

Adopted on November 17, 2022.

**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