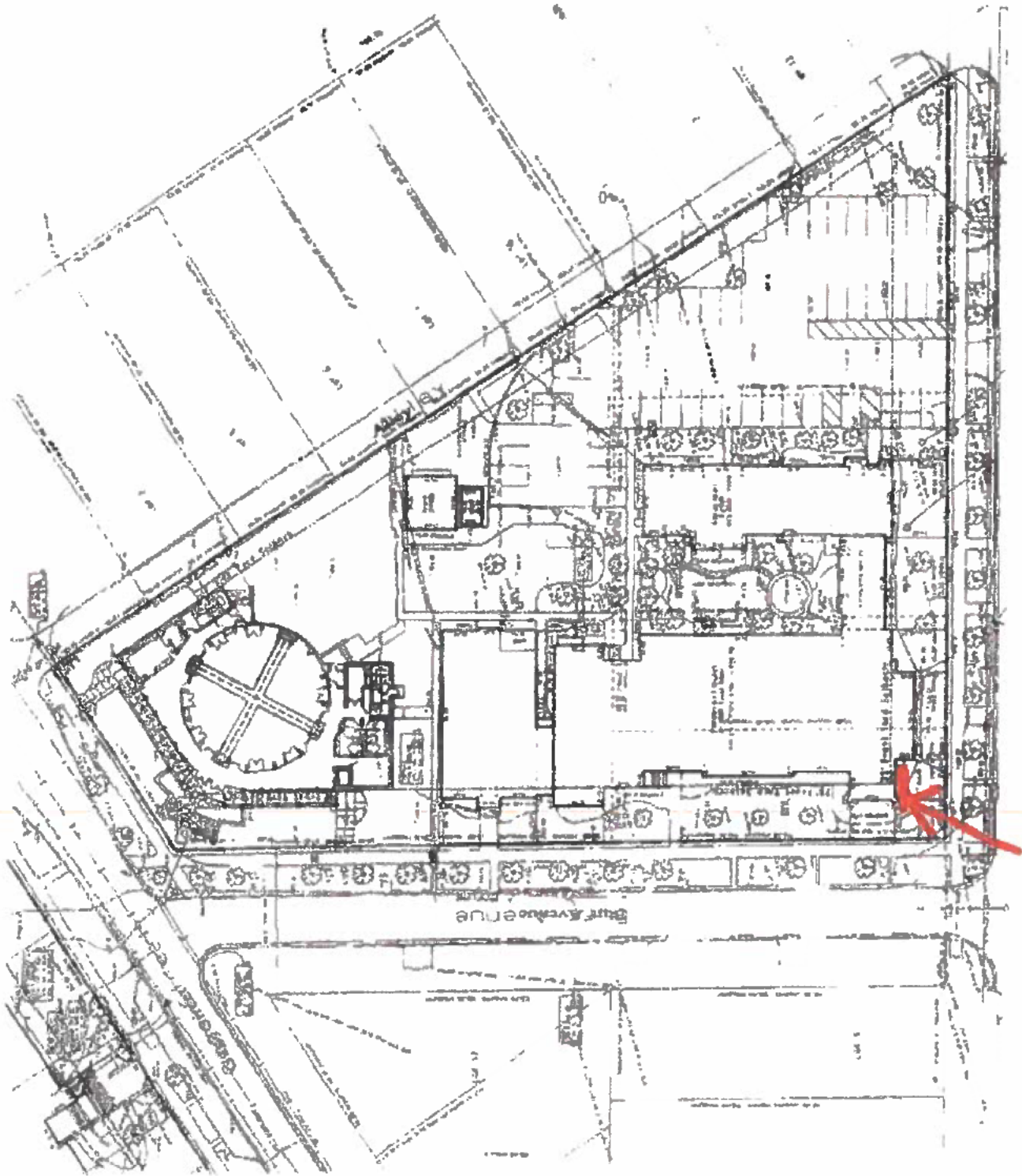
Name of Company: Divine Mercy Parish	Primary contact name: Michelle Wasielewski	Phone:
Street Address: 1077 Tower Rd		Fax:
City Winetka	State IL	Zip Code 60093
		Email:

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

Additional description of sign type and materials

Non-illuminated sign at 29 sq ft with ground light.

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





DIVINE MERCY PARISH

SACRED HEART CHURCH · ST. PHILIP THE APOSTLE CHURCH

October 12, 2022

Parvin-Clauss Sign Company
165 Tubeway Drive
Carol Stream, IL 60188

This letter authorizes Parvin-Clauss to proceed with the permit process for the following projects:

- Signage at Sacred Heart Church, 1077 Tower Road, Winnetka, Illinois, and
- Signage at St. Philip the Apostle Church, 1962 Old Willow Road, Northfield, Illinois.

If you have any questions, you may contact me.

Sincerely,

Michelle Wasielewski
Director of Operations

ADMINISTRATIVE OFFICE AT SACRED HEART: 1077 TOWER ROAD WINNETKA, IL 60093

MAKING DISCIPLES · BUILDING CHURCH · SERVING OTHERS

PROJECT:



DIVINE MERCY PARISH
1077 Tower Road
Winnetka, IL 60093

CUSTOMER APPROVAL:

DATE

AUTHORIZED SIGNATURE

REPRESENTATIVE

House / KZ

DRAWN BY

Bill Marlow

DATE

5.12.22

SCALE

3/4" = 1'

SHEET NO.

1 of 1

ESTIMATE / JOB NUMBER

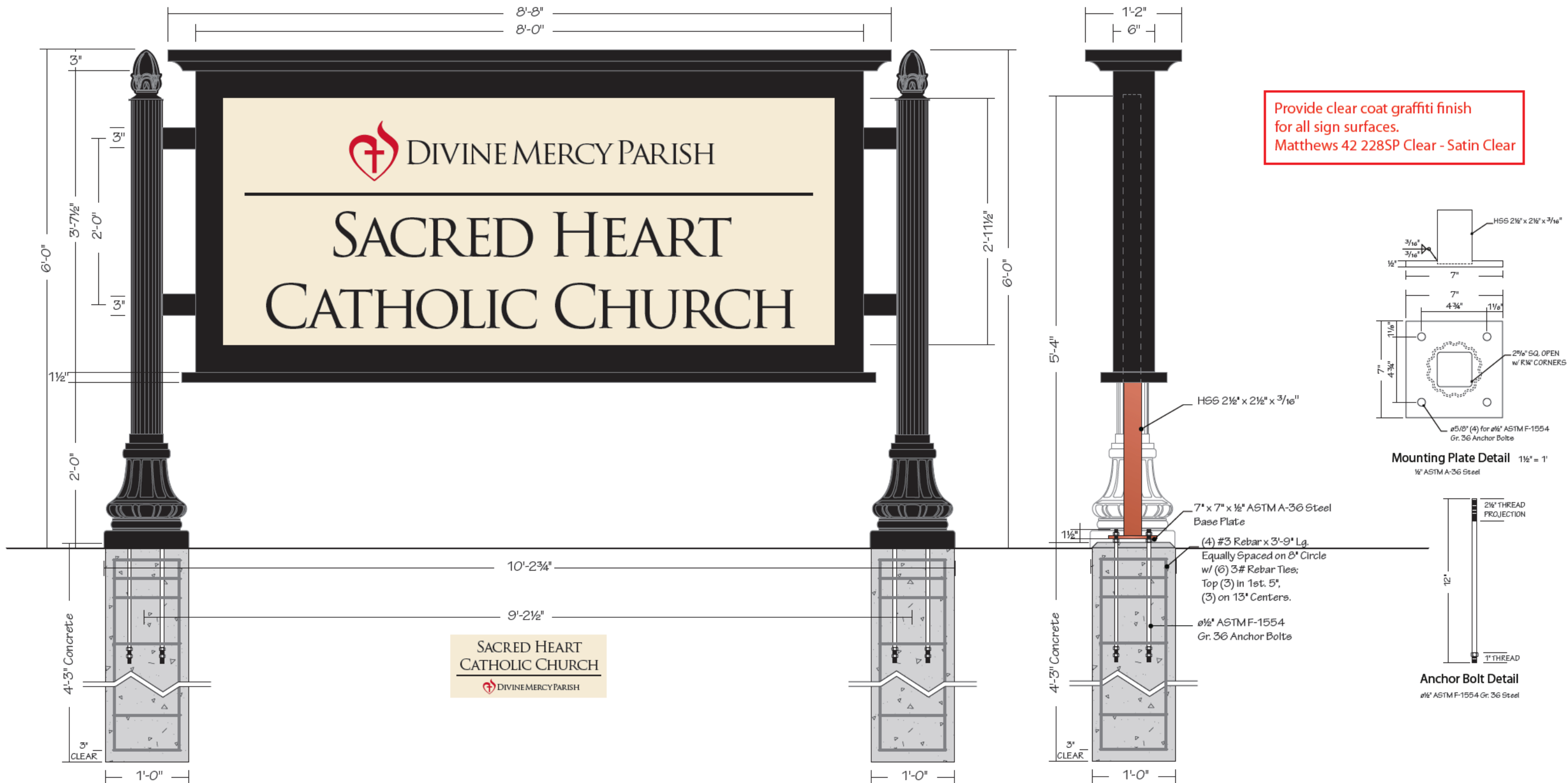
9468

FILE NAME

DMP9468

REVISIONS:

- 1 5.26.22 - copy
- 2 6.30.22 - copy
- 3 9.14.22 - remove other signs
- 4 11.02.22 - remove ground lights
- 5
- 6
- 7
- 8



(1) 3'-7 1/2" x 8'-0" x 6" Single Face Non-Illuminated Sign

Cabinet: Fabricated Aluminum Painted Black - Smooth Satin Finish

Face: .125" thk. Aluminum Painted Black - Smooth Satin Finish

Main Graphics Panel: Painted MP 25833 Bone White - Smooth Satin Finish

Logo: 1/4" thick Acrylic Painted Red - Smooth Satin Finish

Copy: 1/4" thick Acrylic Painted Black - Smooth Satin Finish

Ornamental Poles / Bases / Caps: 4" Straight Fluted (OPP 4FP)

- Base - OPP 500 Series Round / Cap - OPP 4DP Deco Pineapple

- All Painted Black - Smooth Satin Finish

Mounting: (2) HSS 2 1/2" x 2 1/2" x 3/16" Steel Tubes w/ 7" x 7" x 1/2" ASTM A-36 Steel Base Plates

- (2) 1'-0" Dia. x 4'-3" Deep Reinforced Concrete Pier Foundations - (4) #3 Rebar x 3'-9" Lg. Equally Spaced on 8" Circle w/ (6) #3 Rebar Ties; Top (3) in 1st. 5", (3) on 13" Centers

- (8) 1/2" ASTM F-1554 Gr. 36 Anchor Bolts



Existing



Proposed



This sign is built to UL Standards for operation in North America.

"This Document is owned by, and the information contained in it is proprietary to, Parvin-Clauss Sign Company. By receipt hereof the holder agrees not to use the information, disclose it to any third party, nor reproduce this document without the prior written consent of Parvin-Clauss Sign Company. Holder also agrees to immediately return this document upon request of Parvin-Clauss Sign Company."

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d. Building Signage

Commercial signs should reflect the character of the building style, while expressing each store's individuality. There are several prominent sign styles that are appropriate to Winnetka: surface mounted, pin-mounted, interior, decal and projecting blade signs. Sign materials are limited to painted wood, canvas, architectural glass and metal. Sign color must harmonize with the building upon which it is mounted and adjacent structures. Background colors for the body of the sign are limited to earth tones and primary colors, whereas pastels, neon and secondary colors are not allowed. Lettering color can be unique to the image of the retailer/user. Metal sign and plaque material such as brushed bronze, antique bronze, aluminum, stainless steel and painted cast iron or similarly appearing materials are preferred. Highly reflective metallic signs are not allowed. Signs should be lit by marquee or spot lighting; neon lighting is not permitted. Spot lighting should be minimal and unobtrusive and, per the Village Code, the source of illumination shall not be visible from any street, sidewalk or dwelling. Simplified industrial light fixtures are not permitted. Contextual solutions are recommended. The majority of the signs will be mounted within the building's sign band, defined as the wall area located above the ground floor storefront opening and below the second floor windowsill, and is located a minimum of 8'-0" above grade and a maximum of 15'-0" above grade.

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

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



Figure 38

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

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

Figure 39



Figure 40

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



Figure 41

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



MEMORANDUM VILLAGE OF WINNETKA

COMMUNITY DEVELOPMENT DEPARTMENT

TO: DESIGN REVIEW BOARD
FROM: DAVID SCHOON, DIRECTOR
DATE: NOVEMBER 10, 2022
SUBJECT: SINGLE FAMILY RESIDENTIAL DESIGN GUIDELINES

At the November 17, 2022, Design Review Board (DRB) meeting, the Board will continue a study session on the topic of residential design guidelines for new single-family homes. The Board previously held study sessions on the topic on May 19, June 28, July 21, and October 3 of this year.

At the October 3 DRB special meeting, the Board agreed to recommend to the Village Council that in order to foster better overall design of single-family homes in the community the Village should start by educating property owners, architects, and other design professionals regarding what the community considers to be good design by sharing with the community the Residential Design Handbook. However, when forwarding such a recommendation, the Board decided the recommendation should include how the Residential Design Handbook could be communicated and disseminated to the public at large to achieve the goal of high-quality, contextual residential design.

For the Board's consideration, staff has prepared a draft memo from the Design Review Board to the Village Council including such a recommendation and ideas of how to educate the community. At the November 17 meeting, staff is looking for the Board's input and comments on the draft memo.



MEMORANDUM VILLAGE OF WINNETKA

COMMUNITY DEVELOPMENT DEPARTMENT

TO: VILLAGE PRESIDENT AND VILLAGE COUNCIL
FROM: DESIGN REVIEW BOARD
DATE: NOVEMBER 17, 2022
SUBJECT: SINGLE FAMILY RESIDENTIAL DESIGN GUIDELINES
RECOMMENDATION

Over the last several months, the Design Review Board (DRB), at the request of President Rintz, has discussed the topic of how to encourage or require property owners to construct new homes that meet a set of Village adopted residential design guidelines for new single-family homes. During our meetings on May 19, June 28, July 21, October 3, and November 17 of this year, our discussion focused on three general approaches towards achieving better overall single-family home designs:

1. Establishing a design review process **requiring** the design of all new homes be reviewed and approved by a Village body.
2. Establishing a design review process **incentivizing** a property owner to go before a Village body for the review and approval of the design of a new single-family home.
3. **Encouraging** better single family home designs by educating property owners, architects, and other design professionals regarding what the community considers to be good design by sharing with the community the Residential Design Handbook (**Attachment 1**).

After thoughtful discussion and consideration, at this time the Board recommends that the Village pursue the educational approach towards encouraging better design of new single-family homes in the community. This memo summarizes how we reached that recommendation and how the Residential Design Handbook could be communicated and disseminated to the public at large in order to achieve the goal of high-quality, contextual residential design.

WHY EDUCATION VERSUS A FORMAL DESIGN REVIEW PROCESS

Over the last several months, the Design Review Board reviewed information regarding (a) new home construction trends over the last 20 years, (b) how the Village has used zoning as a tool to shape residential design, (c) the Ad Hoc House Design Committee's work between 2003 and 2010 which led to the development of the Residential Design Handbook, and (d) single family design review requirements in nearby communities (e.g., Lake Bluff, Lake Forest, and Park Ridge).

In addition to reviewing the above information, we went through an exercise where Board members shared with the full Board 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. During the exercise, Board members discovered that they had differing opinions regarding how compatible a particular design was with its neighborhood. The subjective nature of the design made some members feel uncomfortable establishing a process by which a Village body would decide whether the design of someone's home was compatible or not.

Having reviewed and discussed this information, we have concluded that the Village should first attempt to educate the community regarding the design principals that help a home better contextually fit within its neighborhood in terms of its scale and form prior to requiring or incentivizing that all new homes go through a design review process. We are reluctant to first recommend the creation of a design review process requirement, or even an incentivized voluntary review process, that allows a Village board made up of community members to decide if a property owner's home meets a set of design guidelines.

STEPS TO EDUCATE AND ENCOURAGE GOOD DESIGN

We recommend that the Village consider taking the following steps to educate and encourage design professionals and the owners of single-family lots to construct homes that are of a high-quality, contextual residential design.

Recent Applicant Outreach. The Community Development Department could mail an outreach package to the developers, architects, and contractors who have been involved with recent building permit applications for new home construction, additions, and remodeling projects. The package might include a copy of the Residential Design Handbook in addition to any other supplementary material that communicates the Village's elevated desire to promote good design of single-family homes. While there are several home construction businesses that are frequently used by Winnetka residents, a list of applicants going back five to ten years might provide a wide array of people that should be reached.

Village Website and Communications. The Village website could incorporate a special section that highlights the Residential Design Handbook. The design hub could provide an easy reference point for village staff to give prospective homeowners, developers, and design professionals information that highlights the design climate within the community. While the creation of a centralized location for design would require staff time and resources, it would create a convenient reference to provide the daily inquiries that staff receive about real estate listings. The creation of a special section on the Village website would communicate that good design is an important value for the community's leadership.

Award Program. The Village could consider the creation of a new award program that annually recognizes outstanding design in new single-family homes or major renovation projects. The Landmark Preservation Commission (LPC) has an annual Preservation Awards program that recognizes homeowners and architects whose recent projects contributed to the historical preservation of the Village's character. Along with the project-type categories of restoration and restoration, there is an occasional-but-infrequent nomination for a category of new home construction with traditional design elements that are complementary to older neighborhoods. The DRB could create a separate annual award program that recognizes outstanding design in new single-family homes and major additions/renovations for their adherence to the Residential Design Handbook. The new design awards could be like the new construction category of the Preservation Awards, but with an emphasis on recognizing the design elements rather than a just a property's historical context. The DRB might also consider the recognition of outstanding home design as part of a larger overall community design awards program. An awards program that recognizes outstanding design in all parts of the Village including commercial, multifamily residential, institutional, and single-family residential would behoove the promotion of both the Commercial Design Guidelines and Residential Design Handbook.

The LPC's Preservation Awards have been given out for decades and staff reports frequently observing enthusiastic participation from the nominees and award winners. A ceremonial award process that gives positive recognition of good design could be an important tool for the goal of education and outreach.

Building Permit Application Materials. The Community Development Department could insert reference regarding the Residential Design Handbook in building permit application materials. One example is the zoning calculation worksheets, which is a tool that applicants closely use to verify compliance with Zoning Code requirements. The worksheets contain several references to Zoning Code aspects that were created to incentivize certain home design elements including detached garages in the rear of a property, dormers, open front porches, and pitched roofs with attic space. Referencing the Residential Design Handbook in the zoning calculation worksheets would seem applicable. In addition, the front counter of Community Development could also have copies of the handbook available for teardown inquires or include a copy of the Residential Design Handbook in the building permit application packet for new single-family residential projects.

Zoning Code and/or Building Code References to Residential Design Handbook. By the time a new home project gets to the submission of a building permit application, the project has been designed. When designing a new home, the design professional would need to refer to the Village's Zoning Ordinance and building codes to determine what size and form of house can be built on a particular lot and the minimum requirements regarding how the new home must be constructed. Though the guidelines of the Residential Design Handbook would not be requirements, if there was a way to give notice to design professionals by noting their existence in applicable code sections, it would encourage designers to take them into consideration.

Cooperation with Other Community Organizations. The DRB and Community Development Department could seek the assistance of different community organizations with the dissemination of information regarding the Residential Design Handbook and good design. Such organizations might include the Winnetka-Northfield-Glencoe Chamber of Commerce, the Winnetka Historical Society, and the Community House Winnetka. The Chamber of Commerce contains an eight-member group known as the "Architects-Home Builders-Remodelers Group" which receives monthly correspondence and might be approached for sharing materials regarding home design. Other organizations, such as area realtors and design firms, that are connected to development or home sales might be willing to include the Residential Design Handbook with their outreach materials.

RECOMMENDATION

The Design Review Board recommends that the Village pursue educating property owners, architects, and other design professionals regarding what the community considers to be good design by sharing with the community the Residential Design Handbook (Attachment 1). A "holistic," well-rounded, and continual effort as described above would communicate the Village's desire for good single-family home design.

ATTACHMENTS

Attachment 1 - Residential Design Handbook

Attachment 2 - May 19, June 28, July 21, October 3, and November 17, 2022, Design Review Meeting Materials and Meetings Minutes Excerpts Regarding Single Family Residential Design