Adopted on November 17, 2022.

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. **<u>Case No. 22-22-DR: 1000 Green Bay Road - CIBC Bank</u>: 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. **<u>Case No. 22-21-DR: 554-558 Green Bay Road</u>: 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. **<u>Case No. 22-13-DR: 93 Green Bay Road - Tala Coffee</u>: 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.

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

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

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

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

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

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

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

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

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

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.

<u>Workshop Sessions</u>:

a. <u>Continued Discussion of Awning and Awning Sign Code Requirements and Design Guidelines</u>.

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. <u>Continued Discussion of Residential Design Guidelines for Single-Family Homes</u>.

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

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

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

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

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