

Adopted on December 19, 2022

**Winnetka Design Review Board/Sign Board of Appeals Special Meeting Minutes
November 17, 2022**

Members Present:

Kirk Albinson, Chairman
Michael Klaskin
Maggie Meiners
Heather Niehoff
Michael Ritter

Members Absent:

Paul Konstant
Katie Moor

Village Staff:

David Schoon, Director of Community Development
Christopher Marx, Associate Planner

Call to Order & Roll Call:

Chairman Albinson called the meeting to order at 7:00 pm and took roll call of the Board Members present.

Public Comments

No comments were made at this time.

Approval of Minutes:

a. October 3, 2022 Special Meeting Minutes and October 20, 2022 Meeting Minutes

Chairman Albinson asked if there were any comments or corrections or for a motion to approve the October 3, 2022 special meeting minutes and the October 20, 2022 meeting minutes. A motion was made to adopt the minutes as presented by Ms. Meiners and seconded by Mr. Ritter. A vote was taken and the motion unanimously passed, 5 to 0:

AYES: Albinson, Klaskin, Meiners, Moor, Niehoff

NAYS: None

Continued Applications:

a. Case No. 22-13-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.

Mr. Schoon stated the Board previously reviewed the Certificate of Appropriateness for the building and site improvements and recommended approval of the building design only with the applicants to address site plan issues. He stated he and the DRB Chair shared the the Board's concerns with the Village President and appropriate Village staff and the plans were revised. Mr. Schoon then identified the Board's concerns which were addressed in the new plans.

Jodi Mariano, landscape architect with Teska Associates and project designer, referred the Board to a site illustration. She identified how the site is approached and accessed by pedestrians and vehicles from multiple directions. Ms. Mariano stated they plan to maximize the amount of public seating area as much as possible, and added due to grade issues, they planned to install raised curb planters to provide an edge to the seating area. She also identified a tree planter which would be expanded to accommodate multi-stem trees and additional plantings. Ms. Mariano stated they planned to clean the retaining wall along Winnetka Avenue and add a precast concrete retaining wall cap as well as install a railing behind it. She then identified the colors of that element which would be the same color as the planter box and curb planters and referred the Board to photos.

Ms. Mariano then stated on Winnetka Avenue, they planned to incorporate a similar floral motif from the nearby railroad bridge into the planter reveals. She described the material and jointing pattern to be used for the pavement with a clay brick inset and which would be installed on top of concrete. Ms. Mariano identified the brick

band and proposed locations for in-ground planters, benches, etc. as well as the Village standard light poles, bicycle racks and the transformer and trash enclosure. She referred to the contaminated area and how it would be addressed in terms of the proposed landscape materials. Ms. Mariano then she stated they selected a backless bench which related to the Village's standard and identified their locations and how it would be used primarily for aesthetics and visibility. Ms. Mariano and Joanna Tong described the rationale behind the backless bench selection. Mr. Schoon informed the Board the annuals would be maintained by the Village. Ms. Mariano further described the landscape material heights and how visibility was a consideration.

Ms. Niehoff questioned how the plantings' seasonality is being addressed and referred to shade issues in the summer months for example. Ms. Mariano responded in terms of seasonality, she described how evergreens and other planting materials would appear over the various seasons. The Board Members, Ms. Mariano and Ms. Tong discussed alternative planting materials and alternate locations to achieve the desired goals. The Board Members commented the proposal is a great improvement.

Ms. Meiners moved to issue a Certificate of Appropriateness to approve the request as presented. Mr. Ritter seconded the motion. No public comments were made at this time. A vote was taken and the motion unanimously passed, 5 to 0:

AYES: Albinson, Klaskin, Meiners, Niehoff, Ritter

NAYS: None

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.**

Mr. Marx stated the request is for a permanent freestanding sign and identified its location, zoning classification and illustration of the current and proposed conditions. He then described the proposed sign's materials in Attachment A, its height, posts, frame, sign colors and font. Mr. Marx noted the proposed sign is compliant with code requirements and asked if there were any questions.

Chairman Albinson asked if it would be illuminated and Mr. Marx responded while illumination was initially proposed, it would not be code compliant due to the proximity to residential neighborhoods. Ms. Niehoff questioned the yellow color and Mr. Marx clarified what the actual color would be. Ms. Meiners and Ms. Niehoff commented the proposal is fine.

Ms. Niehoff moved to approve the request as presented. Ms. Meiners seconded the motion. A vote was taken and the motion unanimously passed, 5 to 0:

AYES: Albinson, Klaskin, Meiners, Niehoff, Ritter

NAYS: None

Workshop Sessions:

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

Mr. Schoon stated in connection with the Board's previous residential design guidelines discussions, he referred to Board discussing recommending that the Village take a more educational approach versus establishing a design review process. He then stated the Village staff drafted a memo from the Board to the Village Council summarizing the Board's efforts to study the issue which included consideration of three main options he identified. Mr. Schoon stated the Village staff drafted ideas as to what the Board's suggested educational elements would consist of which he explained to the Board. He asked the Board Members for their comments or suggestions and asked if they felt comfortable at this meeting to make a recommendation to or if they needed to discuss it further at a future meeting.

Chairman Albinson asked if on the permit application for a new single family home could there be question asking the applicant to acknowledge that they have reviewed residential design guidelines document. Mr. Schoon stated could be done. Chairman Albinson then referred to the LPC's preservation award program and suggested a residential design guidelines acknowledgment can be used as positive reinforcement. Ms. Meiners commented the

1 draft is great and the educational approach is the right way to proceed but questioned the award program since it
2 would be very subjective in terms of judging. She added it is a very controversial issue and no more divisiveness is
3 needed in the Village and questioned whether it would even be worth the effort. Ms. Meiners then stated the
4 draft document can be the Board's response to the Village Council's request and no additional effort should be
5 made in this regard.

6
7 Mr. Schoon stated the recommendation makes it clear that residential design review guidelines are not a
8 requirement but are to be used in consideration when designing and building a home. Ms. Niehoff agreed with the
9 comments made. Chairman Albinson suggested it be included with the website documents in connection with
10 building permits. Mr. Schoon explained the reasoning for it to be listed on its own page on the website and links
11 can be included. Mr. Klaskin stated the draft document would not be offensive in terms of recommended design
12 guidelines. Mr. Schoon informed the Board in connection with the LPC award process, the homeowner has to
13 agree to application submission. The Board Members discussed that it would be DRB members that would select
14 the award winners.

15
16 Mr. Schoon then asked the Board Members if there is a consensus to forward the document to the Village Council.
17 The Board Members agreed. Mr. Klaskin asked what served as a catalyst to this process. Chairman Albinson
18 responded he was approached by President Rintz who had been considering it for several years. Ms. Meiners
19 indicated it may have been the result of one particular builder, and Mr. Ritter indicated it may have been the result
20 of many different homes built over time. It was consensus of the Board to forward the recommendation as
21 presented.

22
23 **Other Business.**

24 a. December 15, 2022 Meeting – Quorum check.

25 The Board Members discussed their availability. Chairman Albinson stated he has been slated to serve on the
26 Village Council and asked the Board Members for recommendations to fill Board vacancies.

27
28 **Adjournment:**

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

31 AYES: Albinson, Klaskin, Meiners, Niehoff, Ritter

32 NAYS: None

33 The meeting was adjourned at 8:05 p.m.

34
35 Respectfully submitted,

36
37 Antionette Johnson

38 Recording Secretary