



## DESIGN REVIEW BOARD/SIGN BOARD OF APPEALS REGULAR VIRTUAL MEETING AGENDA

**THURSDAY, JUNE 18, 2020 - 7:00 PM**

In accordance with social distancing requirements and Governor Pritzker's Executive Order 2020-39, and Senate Bill 2135, the **Winnetka Design Review Board/Sign Board of Appeals meeting on Thursday, June 18, 2020 will be held virtually. The meeting will be livestreamed via the Cisco WebEx platform. In the event that Senate Bill 2135 is signed into law prior to the meeting, at least one representative from the Village will be present at Village Hall in compliance with the Bill, and the virtual meeting will be simulcast at Village Hall for members of the public who do not wish to view the virtual meeting from another location. Pursuant to Executive Order 2020-38 issued by the Governor, no more than 10 people may gather at Village Hall for the meeting. Accordingly, the opportunity to view the virtual meeting at Village Hall is available on a "first come, first-served" basis.**

The public has the following two options for **virtually observing and participating during this virtual Design Review Board/Sign Board of Appeals meeting, including the ability to provide testimony or comments.** Persons wishing to participate are strongly encouraged (but not required) to complete the Sign-In form found at [www.villageofwinnetka.org/meetingsignin](http://www.villageofwinnetka.org/meetingsignin).

- 1) **Telephone (audio only).** Call: 408-418-9388; when prompted enter the Meeting ID – 126 500 1346 (Please note there is no additional password or attendee ID required.)
- 2) **Livestream (both audio and video feed).** Download the Cisco WebEx meetings app to your smart phone, tablet or computer, and then join Meeting ID – 126 500 1346 Event Password – DRB06182020

If you wish to **provide testimony or comments prior to the meeting**, you may provide them one of three ways:

- 1) By sending an email to [planning@winnetka.org](mailto:planning@winnetka.org);
- 2) By sending a letter to Community Development Department, Village of Winnetka, 510 Green Bay Road, Winnetka, IL 60093, or
- 3) By leaving a **voice mail message** at the phone number 847-716-3524. All voicemail messages will be transcribed into a written format.

All comments received by 6:00 PM the day of the meeting will be read at the hearing by staff. Written public comment is limited to 200 words or less and should identify both (1) the subject of the comment being offered (such as property address or case number of the agenda item) and (2) the full name of the individual providing the comments. In addition, you may wish to include your street address, phone number, and the name of the organization or agency you represent, if applicable.

General comments for matters not on the agenda will be read at the end of the meeting under Public Comment. Comments specific to a particular agenda item will be read during the discussion of that agenda item.

All emails received will be acknowledged either during or after the meeting, depending on when they are received.

Persons seeking additional information concerning any of the applications, accessing the virtual meetings, or requesting alternative means to provide testimony or public comment are directed to email inquiries to [planning@winnetka.org](mailto:planning@winnetka.org) or by calling 847-716-3587.

**510 Green Bay Road, Winnetka, Illinois 60093**  
847-501-6000 • [www.villageofwinnetka.org](http://www.villageofwinnetka.org)

**DESIGN REVIEW BOARD/SIGN BOARD OF APPEALS REGULAR VIRTUAL MEETING AGENDA  
THURSDAY, JUNE 18, 2020 - 7:00 PM**

**AGENDA ITEMS**

1. Call to Order & Roll Call.
2. Introductory Remarks Regarding Conduct of Virtual Meeting.
3. Approval of May 21, 2020 meeting minutes.
4. **Case No. 19-03-TX: 410 Green Bay Road – Verizon Wireless – New Cellular Antenna:** Certificate of Appropriateness to allow the installation of six panel antennas on the existing monopole, along with related ground mounted equipment and screening at the Village Public Safety Building.
5. **Case No. 20-12-SU: 930 Green Bay Road – Engel & Volkers – Exterior Alterations to Façade:** Certificate of Appropriateness to allow exterior alterations to the existing building.
6. **Case No. 20-14-V2: 700 Elm Street – Hadley Institute for the Blind and Visually Impaired:** Certificate of Appropriateness to allow the construction of new front walkways.
7. **Case No. 19-39-DR: Display Case Signs.** Discussion of amendments to sign regulations to allow display case signs on the exterior of a building.
8. Other Business.
  - a. July 16, 2020 Meeting - Quorum check.
9. Public Comment.
10. Adjournment

Note: Public comment is permitted on all agenda items.

**NOTICE**

All agenda materials are available at [www.villageofwinnetka.org/agendacenter](http://www.villageofwinnetka.org/agendacenter).

The Village of Winnetka, in compliance with the Americans with Disabilities Act, requests that all 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).

**510 Green Bay Road, Winnetka, Illinois 60093**  
847-501-6000 • [www.villageofwinnetka.org](http://www.villageofwinnetka.org)

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**Winnetka Design Review Board/Sign Board of Appeals**  
**May 21, 2020**

**Members Present:**

Kirk Albinson, Chairman  
Brooke Kelly  
Michael Klaskin  
Brad McLane  
Maggie Meiners

**Members Absent:**

Paul Konstant  
Michael Ritter

**Village Staff:**

David Schoon, Director of Community Development  
Kristin Kazenas, Assistant Village Manager  
Brian Norkus, Assistant Director of Community  
Development  
Ann Klaassen, Senior Planner  
Christopher Marx, Associate Planner

**Call to Order & Roll Call:**

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

**Introductory Remarks Regarding Conduct of Virtual Meeting**

Chairman Albinson stated the public has been provided an opportunity to participate in the virtual meeting and if anyone joined the meeting, they would be provided the opportunity to speak. He also asked those speaking to identify themselves and reference any documents being referred to. Chairman Albinson then outlined the order of the meeting.

**Approval of February 20, 2020 Special and Regular Meeting Minutes**

Chairman Albinson asked if there were any comments or discussion on either item or a motion. A motion was made by Mr. McLane and seconded by Ms. Meiners to approve both sets of the February 20, 2020 meeting minutes as submitted. A roll call vote was taken and the motion unanimously passed.

**Case No. 20-07-DR: 501 Chestnut Street – 501 Local Restaurant – Signage: Sign Permit and Sign Code Variation applications to allow the installation of a projecting sign.**

Christopher Marx gave a presentation to summarize the request. Mr. Marx stated the tenant is occupying the space at 501 Chestnut for the restaurant, 501 Local, and is requesting a sign code variation for a projecting sign. He referred to signs which were administratively approved and it was determined that the projecting sign would have to come before the Board for the variation. Mr. Marx stated they are proposing a projecting sign measuring 9 square feet in area and 36x36 inches. He stated the applicant is also requesting a sign code variation that would allow the sign to be 6 feet square feet and allow it to extend up 4.67 feet rather than the 2 feet as required by the code. Mr. Marx also noted the sign would be located in the position of a previously existing sign in the inner court area of the property where the restaurant is located. He stated the Design Guidelines call for a sign to be fixed and mounted as the proposed sign is and their recommended sign would be a black aluminum material located between the first and second door as suggested by the Design Guidelines. Mr. Marx added the sign would include the restaurant name as suggested by the code.

1 Mark Salmon introduced himself to the Board as the owner of 501 Local as well as Susan DeLoach, the  
2 designer and Fast Signs which was referred to them by Hoffman, the building owner. Ms. DeLoach  
3 stated they are trying to keep with the existing spirit and have a sign which would be noticeable from  
4 across the street. She also stated Kim Hackyl, with Fast Signs, came up with the sign size in order for  
5 notoriety. Ms. DeLoach stated if the sign did not come out a little further than what is allowed, it would  
6 be difficult to see. She described the colors as simple and in keeping with the Village.

7  
8 Mr. McLane commented he liked the fact they are moving into the space and described the site as  
9 elegant. He also stated visibility is important and the sign is not intrusive. Mr. McLane concluded he is in  
10 favor.

11  
12 Chairman Albinson asked the applicant to confirm they submitted a written waiver and consent to  
13 proceed with the virtual meeting. The applicant and team acknowledged such. Ms. DeLoach added it  
14 would be a nice addition to Winnetka and identified the restaurant's interior for the Board.

15  
16 Chairman Albinson noted there are two members of the public who called in to comment, one of which  
17 is Jason L. He stated public comment is now allowed on this agenda item as well as at the end of the  
18 meeting. Teresa Lucas of Good Grapes stated she called in since an item she submitted would be on the  
19 Board's June agenda and wanted to see how the meeting functioned. She noted she had no comment  
20 on this application. Chairman Albinson asked if there were any other comments. Mr. Norkus stated  
21 Jason L.'s question related to looking for an explanation of the deviation or need for the variation.  
22 Chairman Albinson then closed the public comment on this application. Mr. Schoon noted no written  
23 comments were received.

24  
25 Chairman Albinson asked the applicant to explain the request for a larger sign. Ms. DeLoach responded  
26 it is primarily for marketing and for visibility for vehicles. She then stated for signage at ground level and  
27 vehicles parked there, the signage is hard to see. Ms. DeLoach also stated because of the way the  
28 building is shaped, it would not block anything or other businesses and it is vitally important for them to  
29 be seen visually.

30  
31 Chairman Albinson then asked if there were any comments from the Board.

32  
33 Mr. McLane commented the request is appropriate. Mr. Klaskin asked if others felt if they approved the  
34 request, it would open the floodgates for others to ask for larger signs claiming it is part of their  
35 marketing or related to the space configuration. He then stated while he liked the sign, he would like for  
36 it to be a little smaller. Mr. McLane stated in the event of a similar situation, he referred to the sign  
37 being parallel to the sidewalk. Ms. Kelly asked how big the Trifecta sign previously in this location was.  
38 Ms. DeLoach responded it was huge and rectangular in shape. She also stated it may have been 10 feet  
39 long and 3 feet wide. She then stated Fast Signs would not allow them to use the existing arbiter and  
40 they scaled it back from the previous size. Chairman Albinson confirmed they would have needed to  
41 reapply if they wanted to use the existing sign.

42  
43 Ms. Meiners stated in response to Mr. Klaskin's comment, in terms of some of the things the Board  
44 discussed in the plan and in connection with the discussion relating to the 2040 Plan, they have to be  
45 open to reviewing things case by case in order to get the Village where they want it in terms of being  
46 contemporary. She stated if they are going to be reviewing signs, guidelines, etc.; they have to consider  
47 requests case by case. Ms. Meiners commented she liked the sign and that it is necessary for where it is  
48 and she is in support.

1 Chairman Albinson stated there is precedent with regard to the former Trifecta sign and referred to the  
2 images in the materials. He stated with regard to Mr. Klaskin's comment regarding setting precedent  
3 and Ms. Meiners' comments, he agreed with Mr. McLane in that it would not be protruding from the  
4 building. Chairman Albinson also stated he agreed with Mr. Klaskin and he would have had a higher level  
5 of support if it was slightly smaller but that it is not presented such that he would object to it due to  
6 where it is located. He also stated it would be a smaller replacement of a larger sign and he is in support  
7 of the application.

8  
9 Mr. McLane moved to approve the application as submitted. Ms. Kelly seconded the motion. Chairman  
10 Albinson asked if there were any other comments. No additional comments were made at this time. A  
11 vote was taken and the motion passed.

12  
13 AYES: Albinson, Kelly, Klaskin, McLane, Meiners  
14 NAYS: None

15  
16 **Case No. 19-35-SU: 1015 Tower Court – Sole + Luna – Signage: Sign Permit application to allow the**  
17 **installation of a freestanding sign on Village owned property.**

18 Christopher Marx informed the Board the applicant opened the business at 1015 Tower Court which has  
19 the appearance of being an alley and contains a number of businesses. He stated due to the limited  
20 visibility, the applicant requested permission to install a freestanding sign for the business  
21 establishment. He noted the applicant received administrative approval for a window sign and are now  
22 asking to place a freestanding sign which would be on Village property. Mr. Marx stated they want to  
23 follow the precedent of the space's previous tenant, Sawbridge Studios, which had a similar  
24 identification and wayfinding sign in the same location. He informed the Board the previous tenant  
25 reached a licensing agreement with the Village Council when the sign was installed in the mid 1990's  
26 and this request would require similar licensing agreement approval by the Village Council.

27  
28 Mr. Marx stated the sign proposal would use the existing sign posts used for the previous sign and it  
29 would be 4.17 feet off the ground and 4.29 square feet in area. He noted at the time the agenda packet  
30 was sent out, the applicant intended to have a different color in the rendering and submitted to them a  
31 revised rendering to supplement the original application. He referred to the color and font in the  
32 rendering which would have a greenish hue with white lettering and contain the words "Sole+Luna"  
33 with a sun image and wellness center wording. Chris stated with regard to the sign code, the sign  
34 information has the name of the establishment with a two word descriptor and is less than maximum  
35 allowed of 20 square feet in area and less than maximum allowed height of 12 feet above grade. He  
36 commented the Design Guidelines are somewhat vague with regard to freestanding signs and referred  
37 to the excerpt in Attachment B describing what is preferred for the sign.

38  
39 Jessica Dietrich and Amy Bradley, the applicants, introduced themselves to the Board. Ms. Dietrich  
40 stated they took over the Sawbridge Studios space and do not have a main presence on Green Bay Road  
41 which made signage very important. She stated the sign would help direct customers to their location.  
42 Ms. Bradley stated currently, they are located behind the gas station and having a visible presence is  
43 important. She also stated while it would be located on Village property, they would work out a licensing  
44 agreement.

45  
46 Chairman Albinson asked if there were any comments. Ms. Bradley stated the sign material would  
47 contain metal and fiber board and described the request as straightforward. She added opening a  
48 business during the current climate is more challenging than it would have been three months ago.

1 Chairman Albinson then asked the applicants to confirm their waiver and consent to the virtual meeting.  
2 The applicants confirmed their consent. Chairman Albinson then asked the Board if they had any  
3 questions.

4  
5 Ms. Kelly asked if the sign would be lit. Ms. Bradley responded it would not. Ms. Kelly commented the  
6 font may be too thin to be visible and asked if that was discussed with the sign company. Ms. Bradley  
7 responded that would be an easy fix.

8  
9 Chairman Albinson asked Village staff to see if there was any public comment. Mr. Norkus noted the  
10 same two members of the public are in attendance. He asked Jason L. if he had any comment. Jason  
11 responded he had no comment. Teresa stated she had no comment. Mr. Norkus noted that concluded  
12 the public comment on this matter.

13  
14 Chairman Albinson then asked for the Board's comments. He stated he appreciated Ms. Kelly's concern  
15 with regard to the font and in terms of what can be done for them to increase visibility; he agreed the  
16 font would be hard to see. Ms. Bradley reiterated it would be an easy fix. Chairman Albinson then stated  
17 he would be supportive of allowing Village staff to review any changes administratively without the  
18 applicant coming back to the Board.

19  
20 Mr. McLane concurred with the comments made and referred to Sawbridge Studio's sign and stated he  
21 would not have known they were there without that signage. He described the sign as elegant and  
22 commented the green may be too subtle.

23  
24 Mr. Klaskin moved to approve the sign as submitted subject to the applicant's changes regarding font  
25 size. Mr. McLane seconded the motion. Chairman Albinson asked if there were any other comments. No  
26 additional comments were made. A vote was taken and the motion unanimously passed.

27  
28 AYES: Albinson, Kelly, Klaskin, McLane, Meiners

29 NAYS: None

30  
31 **Other Business:**

32 **a. Community Development Report.**

33 Mr. Schoon thanked the Board for their patience as they work with the elected officials to come up with  
34 a process for the applicants and the public to participate in public meetings while having control over  
35 potential "Zoom bombing". He stated while not totally preventable, with the WebEx platform, the  
36 mechanisms to control that are better than with Zoom. Mr. Schoon stated they would continue to use  
37 the WebEx platform for future meetings. He noted the ZBA held their first virtual meeting last week and  
38 the Plan Commission would have their first virtual meeting next week followed by the LPC's meeting. He  
39 thanked Kristin Kazenas, the new Assistant Village Manager and Mr. Norkus for their help on the  
40 technology side as well as Board members for taking time to prepare for the virtual meeting.

41  
42 Mr. Schoon informed the Board they continue to process building permits and perform inspections  
43 although volume is down. He stated following the governor's changes to the stay-at-home order, they  
44 are reaching out to restaurants to identify how to assist them with outdoor dining possibilities and hope  
45 to put in place general guidelines for them to use. He then asked if there were any questions. No  
46 questions were raised at this time.

47  
48 **b. Comprehensive Plan Status Update.**

1 Mr. Schoon informed the Board they were ready to hold the public Open House at the time the stay at  
2 home order in response to the coronavirus was instituted. The Open House was canceled. He stated  
3 they are now waiting until the Village can have an in-person event and will continue to work with the  
4 consultant on the analysis aspect of the Comprehensive Plan and evaluating where the community is at.  
5 Mr. Schoon stated the public engagement aspect is on hold.  
6

7 **c. June 18, 2020 Meeting – Quorum Check.**

8 Mr. Klaskin stated his availability is 50/50 at this time. Mr. Schoon confirmed they would do a quorum  
9 check as the meeting date drew nearer.  
10

11 **Public Comment**

12 Chairman Albinson asked if there was any public comment on items not on the agenda. Mr. Norkus  
13 asked Jason L. and Teresa if they had any comment for items not on the agenda. Jason had no comment.  
14 Teresa commented she is happy the Board is holding meetings and referred to her February 4, 2020  
15 request which would help as many businesses as possible. She also stated she is anxious in terms of next  
16 month's meeting with regard to outdoor display boxes. Mr. Norkus confirmed there was no additional  
17 public comment.  
18

19 **Adjournment:**

20 The meeting was adjourned at 7:43p.m.  
21

22 Respectfully submitted,

23  
24 Antionette Johnson  
25 Recording Secretary  
26



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# MEMORANDUM VILLAGE OF WINNETKA

## COMMUNITY DEVELOPMENT DEPARTMENT

**TO:** DESIGN REVIEW BOARD  
**FROM:** CHRISTOPHER MARX, AICP, ASSOCIATE PLANNER  
**DATE:** JUNE 12, 2020  
**SUBJECT:** CASE NO. 19-03-TX: 410 GREEN BAY ROAD - VERIZON WIRELESS  
CONSIDERATION OF CERTIFICATE OF APPROPRIATENESS

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### INTRODUCTION

On June 18, 2020, the Design Review Board will conduct a virtual public hearing, in accordance with social distancing requirements and Governor Pritzker's Executive Order, on an application submitted by Chris Barton of NTP Wireless (the "Applicant"), acting as a designated representative of Verizon Wireless, for a Certificate of Appropriateness to allow the installation of additional cellular panel antennas on the existing monopole, along with related ground mounted equipment and screening on Village Property at 410 Green Bay Road (the "Subject Property").

### PROPERTY DESCRIPTION

The Subject Property is a 1.5 acre parcel located on the west side of Green Bay Road between Ash Street and Cherry Street and is zoned B-1 Multi-Family Residential while located in the Wireless Telecommunications Services Facilities (WTSF) Overlay District. The Subject Property contains the Village's Public Safety Building made up of two interconnected buildings of three-stories and two-stories, respectively that contain the Fire Department and Police Department. The buildings have a traditional brick façade with minor architectural accents that are typical of Colonial and Georgian architecture. A large monopole with several cellular antennas and adjacent ground equipment is located on the southeast edge of the Subject Property. The Subject Property and the monopole location are identified in Figures 1 through 4 later in this report.

### PREVIOUS APPROVALS

In 1995, the Design Review Board approved a landscape plan that featured the current location of the existing monopole and the existing landscape screening surrounding it. The monopole was erected in 1996 and antennas were permitted to be installed for AT&T. In 1997, the Village Council adopted Ordinance MC-195-97, which established the Wireless Telecommunications Services Facilities ("WTSF") Overlay District, which established a process for the evaluation and location of wireless communication facilities throughout the Village. Changes or adjustments to the cellular antennas and equipment were made in 2009, 2011, 2013, and 2016.

### CURRENT REQUEST

The Applicant, on behalf of Verizon Wireless, is proposing to add six additional panel antennas to be collocated on the existing monopole at the Subject Property's southern end. The antennas would be located at a 60-foot elevation mark on the 100-foot monopole and colored white to match the existing antennas. The antennas would be accompanied by ground equipment installed on a 120 square-foot

area at the monopole's base. The equipment cabinets would be located next to existing cabinets and within the concealment of the current landscaping. The equipment would be painted a shade of green to be less conspicuous amongst the arbor vitae. Additionally, a solid cedar fence 6 feet in height would be installed along the east and south edges of the equipment area and 10 additional arbor vitae trees would be installed to provide additional screening. The Applicant has provided a site plan and design specifications for the proposed changes, which are included in the submitted application materials in Attachment A.

## **ZONING ORDINANCE DESIGN CRITERIA & DESIGN GUIDELINES ANALYSIS**

The Zoning Ordinance contains some design criteria for wireless equipment and antennas installed at the Public Safety Building. One of the design criteria states:

*Unless otherwise required by the FAA, the FCC or any applicable federal or state agency, any part of the monopole or of any antenna that extends above the tops of nearby trees or structures, shall be painted the color known as "overcast gray."*

The Applicant proposes that its antennas be white to match the existing antennae on the monopole. Apparently, when the existing antennae were installed they were installed painted white, rather than "overcast gray". The Board will need to determine if the Applicant's proposal is compatible, or if the antennae should be the color known as "overcast gray".

The Village's Design Guidelines provide guidance on appropriate location and screening for mechanical equipment. The Guidelines state:

### *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.*

The proposed ground equipment would be screened by both a fence and landscaping, as desired by the Design Guidelines. An excerpt of the Design Guidelines is included as Attachment B.

## **SUMMARY**

The Applicant requests that the Design Review Board find the proposed antenna colocation, equipment installation, fencing, and landscaping additions as appropriate and compatible with the Design Guidelines and approve the application as proposed. Should the DRB approve the application, the Applicant would need approval by the Village Council for a related Municipal Code text amendment and leasing agreement. It would also need a Building Permit from the Community Development Department prior to installation.

## **ATTACHMENTS**

Attachment A: Application Materials

Attachment B: Design Guidelines Excerpt



**Figure 1 – Subject Property – Site of existing monopole tower, equipment, and landscape screening on southeast corner of property at intersection of Ash Street and Green Bay Road, facing northwest.**



**Figure 2 – Subject Property – Site of existing monopole tower, equipment, and landscape screening from parking lot, facing northeast.**



**Figure 3 – Subject Property - Site of existing monopole tower, equipment, and landscape screening from property’s parking lot, facing west.**



**Figure 4 – Subject Property - Site of existing monopole tower, equipment, landscape screening, and parking lot from Ash Street, facing north.**

VILLAGE OF WINNETKA, ILLINOIS ATTACHMENT A  
 DEPARTMENT OF COMMUNITY DEVELOPMENT

APPLICATION FOR  
 CERTIFICATE OF APPROPRIATENESS

PROJECT ADDRESS 410 Green Bay Road  
 NAME OF BUSINESS(ES) Verizon Wireless

REAL ESTATE INDEX NUMBER			
05	21	120	001

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

<input type="checkbox"/> Sign	Sign permit application attached?	<input type="checkbox"/>
<input type="checkbox"/> Awning	Awning permit application attached?	<input type="checkbox"/>
<input checked="" type="checkbox"/> Other (general description)	_____	

Please provide a detailed description of the proposed work (attached separate sheets, material specifications, photographs, etc.) :

Verizon Wireless is proposing to install six (6) panel antennas at the 60' elevation of the current monopole located at the subject property. The purpose of the installation is to improve the customer experience of Verizon customers in the vicinity of the existing monopole. There will be no change to the existing monopole as part of the installation. In conjunction with the monopole-mounted antennas, Verizon will install its ground equipment inside its 10' x 12' lease area at the base of the monopole. To minimize the visual impact of its ground equipment, Verizon will install a 6' high cedar panel board on board fence as well as ten (10) arborvitae trees on the southern end.

I/We hereby certify that as Lessee (Lessee/Owner) of the property at 410 Green Bay Road (address) I am/we are authorized to submit plans for alteration of the subject property. I/We agree to perform the subject work in accordance with the conditions of approval by the Winnetka Design Review Board, as well as all other applicable codes, rules and regulations of the Village of Winnetka.

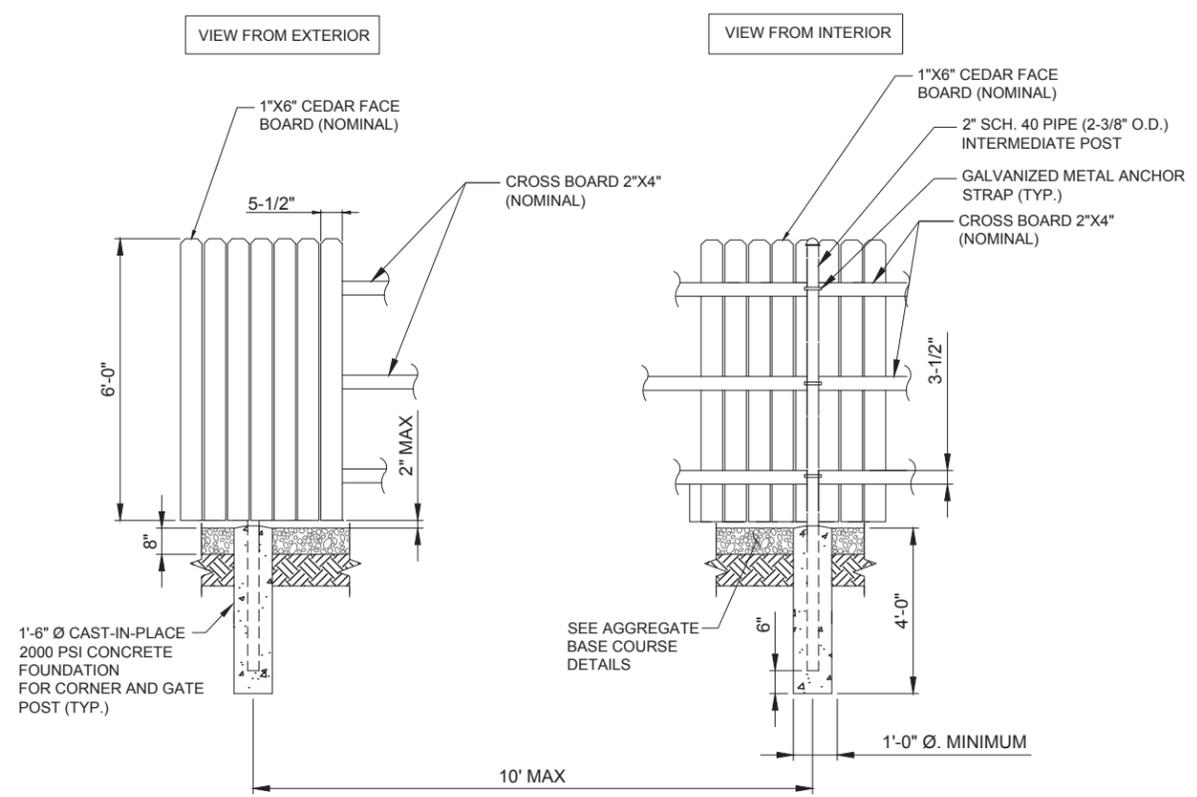
SIGNED \_\_\_\_\_  
 PRINT NAME(S) Chris Barton, Agent on Behalf of Verizon  
 ADDRESS c/o NTP Wireless, 125 S. Clark St., 17th FL  
Chicago, IL 60091  
 PHONE NUMBER 847-212-2778

FOR OFFICE USE ONLY	
COA applied for (date):	_____
COA Case Number	_____
COA issued (date):	_____

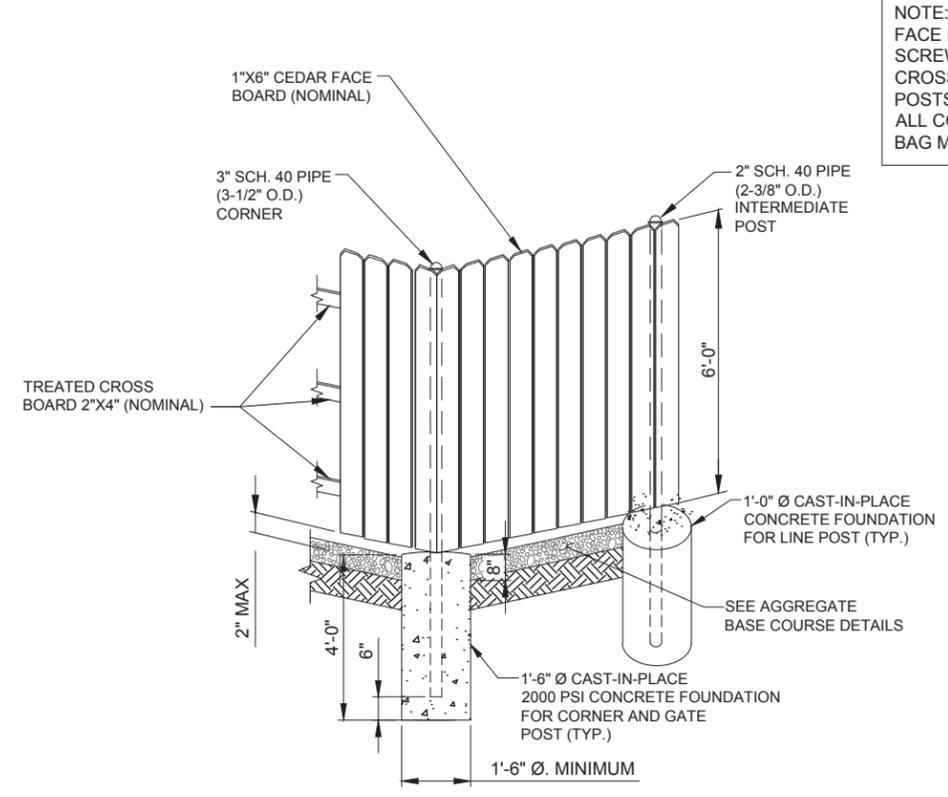
PRIMARY DESIGN FIRM	<u>Terra Constulting Group, LTD.</u>
CONTACT NAME	<u>Dan Sziaga</u>
ADDRESS	<u>600 Busse Highway</u> <u>Park Ridge, IL 60068</u>
PHONE NUMBER	<u>847-698-6400</u>
FAX NUMBER	<u>847-698-6401</u>







1 FENCE POST DETAILS  
N.T.S.



2 CORNER POST DETAIL  
N.T.S.

NOTE:  
FACE BOARDS CAN BE NAILED OR  
SCREWED TO CROSS BOARDS ALL  
CROSS BOARDS WILL BE ATTACHED TO  
POSTS WITH METAL STRAPS.  
ALL CONCRETE FOOTINGS SHALL BE 6.1  
BAG MIX 2500 PSI CONCRETE

**CHICAGO SMSA**  
limited partnership  
d/b/a VERIZON WIRELESS



NO.	DESCRIPTION	DATE	BY	
			BE	BE
	ISSUED FOR REVIEW	06/07/19		

LOC. # 426425  
**WINNETKA POLICE DEPARTMENT**  
410 GREEN BAY RD  
WINNETKA, IL 60093

DRAWN BY:	BE
CHECKED BY:	TAZ
DATE:	04/16/19
PROJECT #:	33-3064

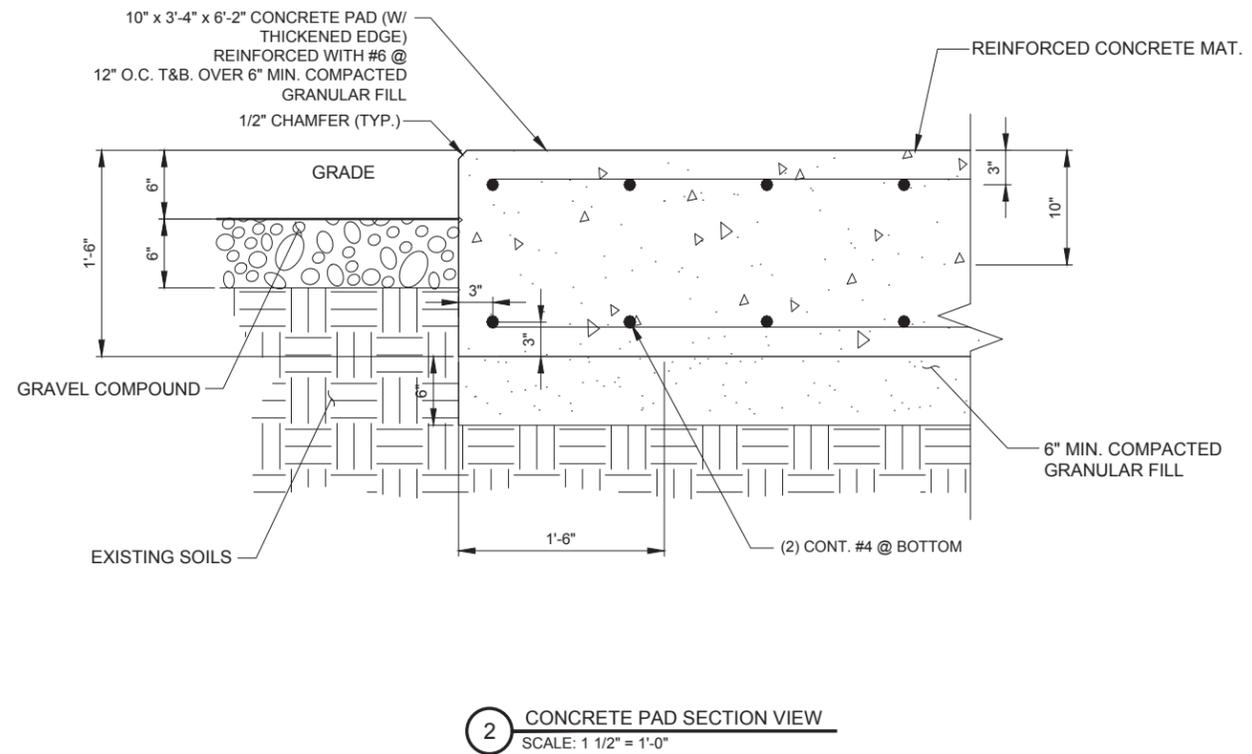
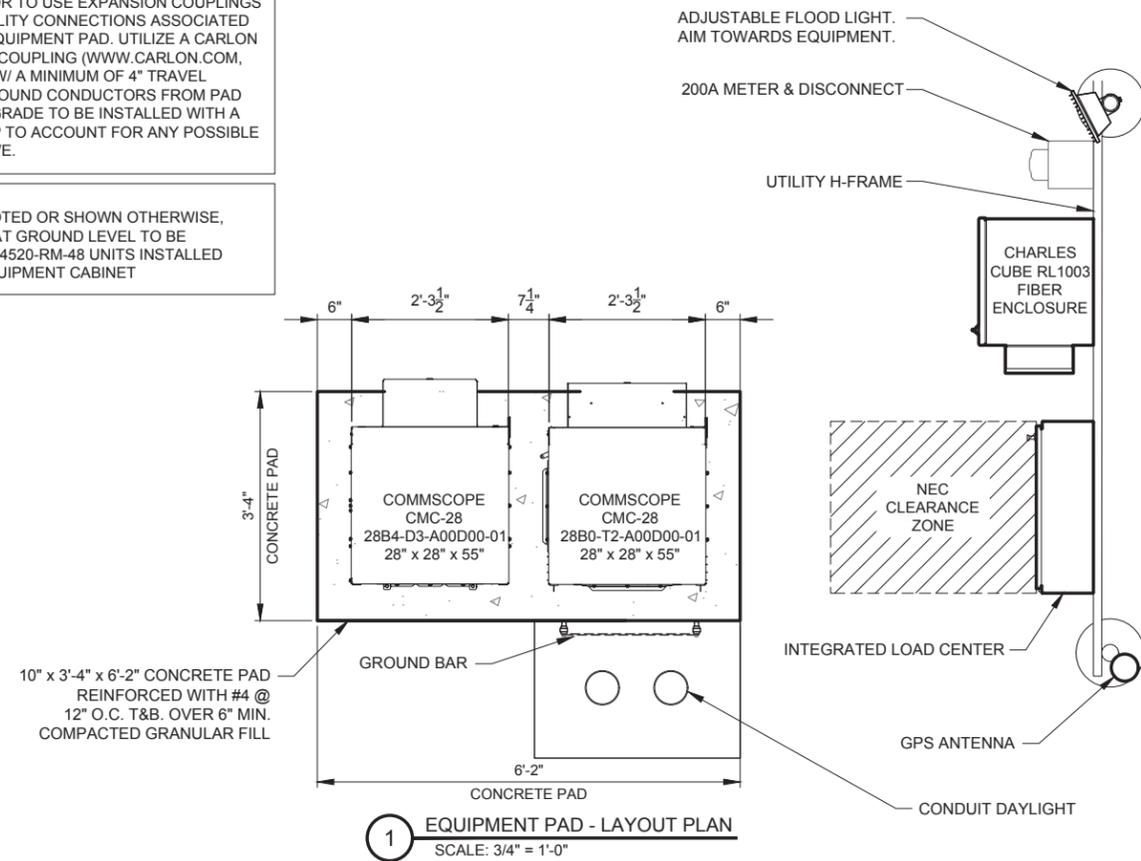
SHEET TITLE  
FENCE DETAILS

SHEET NUMBER  
**C-3**



GENERAL CONTRACTOR & ELECTRICAL CONTRACTOR TO USE EXPANSION COUPLINGS FOR ALL UTILITY CONNECTIONS ASSOCIATED WITH THE EQUIPMENT PAD. UTILIZE A CARLON EXPANSION COUPLING (WWW.CARLON.COM, OR EQUAL) W/ A MINIMUM OF 4" TRAVEL LENGTH. GROUND CONDUCTORS FROM PAD TO BELOW GRADE TO BE INSTALLED WITH A SLACK LOOP TO ACCOUNT FOR ANY POSSIBLE FROST HEAVE.

NOTES:  
UNLESS NOTED OR SHOWN OTHERWISE, RAYCAPS AT GROUND LEVEL TO BE (2) RCMDC-4520-RM-48 UNITS INSTALLED WITHIN EQUIPMENT CABINET



**CONCRETE NOTES:**

1. ALL CONCRETE WORK SHALL CONFORM TO THE REQUIREMENTS OF ACI 318 AND ACI 301, LATEST EDITION. THESE DOCUMENTS SHALL BE AVAILABLE IN THE FIELD OFFICE.
2. EXCEPT WHERE OTHERWISE INDICATED, CONCRETE SHALL BE NORMAL WEIGHT AND WITH MINIMUM 28-DAY COMPRESSIVE STRENGTHS OF F<sub>c</sub>=4000 PSI. ALL EXTERIOR EXPOSED CONCRETE SHALL BE AIR ENTRAINED WITH 6% AIR CONTENT.
3. REINFORCING BARS SHALL CONFORM TO ASTM A615, GRADE 60. ALL WELDED WIRE FABRIC SHALL CONFORM TO ASTM A185.
5. CONCRETE MIX DESIGN SHALL BE SUBMITTED TO ARCHITECT / ENGINEER FOR REVIEW.

NOTE:  
LOCALIZED AREAS OF SOFT OR LOOSE MATERIALS MAY BE ENCOUNTERED AT THE PROPOSED BEARING ELEVATION. THE SOILS MAY REQUIRE COMPACTION USING A PLATE COMPACTOR IN THE FOOTING TRENCH IF FIELD CONDITIONS INDICATE LOOSE GRANULAR SOILS. THE SOILS MAY REQUIRE REMOVAL AND REPLACEMENT WITH AN APPROVED ENGINEERED FILL. FOUNDATION DEPTH AND OVER DIG REQUIREMENTS SHALL BE VERIFIED WITH THE RECOMMENDATIONS OF THE GEOTECHNICAL REPORT AND INCLUDED IN THE BID BEFORE CONSTRUCTION. THE EVALUATION OF THE SUB GRADE AND SELECTION OF FILL MATERIALS SHALL BE MONITORED AND TESTED BY A QUALIFIED REPRESENTATIVE OF THE SOILS ENGINEER.

CHICAGO SMSA  
limited partnership  
d/b/a VERIZON WIRELESS



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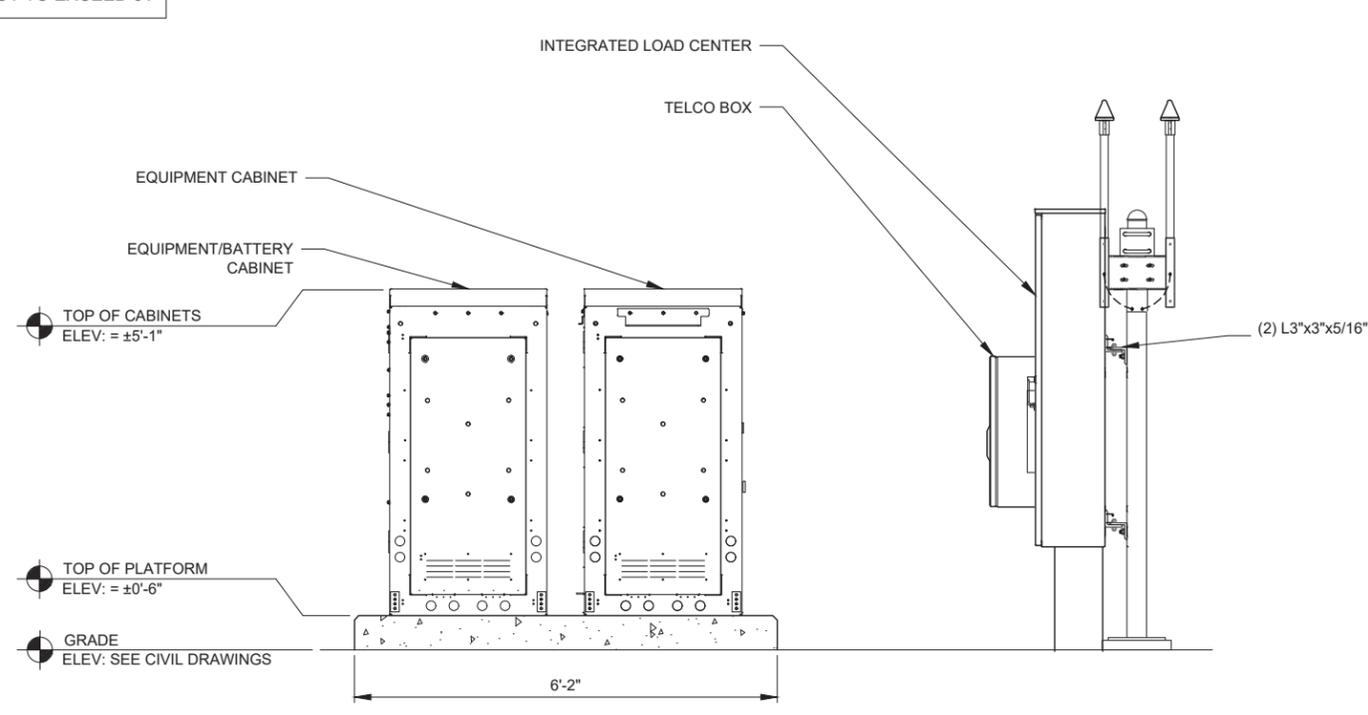
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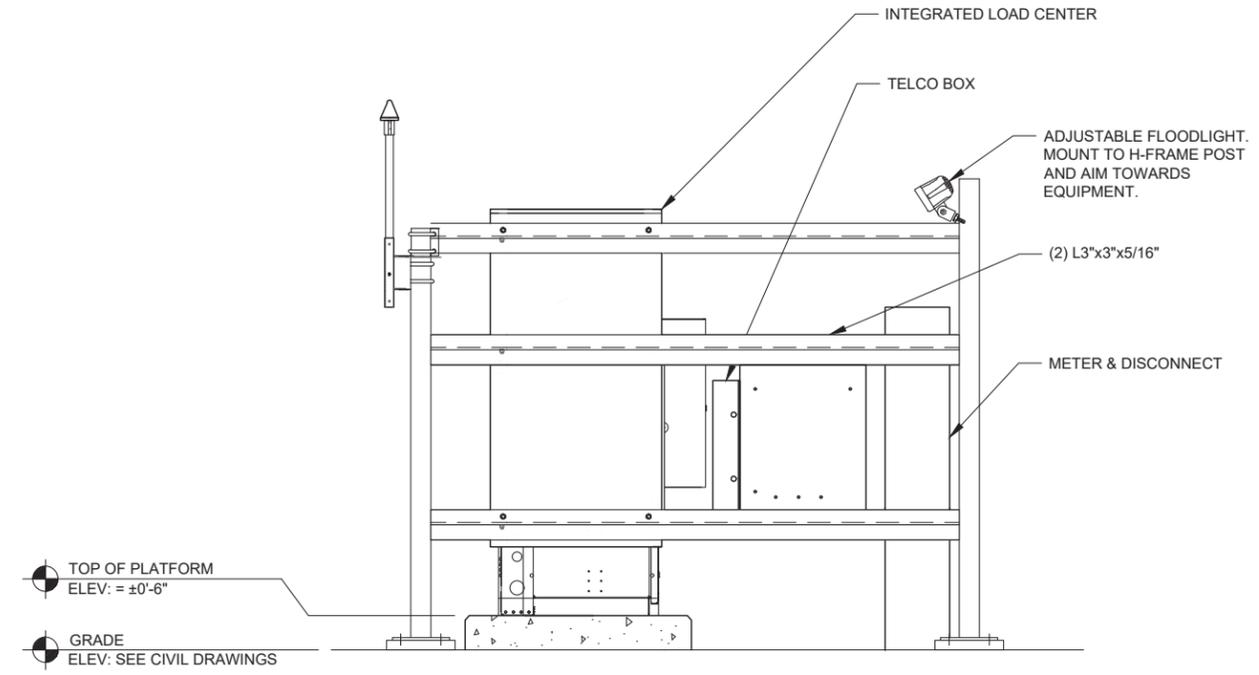
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EQUIPMENT PAD FOUNDATION PLAN

SHEET NUMBER  
C-5

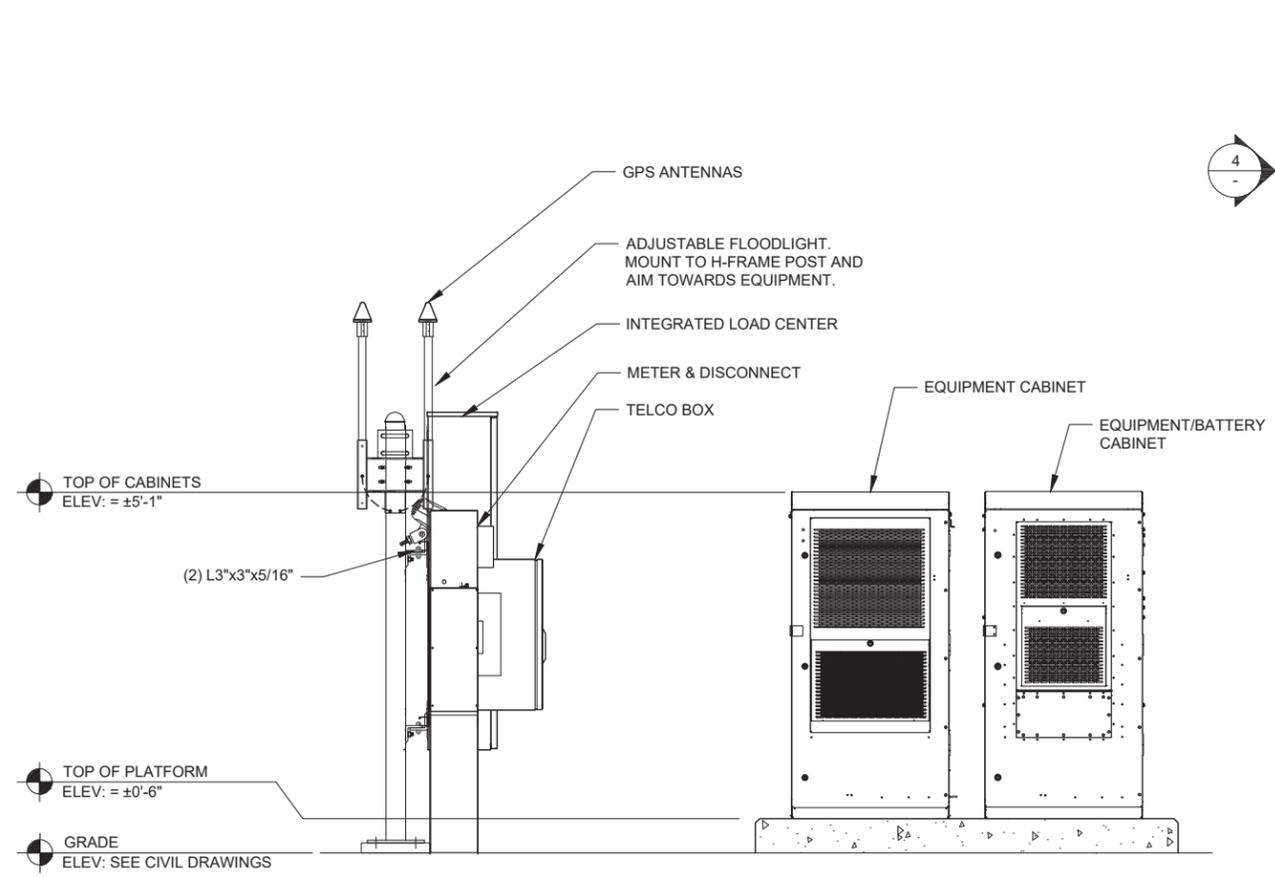
NOTE:  
EQUIPMENT HEIGHT  
NOT TO EXCEED 6'.



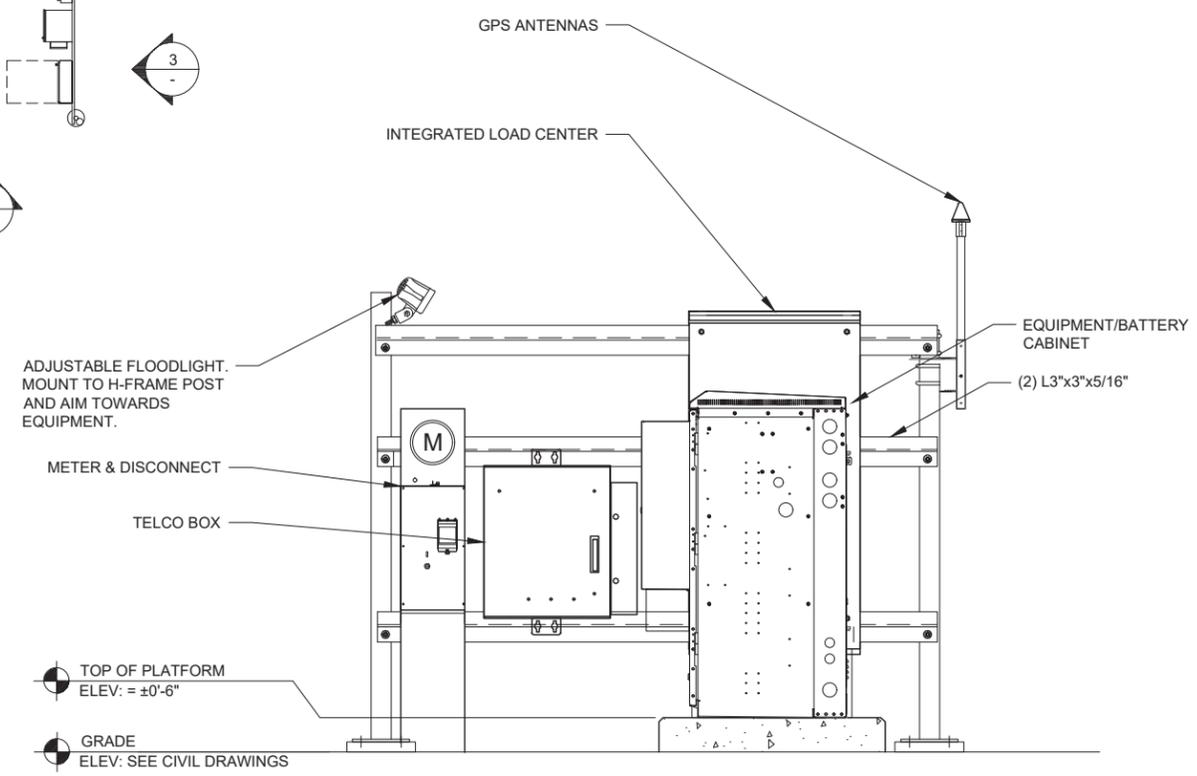
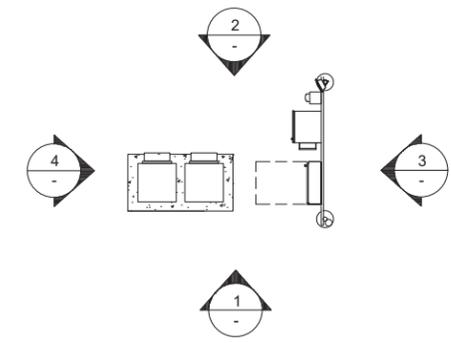
**1** EQUIPMENT PAD ELEVATION  
SCALE: 3/4" = 1'-0"



**3** EQUIPMENT PAD ELEVATION  
SCALE: 3/4" = 1'-0"



**2** EQUIPMENT PAD ELEVATION  
SCALE: 3/4" = 1'-0"



**4** EQUIPMENT PAD ELEVATION  
SCALE: 3/4" = 1'-0"

**CHICAGO**  
**SMSA**  
limited partnership  
d/b/a VERIZON WIRELESS



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SHEET TITLE  
**EQUIPMENT PAD ELEVATIONS**

SHEET NUMBER  
**C-6**

**DIVISION 5: METALS**

**PART 1 - GENERAL**

- SECTION INCLUDES:  
STRUCTURAL STEEL FRAMING MEMBERS, BASE PLATES, PLATES, BARS, AND GROUTING UNDER BASE PLATES.
- SUBMITTALS:  
SHOP DRAWINGS: INDICATE SIZES, SPACING, AND LOCATIONS OF STRUCTURAL MEMBERS, OPENINGS, CONNECTIONS, CAMBERS, LOADS, AND WELDED SECTIONS.
- QUALITY ASSURANCE  
A. FABRICATE STRUCTURAL STEEL MEMBERS IN ACCORDANCE WITH AISC SPECIFICATIONS FOR THE DESIGN, FABRICATION AND ERECTION OF STRUCTURAL STEEL FOR BUILDINGS.  
B. PERFORM DESIGN UNDER DIRECT SUPERVISION OF A PROFESSIONAL STRUCTURAL ENGINEER LICENSED IN THE STATE.

**PART 2 - PRODUCTS**

- MATERIALS:
  - A. STRUCTURAL STEEL MEMBERS: ASTM A572, GRADE 50
  - B. STRUCTURAL TUBING: ASTM A500, GRADE B
  - C. PIPE: ASTM A53, TYPE E OR S, GRADE B
  - D. BOLTS, NUTS, AND WASHERS: ASTM A325
  - E. ANCHOR BOLTS: ASTM A307
  - F. WELDING MATERIALS: AWS 01.1, TYPE REQUIRED FOR MATERIALS BEING WELDED
- G. GROUT: NON - SHRINK TYPE, PREMIXED COMPOUND CONSISTING OF NONMETALLIC AGGREGATE, CEMENT, WATER REDUCING AND PLASTICIZING ADDITIVES, CAPABLE OF DEVELOPING A MINIMUM COMPRESSIVE STRENGTH OF 7000 PSI AT 28 DAYS.
- H. SHOP AND TOUCH-UP PRIMER: SSPC 15, TYPE 1, RED OXIDE
- I. TOUCH-UP PRIMER FOR GALV. SURFACES: ZINC RICH TYPE

- FABRICATION:  
CONTINUOUSLY SEAL JOINTED MEMBERS BY CONTINUOUS WELDS. GRIND EXPOSED WELDS SMOOTH.
- FINISH:
  - A. PREPARE STRUCTURAL COMPONENT SURFACES IN ACCORDANCE WITH SSPC SP-1 TO SP-10 PROCEDURES.
  - B. STRUCTURAL STEEL MEMBERS SHALL BE HOT DIPPED GALVANIZED.

**PART 3 - EXECUTION**

- EXAMINATION AND PREPARATION:  
VERIFY THAT THE FIELD CONDITIONS ARE ACCEPTABLE.
- ERECTION:
  - A. ALLOW FOR ERECTION LOADS. PROVIDE TEMPORARY BRACING TO MAINTAIN FRAMING IN ALIGNMENT UNTIL COMPLETION OF ERECTION AND INSTALLATION OF PERMANENT BRIDGING AND BRACING.
  - B. FIELD WELD COMPONENTS INDICATED ON SHOP DRAWINGS.
  - C. DO NOT FIELD CUT OR ALTER STRUCTURAL MEMBERS WITHOUT APPROVAL OF THE ARCHITECT/ENGINEER.
  - D. AFTER ERECTION, TOUCH-UP WELDS, ABRASIONS, AND SURFACES NOT SHOP PRMED OR GALVANIZED WITH TOUCH-UP PRMERS AS SPECIFIED UNDER SECTION 05000, 0METALS, PART 2 - PRODUCTS, H & I. SURFACES TO BE IN CONTACT WITH CONCRETE NOT INCLUDED.
- FIELD QUALITY CONTROL:  
FIELD INSPECTION OF MEMBERS, CONNECTIONS, WELDS, AND TOURQUING

**DIVISION 16: ELECTRICAL**

SECTION 16050 - BASIC ELECTRICAL MATERIALS AND METHODS

- CONTRACTOR SHALL REVIEW THE CONTRACT DOCUMENTS PRIOR TO ORDERING THE ELECTRICAL EQUIPMENT AND STARTING THE ACTUAL CONSTRUCTION. CONTRACTOR SHALL ISSUE A WRITTEN NOTICE OF ALL FINDINGS TO THE ARCHITECT LISTING ANY DISCREPANCIES OR CONFLICTING INFORMATION.
- ELECTRICAL PLANS, DETAILS AND DIAGRAMS ARE DIAGRAMMATIC ONLY. VERIFY EXACT LOCATIONS AND MOUNTING HEIGHTS OF ELECTRICAL EQUIPMENT WITH OWNER PRIOR TO INSTALLATION.
- EACH CONDUCTOR OF EVERY SYSTEM SHALL BE PERMANENTLY TAGGED IN EACH PANELBOARD, PULLBOX, JUNCTION BOX, SWITCH BOX, ETC. THE TYPE OF TAGGING METHODS SHALL BE IN COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (O.S.H.A).
- ALL MATERIALS AND EQUIPMENT SHALL BE NEW AND IN GOOD WORKING CONDITION WHEN INSTALLED AND SHALL BE OF THE BEST GRADE AND OF THE SAME MANUFACTURER THROUGHOUT FOR EACH CLASS OR GROUP OF EQUIPMENT. MATERIALS SHALL BE LISTED "J" WHERE APPLICABLE. MATERIALS SHALL MEET WITH APPROVAL OF ALL GOVERNING BODIES HAVING JURISDICTION. MATERIALS SHALL BE MANUFACTURED IN ACCORDANCE WITH APPLICABLE STANDARDS ESTABLISHED BY ANSI, NEMA, NBFU, AND "UL" LISTED.
- ALL CONDUIT SHALL HAVE A PULL CORD.
- PROVIDE PROJECT MANAGER WITH ONE SET OF COMPLETE ELECTRICAL "AS INSTALLED" DRAWINGS AT THE COMPLETION OF TH JOB, SHOWING ACTUAL DIMENSIONS, ROUTINGS, AND CIRCUITS.
- ALL CIRCUIT BREAKERS, FUSES AND ELECTRICAL EQUIPMENT SHALL HAVE AN INTERRUPTING SHORT CIRCUIT CURRENT TO WHICH THEY MAY BE SUBJECTED, AND A MINIMUM OF 10,000 A.I.C.
- THE ENTIRE ELECTRICAL INSTALLATION SHALL BE GROUNDED AS REQUIRED BY UBC, NEC AND ALL APPLICABLE CODES.
- PATCH, REPAIR AND PAINT ANY AREA THAT HAS BEEN DAMAGED IN THE COURSE OF THE ELECTRICAL WORK.
- PLASTIC PLATES FOR ALL SWITCHES, RECEPTACLES, TELEPHONE AND BLANKED OUTLETS SHALL HAVE ENGRAVED LETTERING WHERE INDICATED ON THE DRAWINGS. WEATHERPROOF RECEPTACLES SHALL HAVE SIERRA #WPD-8 LIFT COVERPLATES.

SECTION 1640 - SERVICE AND DISTRIBUTION

- WIRE AND CABLE CONDUCTORS SHALL BE COPPER, 600V, TYPE THHN OR THWN, WITH A MIN. SIZE OF #12 AWG, COLOR CODED. ALL RECTIFIER DROPS SHALL BE STRANDED TO ACCEPT CRIMP CONNECTORS.
- ALL CHEMICAL GROUND RODS SHALL BE "UL" APPROVED.
- METER SOCKET AMPERES, VOLTAGE, NUMBER OF PHASES SHALL BE AS NOTED ON THE DRAWINGS. MANUFACTURED BY MILBANK OR APPROVED EQUAL, AND SHALL BE UTILITY COMPANY APPROVED.
- CONDUIT:
  - A. RIGID CONDUIT SHALL BE U.L LABEL GALVANIZED ZINC COATED WITH GALVANIZED ZINC INTERIOR AND SHALL BE USED WHEN INSTALLED IN OR UNDER CONCRETE SLABS, IN CONTACT WITH THE EARTH, UNDER PUBLIC ROADWAYS, IN MASONRY WALLS OR EXPOSED ON BUILDING EXTERIOR. RIGID CONDUIT IN CONTACT WITH EARTH SHALL BE ¾ LAPPED WRAPPED WITH HUNTS WRAP PROCESS NO. 3.
  - B. ELECTRICAL METALLIC TUBING SHALL HAVE U.L. LABEL, FITTING SHALL BE GLAND RING COMPRESSION TYPE.
  - C. FLEXIBLE METALLIC CONDUIT SHALL HAVE U.L. LISTED LABEL AND MAY BE USED WHERE PERMITTED BY CODE. FITTINGS SHALL BE "JAKE" OR SQUEEZE" TYPE. ALL FLEXIBLE CONDUITS SHALL HAVE FULL LENGTH GROUND WIRE.
  - D. ALL UNDERGROUND CONDUIT SHALL BE AS NOTED ON THE DRAWINGS AT A MINIMUM DEPTH OF 42" BELOW GRADE. IT IS REQUIRED AND WILL BE THE RESPONSIBILITY OF THE ELECTRICAL CONTRACTOR TO NOTIFY J.U.L.I.E. AT 1-800-892-0123 OR OTHER SUCH NOTIFYING AGENCY FORTY-EIGHT (48) HOURS PRIOR TO DIGGING.
- CONTRACTOR TO COORDINATE WITH UTILITY COMPANY FOR CONNECTION OF TEMPORARY AND PERMANENT POWER TO THE SITE. THE TEMPORARY POWER AND ALL HOOKUP COSTS ARE TO BE PAID BY THE CONTRACTOR.
- ALL ELECTRICAL EQUIPMENT SHALL BE LABELED WITH PERMANENT ENGRAVED PLASTIC LABELS WITH WHITE ON BLUE BACKGROUND LETTERING (MINIMUM LETTER HEIGHT SHALL BE ONE FORTH INCH (1/4"). NAMEPLATES SHALL BE FASTENED WITH STAINLESS STEEL SCREWS, NOT ADHESIVE.
- UPON COMPLETION OF WORK, CONDUCT CONTINUITY, SHORT CIRCUIT, AND FALL POTENTIAL GROUNDING TESTS BY AN INDEPENDENT TESTING SERVICE ENGAGED BY THE CONTRACTOR SHALL BE SUBMITTED FOR APPROVAL. SUBMIT TEST REPORTS TO PROJECT MANAGER. CLEAN PREMISES OF ALL DEBRIS RESULTING FROM WORK AND LEAVE WORK IN A COMPLETE AND UNDAMAGED CONDITION.
- GROUNDING ELECTRODE SYSTEM
  - A. PREPARATION
    - SURFACE PREPARATION: ALL CONNECTIONS SHALL BE MADE TO BARE METAL. ALL PAINTS SURFACES SHALL BE FIELD INSPECTED AND MODIFIED TO ENSURE PROPER CONTACT. NO WASHERS ARE ALLOWED BETWEEN THE ITEMS BEING GROUND. ALL CONNECTIONS ARE TO HAVE A NO-OXIDIZING GENT APPLIED PRIOR TO INSTALLATION.
    - GROUND BAR PREPARATION ALL COPPER GROUND BARS SHALL BE CLEANED, POLISHED AND A NON-OXIDIZING AGENT APPLIED. NO FINGERPRINTS OR DISCOLORED COPPER WILL BE PERMITTED.
    - SLEEVES: ALL GROUNDING CONDUCTORS SHALL RUN THROUGH PVC SLEEVES WHEREVER CONDUCTORS RUN THROUGH WALLS, FLOORS OR CEILINGS. IF CONDUCTORS MUST RUN THROUGH EMT, BOTH ENDS OF CONDUIT SHALL BE GROUNDED. SEAL BOTH ENDS OF CONDUIT WITH SILICONE CAULK.
      - B. GROUND BARS
        - ALL GROUND BARS SHALL BE ONE FORTH INCH (1/4" THICK TINNED COPPER PLATE AND OF AND OF SIZE INDICATED ON DRAWINGS.
        - ALL CONNECTIONS TO THE GROUND BAR SHALL OBSERVE THE FOLLOWING SEQUENCE:
          - A. BOLT-HEAD
          - B. 2-HOLE LUG
          - C. TINNED COPPER BUSS BAR
          - D. STAR WASHER
          - E. NUT
          - C. EXTERNAL CONNECTIONS
- ALL BURIED GROUNDING CONNECTIONS SHALL BE MADE BY THE EXOTHERMIC WELD PROCESS. CONNECTIONS SHALL INCLUDE ALL CABLE TO CABLE, SPLICES, TEE'S, CROSSES, ETC. ALL CABLE TO GROUND RODS, GROUND ROD SPLICES AND LIGHTNING PROTECTION SYSTEMS ARE TO BE AS INDICATED. ALL MATERIALS USED (MOLDS, WELDING METAL, TOOLS, ETC.) SHALL BE BY "CADWELD" AND INSTALLED PER MANUFACTURER'S RECOMMENDED PROCEDURES.
- ALL ABOVE GRADE GROUNDING AND BONDING CONDUCTORS SHALL BE CONNECTED BY TWO HOLE CRIMP TYPE (COMPRESSION) CONNECTIONS (EXCEPT FOR THE ACEG AND GROUND ROD) MECHANICAL CONNECTIONS, FITTINGS OR CONNECTIONS THAT DEPEND SOLELY ON SOLDIER SHALL NOT BE USED. ALL CABLE TO CABLE CONNECTIONS SHALL BE HIGH PRESSURE DOUBLE CRIMP TYPE CONNECTIONS. CONNECTIONS TO STRUCTURAL STEEL SHALL BE EXOTHERMIC WELDS.
- GROUND RODS
  - ALL GROUND RODS SHALL BE 5/8 -INCH DIAMETER X 10' -0" LONG "COPPERWELD" OR APPROVED EQUAL, OF THE NUMBER AND LOCATIONS INDICATED. GROUND RODS SHALL BE DRIVEN FULL LENGTH VERTICAL IN UNDISTURBED EARTH.
- GROUND RODS
  - ALL GROUND RODS SHALL BE STANDARD TINNED SOLID BARE COPPER ANNEALED, AND OF SIZE INDICATED ON DRAWINGS UNLESS NOTED OTHERWISE.
- LUGS
  - LUGS SHALL BE 2 - HOLE, LONG BARREL, STRAND COPPER UNLESS OTHERWISE SPECIFIED IN THE CONTRACT DOCUMENTS. LUGS SHALL BE THOMAS AND BETTS SERIES #548 \_BE OR EQUIVALENT
    - A. 535 MCM DLO 54880BE
    - B. 262 MCM DLO 54872BE
    - C. #1/0 DLO 54862BE
    - D. #4/0 THWN AND BARE 54866BE
    - E. #2/0 THWN 54862BE
    - F. #2 THHN 54207BE
    - G. #6 DLO 54205BE

- WHEN THE DIRECTION OF THE CONDUCTOR MUST CHANGE, IT SHALL BE DONE GRADUALLY. THE CURVATURE OF THE TURN SHALL BE DONE IN ACCORDANCE WITH THE FOLLOWING CHART:

	GROUNDING CONDUCTOR SIZE	MINIMUM BENDING RADIUS TO INSIDE EDGE
NO.	6 AWG TO NO. 4 AWG	6 INCHES
NO.	2 AWG TO NO. 1/0 AWG	8 INCHES
NO.	2/0 AWG TO 4/0 MCM	12 INCHES
	250 MCM TO 750 MCM	24 INCHES

- GROUND RING
  - THE EXTERNAL GROUND RING ENCIRCLING THE TOWER (IF APPLICABLE) AND BETWEEN BETWEEN THE EQUIPMENT SHELTER PLATFORM ANCHORS SHALL BE MINIMUM NO. 2 A.W.G SOLID TINNED BARE COPPER CONDUCTOR IN DIRECT CONTACT WITH THE EARTH AT THE DEPTH INDICATED ON THE DRAWINGS. CONDUCTOR BENDS SHALL HAVE A MINIMUM BENDING RADIUS OF EIGHT INCHES (8").
  - ALL EXTERNAL GROUND RINGS ARE TO BE JOINED TOGETHER AND ALL CONNECTIONS MUST BE CADWELDED. NO LUNGS OR CLAMPS WILL BE ACCEPTED.

- FENCE/GATE
  - GROUND EACH GATE POST, CORNER POST AND GATE AS INDICATED ON DRAWING GROUND CONNECTIONS TO FENCE POST AND ALL OTHER CONNECTIONS FOR THE GROUND GRID SYSTEM SHALL BE MADE BY EXOTHERMIC WELD PROCESS, AND INSTALLED PER MANUFACTURER'S RECOMMENDATIONS AND PROCEDURES, AND SPRAYED WITH COLD-GALVANIZED PAINT.

- I.E.E.E. FALL POTENTIAL TESTS
  - A. FOR RAW LAND SITE
    - GROUND TESTS SHALL BE PERFORMED AS INDICATED ON DRAWINGS. A BIDDLE GROUND OHMER OR THE METHOD OF USING TWO AUXILIARY GROUND RODS (AS DESCRIBED IN I.E.E.E. STANDARDS NO. 81-1983, PART 1) MAY BE USED. THE I.E.E.E. METHOD REQUIRES THE USE OF AN A.C. TEST CURRENT. THE AUXILIARY TEST RODS MUST BE SUFFICIENTLY FAR AWAY FROM THE ROD UNDER TEST SO THAT THE REGIONS IN WHICH THEIR RESISTANCE IS LOCALIZED DO NOT OVERLAP. THE TEST POINT WILL BE GROUND ROD AND WILL CONSIST OF THE THREE POINT FALL OF POTENTIAL MEGGER TEST METHOD, USING THE BIDDLE NULL-BALANCE EARTH TESTER (MEGGER #250220-2 OR EQUIVALENT)
    - CONTRACTOR TO CONDUCT GROUND RESISTANCE TEST IN THE FORMAT AS FOLLOWS:
      - B. EQUIPMENT PAD
        - FIRST TEST - SHALL BE WITH FOUR GROUND RODS INSTALLED, ONE AT EACH CORNER OF THE PAD BUT NOT CONNECTED TO THE MAIN GROUNDING BUS. FURNISH WIRE TO CONNECT (TEMPORARY CLAMP) ALL FOUR GROUND RODS TOGETHER TO MAKE A SYSTEM TEST AFTER EACH ROD IS INDIVIDUALLY TESTED. IF ANY INDIVIDUAL ROD TESTS 35 OHMS OR MORE, THE ELECTRICAL CONTRACTOR AND OWNER'S REPRESENTATIVE SHOULD BE NOTIFIED SO THAT THE ROD CAN BE DRIVEN DEEPER UNTIL ALL FOUR RODS HAVE A RESISTANCE OF 10 OHMS OR LESS ON A DRY DAY.
        - SECOND TEST- SHALL BE WITH THE GROUND RODS CONNECTED, WITH DRY SOIL AND WHEN NO STANDING WATER HAS BEEN PRESENT FOR THE PAST TEN (10) DAYS. THE MAXIMUM ALLOWABLE READING IS 5 OHMS TO GROUND. IF THE RESISTANCE OF THE ENTIRE SYSTEM EXCEEDS 5 OHMS, NOTIFY THE CONTRACTOR AND OWNER'S REPRESENTATIVE SO THAT ADDITIONAL AND/OR DEEPER RODS CAN BE INSTALLED.

- TOWER
  - FIRST TEST - SHALL BE WITH THREE GROUND RODS INSTALLED (MINIMUM), EQUALLY SPACED AROUND THE TOWER FOUNDATION, BUT NOT CONNECTED TO THE SHELTER PAD EXTERNAL GROUND RING. FURNISH WIRE TO CONNECT (TEMPORARY CLAMP) ALL THREE GROUND RODS TOGETHER TO MAKE A SYSTEM TEST AFTER EACH ROD IS INDIVIDUALLY TESTED. IF ANY INDIVIDUAL ROD TESTS 25 OHMS OR MORE, NOTIFY THE CONTRACTOR AND OWNER'S REPRESENTATIVE SO THAT THE ROD CAN BE DRIVEN DEEPER UNTIL ALL THREE (3) RODS HAVE A RESISTANCE OF 10 OHMS OR LESS ON A DRY DAY.
  - SECOND TEST- SHALL BE WITH THE GROUND RODS CONNECTED, WITH DRY SOIL AND WHEN NO STANDING WATER HAS BEEN PRESENT FOR THE PAST (10) DAYS, THE MAXIMUM ALLOWABLE READING IS 5 OHMS THE ELECTRICAL CONTRACTOR AND OWNER'S REPRESENTATIVE SHOULD BE NOTIFIED SO THAT EITHER ADDITIONAL AND/OR DEEPER RODS CAN BE INSTALLED.
  - EQUIPMENT PAD AND TOWER
    - AFTER THE EQUIPMENT PAD AND TOWER GROUND RESISTANCE TEST IS COMPLETED, CONTRACTOR SHALL TIE THE EQUIPMENT PAD EXTERNAL GROUND RING AND TOWER EXTERNAL GROUND RING TOGETHER. AFTER FIRST AND SECOND TEST ALL CONNECTIONS MUST BE MADE USING EXOTHERMIC WELD. NO LUGS OR CLAMPS WILL BE ACCEPTED.
    - AFTER ALL THE EXTERNAL GROUND RINGS ARE TIED TOGETHER, COMPETE A MEGGER CHECKER OF THE GROUND SYSTEM SHOULD BE DONE. THE MAXIMUM ALLOWABLE LEADING IS 5 OHMS TO GROUND.

- GROUNDING RESISTANCE TEST REPORT
  - UPON COMPLETION OF THE TESTING FOR EACH SITE, A TEST REPORT SHOWING RESISTANCE IN OHMS WITH AUXILIARY POTENTIAL ELECTRODES AT 5 FEET AND 10 FEET INTERVALS UNTIL THE AVERAGE RESISTANCE STARTS INCREASING AND ALSO NOTE THAT 10-15 PHOTOS MUST BE TAKEN TO PROOF ENTIRE EXTERNAL GROUND RING SYSTEM BEFORE BACKFILL. TWO (2) SETS OF TEST DOCUMENTS AREA OF THE INDEPENDENT TESTING SERVICE TO BE BOUND AND SUBMITTED WITHIN ONE (1) WEEK OF WORK COMPLETION.

- GENERAL
  - A. LIGHTNING ROD AND EXTENSION PIPE INCLUDING ALL APPURTENANCES, TO BE FURNISHED BY OWNER, IF REQUIRED
  - B. PROVIDE TEMPORARY LIGHTING FOR TOWER AS PER FAA REGULATIONS DURING CONSTRUCTION, IF REQUIRED.
  - C. GROUNDING:
    - GROUND TOWER WITH A MINIMUM OF #2 AWG TINNED SOLID BARE COPPER CONDUCTOR CADWELDED TO TOWER BASE PLATE. TWO (2) GROUNDING LEADS PER TOWER BASE PLATE.

SECTION 16503 - POLES, POSTS, AND STANDARDS (SINGLE MAST AND SELF SUPPORTING TOWERS)

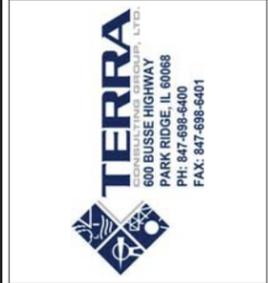
- GENERAL
  - NO EXOTHERMIC WELDS SHALL BE ATTACHED DIRECTLY TO THE FIELD LIGHT REPLACEMENT

SECTION 16745- TELECOMMUNICATIONS WIRING COMPONENT (COAXIAL ANTENNA CABLE)

- GENERAL
  - A. ALL MATERIALS, PRODUCTS OR PROCEDURES INCORPORATED INTO WORK SHALL BE NEW AND OF STANDARD COMMERCIAL QUALITY.
  - B. CERTAIN MATERIALS AND PRODUCTS WILL BE SUPPLIED BY THE OWNER (REFER TO GENERAL CONDITIONS FOR THE LIST OF OWNER FURNISHED EQUIPMENT, MATERIALS AND SUPPLIES FOR THESE ITEMS). THE CONTRACTOR IS RESPONSIBLE FOR PICKUP AND DELIVERY OF ALL SUCH MATERIALS
  - C. ALL OTHER MATERIALS AND PRODUCTS SPECIFIED IN THE CONTRACT DOCUMENTS SHALL BE SUPPLIED BY THE CONTRACTOR.

- MATERIALS
  - a. COAXIAL CABLE:
    - INSTALL COAXIAL CABLE AND TERMINATIONS BETWEEN ANTENNAS AND EQUIPMENT PER MANUFACTURER'S RECOMMENDATIONS WITH COAXIAL CABLES SUPPORTED AT NO MORE THAN 3'-0" O.C. WEATHERPROOF ALL CONNECTORS BETWEEN THE ANTENNA AND EQUIPMENT PER MANUFACTURER'S REQUIREMENTS. TERMINATE ALL COAXIAL CABLE THREE FEET (3') IN EXCESS OF EQUIPMENT LOCATION UNLESS OTHERWISE STATED.
    - ALL COAX RUN LENGTHS GREATER THAN 175 FEET SHALL BE 1-5/8", ALL COAX. RUN LENGTH BETWEEN 101 FEET AND 174 FEET SHALL BE 1-1/4", AND IN LENGTH LESS THAN OR EQUAL TO 100 FEET SHALL BE 7/8".
    - ANTENNA AND COAXIAL CABLE GROUNDING
      - a. ALL COAXIAL CABLE GROUNDING KITS ARE TO BE INSTALLED ON STRAIGHT RUNS OF COAXIAL CABLE (NOT WITHIN BENDS)
    - COAXIAL CABLE IDENTIFICATION
      - a. TO PROVIDE EASY IDENTIFICATION AND UNIFORM MARKING OF ANTENNA CABLING, PLASTIC TAGS SHALL BE USED AT THE FOLLOWING LOCATIONS:
        - FIRST LOCATION IS AT THE END OF THE COAX NEAREST THE ANTENNA (WHERE THE COAXIAL CABLE AND JUMPER ARE CONNECTED).
        - SECOND LOCATION IS INSIDE THE EQUIPMENT SHELTER NEAR THE WAVEGUIDE ENTRY PORT.
        - USE ANDREW CABLE TIES (PT. # 7290) TO SECURE IDENTIFICATION TAGS.

LESSEE SHALL PROVIDE AN INDEPENDENT TESTING AGENCY TO PERFORM THE COAXIAL SWEEP TEST & REPORT. THE CONTRACTOR IS TO PROVIDE ONE CLIMBER / QUALIFIED PERSONNEL TO ASSIST IN ANY REPAIRS AND WEATHERPROOFING ONCE THE TEST IS COMPLETE. THE CONTRACTOR IS TO PROVIDE LESSEE WITH A MINIMUM OF 48 HOURS NOTICE PRIOR TO THE TIME OF THE SWEEP TEST.



NO.	DESCRIPTION	DATE	BY	REVISIONS			
				DATE	BY	REASON	NO.
1	ISSUED FOR REVIEW	06/07/19	BE				

**LOC. # 426425**

**WINNETKA POLICE DEPARTMENT**

410 GREEN BAY RD  
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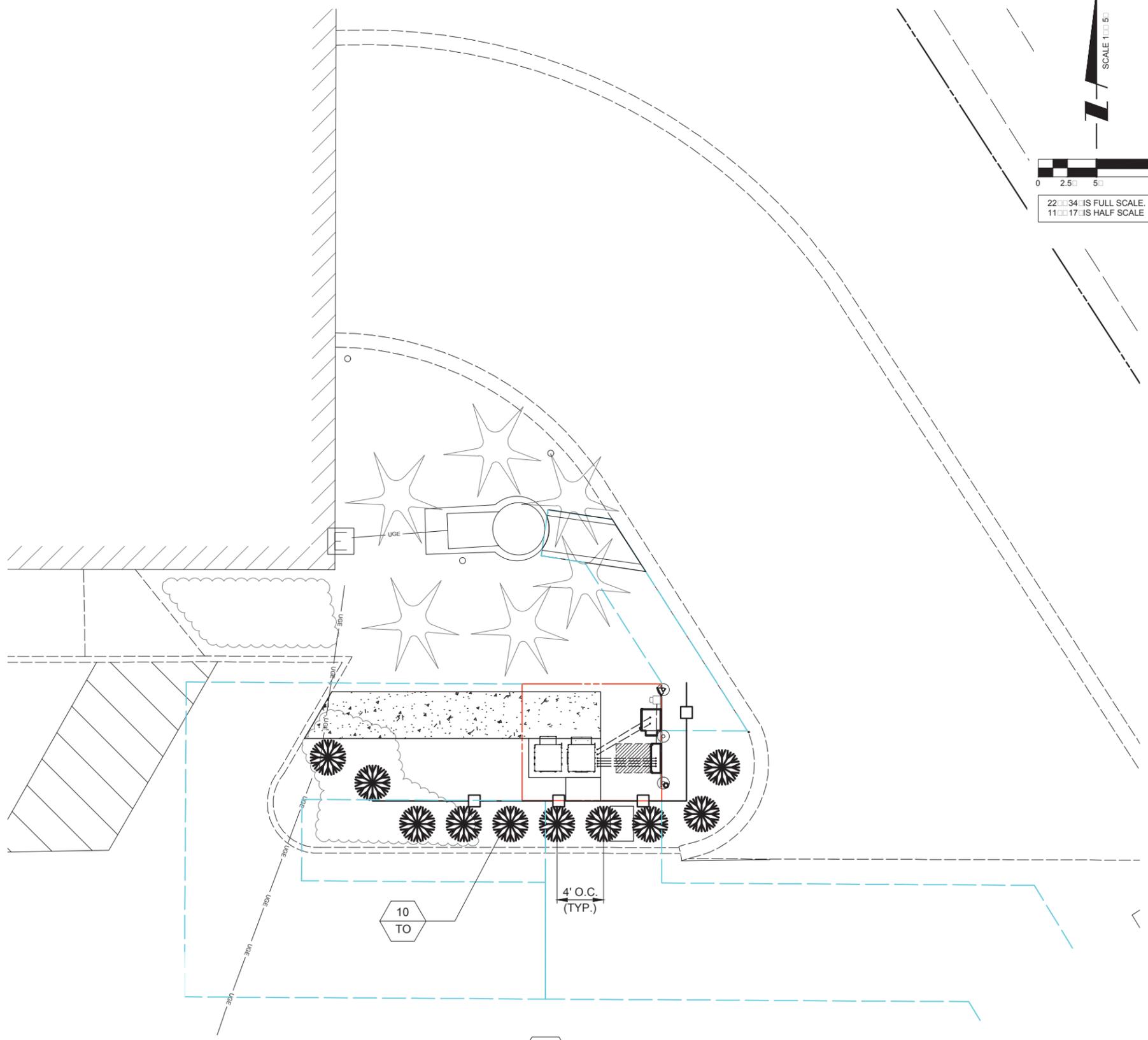
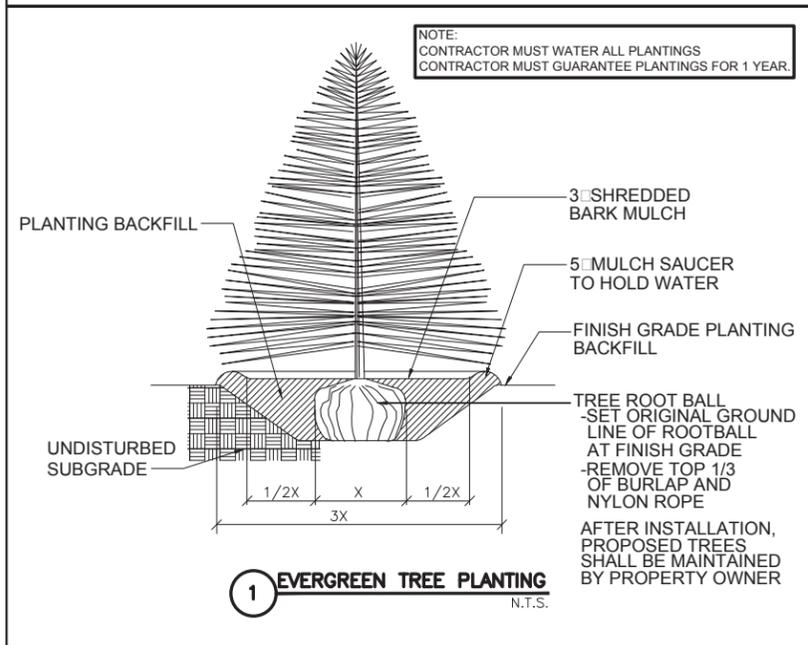
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CHECKED BY:	TAZ
DATE:	04/16/19
PROJECT #:	33-3064

SHEET TITLE  
**SPECIFICATIONS**

SHEET NUMBER  
**SP-2**

# GENERAL LANDSCAPE NOTES

1. PRUNE NEWLY INSTALLED SHRUBS. WORK SHALL BE DONE BY EXPERIENCED PERSONNEL TO THE ACCEPTED HORTICULTURAL AND ARBORICULTURAL STANDARDS. PRUNING SHALL RESULT IN A LOOSE OUTLINE CONFORMING TO THE GENERAL SHAPE OF THE SHRUB TYPE. DO NOT USE HEDGE SHEARS.
2. ALL PLANTING STOCK SHALL BE NURSERY-GROWN IN ACCORDANCE WITH GOOD HORTICULTURAL PRACTICE. PLANTS SHALL BE FREE OF DISEASE, INSECTS EGGS, LARVAE AND DEFECTS SUCH AS KNOTS, SUN-SCALD, INJURIES, ABRASIONS OR DISFIGUREMENT. THEY SHALL HAVE SOUND, HEALTHY VIGOROUS AND UNIFORM GROWTH TYPICAL OF THE SPECIES AND VARIETY, WELL-FORMED, FREE FROM IRREGULARITIES, WITH THE MINIMUM QUALITY AND SIZE CONFORMING TO AMERICAN STANDARD FOR NURSERY STOCK.
3. GUARANTEE: WARRANT ALL PLANT MATERIAL TO BE TRUE TO BOTANICAL NAME AND SPECIFIED SIZE. AFTER COMPLETION OF PLANTING, ALL PLANT MATERIALS SHALL BE WARRANTED AGAINST DEFECTS, INCLUDING DEATH AND UNSATISFACTORY GROWTH FOR A WARRANTY PERIOD OF ONE YEAR. THE CONTRACTOR WILL NOT BE RESPONSIBLE FOR DEFECTS RESULTING FROM NEGLIGENCE, ABUSE, DAMAGE BY OTHERS, OR UNUSUAL PHENOMENA OR INCIDENTS BEYOND THE CONTRACTORS CONTROL WHICH RESULT FROM NATURAL CAUSES SUCH AS FLOODS STORMS, FIRES OR VANDALISM.  
REPLACEMENTS: DURING THE WARRANTY PERIOD, REPLACE ONE TIME, AT NO ADDITIONAL COST TO THE OWNER, PLANT MATERIALS THAT ARE DEAD, OR IN THE OPINION OF THE LANDSCAPE ARCHITECT, IN AN UNHEALTHY OR UNSIGHTLY CONDITION. REJECTED PLANT MATERIALS SHALL BE REMOVED FROM THE SITE AT CONTRACTOR'S EXPENSE. REPLACEMENTS ARE TO BE MADE NO LATER THAN THE SUBSEQUENT PLANTING SEASON. RESTORE AREAS DISTURBED BY REPLACEMENT OPERATIONS.
4. MULCHING SHALL BE DONE WITHIN 48 HOURS AFTER PLANTING. MULCH SHRUB BEDS TO A UNIFORM DEPTH OF THREE INCHES. MULCH SHALL BE CLEAN COMPOSTED PINE BARK MULCH FREE OF FOREIGN MATERIAL AND LARGE PIECES OVER THREE INCHES LONG. DO NOT MULCH TREE AND SHRUB PLANTING PITS.
5. TOPSOIL SHALL CONSIST OF FERTILE FRIABLE NATURAL LOAM, CONTAINING A LIBERAL AMOUNT OF HUMUS AND SHALL BE SUBJECT TO INSPECTION AND APPROVAL. IT SHALL BE FREE OF ADVERTISEMENTS OF SUBSOIL AND FREE OF CRAB GRASS, ROOTS, STICKS AND OTHER EXTRANEOUS MATTER, AND SHALL NOT BE USED FOR PLANTING OPERATIONS WHILE IN A FROZEN OR MUDDY CONDITIONS.
6. REPAIR ALL TURF AREAS BY SEEDING. SEEDING INSTALLATION SHALL BE EXECUTED ONLY AFTER ALL FINISH GRADING HAS BEEN COMPLETED. NO SEEDING WORK SHALL BE DONE PAST SEPTEMBER 15, UNLESS APPROVED BY THE OWNER'S REPRESENTATIVE.  
SEED: SEED MIX SHALL MATCH EXISTING TURF, OR BE A 50/50 MIX OF CERTIFIED IMPROVED BLEND OF BLUEGRASS AND CERTIFIED IMPROVED PERENNIAL RYE. MIX SHALL BE APPROVED BY THE OWNER'S REPRESENTATIVE PRIOR TO PLANTING. SEEDING SHALL BE APPLIED AT A MINIMUM RATE OF 120 POUNDS PER ACRE. FUTERRA BLANKET, OR EQUAL, SHALL BE USED FOR EROSION CONTROL MULCH WHERE NECESSARY IN LIEU OF HYDRO MULCH.



### PLANT LIST

SYMBOL	BOTANICAL NAME	COMMON NAME	QUANTITY	SIZE	COMMENTS
##					
□□					
TREES					
TO	THUJA OCCIDENTALIS	AMERICAN ARBORVITAE	10	7 FT. HT. MIN.	B B BALLED □ BURLAPPED □

CHICAGO SMSA  
limited partnership  
d/b/a VERIZON WIRELESS

**TERRA**  
LANDSCAPE ARCHITECTS, LTD.  
600 BUSSE HIGHWAY  
PARK RIDGE, IL 60068  
PH: 847-696-6400  
FAX: 847-696-6401

NO.	DESCRIPTION	DATE	BY
	ISSUED FOR REVIEW	06/07/19	BE

LOC. # 426425  
**WINNETKA POLICE DEPARTMENT**  
410 GREEN BAY RD  
WINNETKA, IL 60093

DRAWN BY:	BE
CHECKED BY:	TAZ
DATE:	04/16/19
PROJECT #:	33-3064

SHEET TITLE  
**LANDSCAPE PLAN**

SHEET NUMBER  
**L-1**

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



# MEMORANDUM VILLAGE OF WINNETKA

## COMMUNITY DEVELOPMENT DEPARTMENT

**TO:** DESIGN REVIEW BOARD  
**FROM:** CHRISTOPHER MARX, AICP, ASSOCIATE PLANNER  
**DATE:** JUNE 12, 2020  
**SUBJECT:** CASE NO. 20-12-SU: 930 GREEN BAY ROAD - ENGEL & VÖLKERS  
CONSIDERATION OF CERTIFICATE OF APPROPRIATENESS

### INTRODUCTION

On June 18, 2020, the Design Review Board will conduct a virtual public hearing, in accordance with social distancing requirements and Governor Pritzker’s Executive Order, on an application submitted by Live & Play Chicago North Shore, LLC d/b/a Engel & Völkers North Shore Real Estate (the “Applicant”), as the prospective purchaser of the property at 930 Green Bay Road (the “Subject Property”), for a Certificate of Appropriateness to allow alterations to the exterior façade of the Subject Property.

### PROPERTY DESCRIPTION

The Subject Property is located on the west side of Green Bay Road between Tower Road and Gage Street in the Hubbard Woods Business District. It is zoned C-2 General Retail Commercial and is located in the Commercial Overlay District. The Subject Property contains an existing one-story commercial building with two commercial spaces. The Applicant is proposing to occupy the space that was most recently occupied by *Robert Bryan Home* and has been vacant for approximately one year. The other commercial space in the building is immediately south and is currently occupied by *Alexandra Kaehler Interior Design*. The building has a Tudor-style brick facade, traditional shingled roof, large storefront windows, a glass transom doorway entrance, and minor architectural accents around its street frontage. Figure 1 below, as well as Figures 3 and 4 later in this report, identify the Subject Property.



Figure 1 - Subject Property – Street frontage along Green Bay Road, facing west (June – 2020)

## CURRENT REQUEST

The Applicant intends to renovate the interior and exterior of the commercial space for the use of a luxury real estate office. The Applicant is seeking a Certificate of Appropriateness that would permit alterations to the exterior façade. The exterior brick, from grade to the frieze ornamentation above the sign band, would be painted white. The window frames and right door frame would be painted black while the left door frame would be painted white. Both doors would be black in color. An excerpt of the front façade rendering is provided below in Figure 2. The Applicant has provided a site plan and elevations for the proposed alterations which are included in the submitted application materials in Attachment A. **The Applicant indicates that signage featured in the rendering will be applied for through a Sign Permit at a later date.**



Figure 2 - Excerpt of Front Façade Rendering

## DESIGN GUIDELINES ANALYSIS

The Village's Design Guidelines provide guidance on facades and exteriors of commercial building. The Guidelines state that the façade material should be a traditional-looking modular brick, natural limestone, or cast stone. The proposed brick layers would be preserved, although their color and texture would be altered with the white paint application. The Guidelines also state that storefront facades should have generous spreads of windows that are made with a metal frame and with a color that is sympathetic to the overall building character. The windows for the proposed storefront would remain unchanged. Excerpts of the Design Guidelines referred to above are included as Attachment B.

## CONSIDERATION BY PLAN COMMISSION

The Applicant has also filed an application seeking approval of a Special Use Permit to allow a real estate office in the C-2 Commercial Overlay District. The Plan Commission is scheduled to consider the request on June 24, 2020. The Village Council has final jurisdiction on the Special Use Permit.

## SUMMARY

The Applicant requests that the DRB find the proposed exterior alterations as appropriate and compatible with the Design Guidelines and approve the Certificate of Appropriateness as proposed. Should the DRB approve the Certificate of Appropriateness, the Applicant would first need to receive a Special Use Permit from the Village Council. It would also need a Building Permit from the Community Development Department prior to commencing construction. Any proposed signage would need to be granted a Sign Permit that would be considered by the DRB at a later meeting.

## ATTACHMENTS

Attachment A: Application Materials

Attachment B: Design Guidelines Excerpt



Figure 3 – Subject Property - Frontage along sidewalk of Green Bay Road, facing northwest (June - 2020).



Figure 4 – Subject Property - Frontage of sidewalk along Green Bay Road, facing southeast (June - 2020).

ATTACHMENT A

Village of Winnetka  
CERTIFICATE OF APPROPRIATENESS APPLICATION

VILLAGE OF WINNETKA, ILLINOIS  
DEPARTMENT OF COMMUNITY DEVELOPMENT

CERTIFICATE OF APPROPRIATENESS APPLICATION

Project Address: 930 Green Bay Road

Name of Business(es): Engel & Volkers

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

- Sign Sign Permit Application attached?
- Awning Awning Permit Application attached?
- Other (general description) Facade change as part of tenant occupancy

Please provide a detailed description of the proposed work (attach additional information such as material specifications, photographs, etc.): \_\_\_\_\_

I/We hereby certify that as (Lessee/Owner) of the property located at 930 Green Bay Road (address), I am/we are authorized to submit plans for alterations of the subject property. I/We agree to perform the subject work in accordance with the conditions of approval by the Winnetka Design Review Board as well as all other applicable codes, rules and regulations of the Village of Winnetka.

SIGNED \_\_\_\_\_  
 PRINTED NAME(S) Paul E Lazarre  
 ADDRESS \_\_\_\_\_  
 PHONE NO. (847) 274-6898  
 EMAIL \_\_\_\_\_

FOR OFFICE USE ONLY	
COA applied for (date):	_____
COA Case Number:	_____
COA Issued (date):	_____

PRIMARY DESIGN FIRM	<u>Chipman Design Architecture</u>
CONTACT NAME	<u>Elizabeth Kivland</u>
ADDRESS	<u>1350 E Touhy Ave, First Floor East</u> <u>Des Plaines, IL 60018</u>
PHONE NO.	<u>847-9298-6900 x 115</u>
EMAIL	<u>ekivland@chipman-design.com</u>

**RECEIVED**  
 MAR - 5 2020  
 COA 2020-150  
 \$12500

March 5, 2020

Village of Winnetka  
Department of Community Development  
Design Review Board  
510 Green Bay Road  
Winnetka, IL 60093

Re: 930 Green Bay Road – Tenant Improvement Façade Changes Proposal

#### Statement of Appropriateness

The requested change is to apply white paint to selected existing materials at the street side façade at 930 and 928 Green Bay Road. These two address are on a single property and front the street as a cohesive building with 2 entries for individual tenants.

The applicant would be the landlord and is intending to occupy the space at address 930 Green Bay Road.

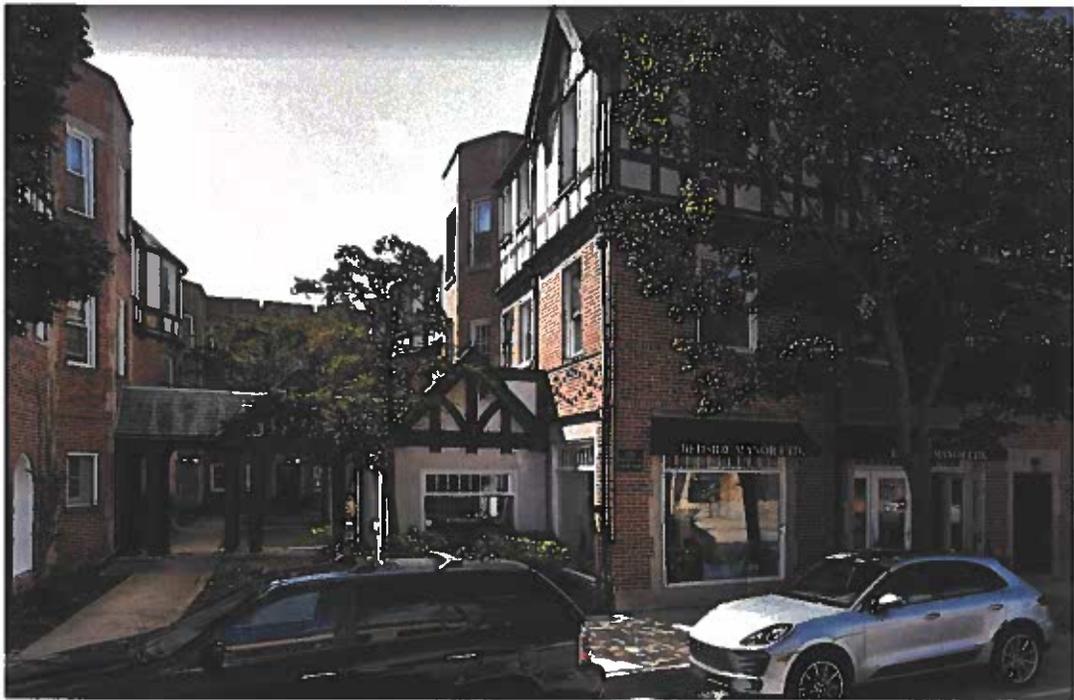
We are not requesting changes in massing, style, or streetscape. Please see an image of the existing building on sheet A004 of the submittal package. We believe adding the white paint color to the building while keeping the Tudor style detailing of the building (please see the rendering on sheet A000 of the submittal package) keeps the existing architectural vocabulary of the streetscape intact while brightening the building and allowing Engel & Volkers to be consistent with their brand image.

The paint would be applied to those areas of the front façade that are secondary to the main stylistic elements, the Tudor frieze and pediment, and the quoined pilasters.

The white sign band is a better contrast for the black and red Engel & Volkers signage to be more readable than against the existing brick.

The white base below the storefront allows for the vinyl brand images to be applied that will not interfere with the front display windows.

There is a small example of the Tutor detailing above with white wall below at a location south of the subject property. Please see the image below taken from just south of 920 Green Bay Road. The mix of the dark Tutor trims, red brick, limestone and white washed walls, is the mix of materials and colors we are suggesting.



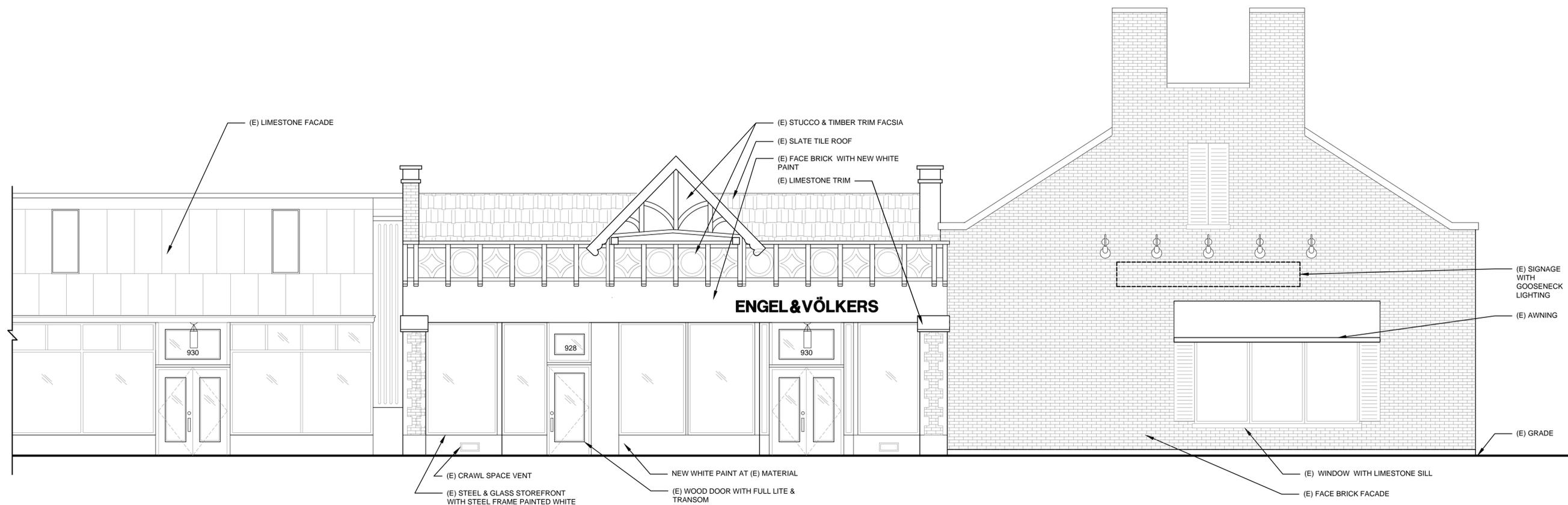
We believe the addition of the white to the building façade is not a desertion of the existing form and style of the building and provides an update to the property that is sympathetic to the existing streetscape.

Thank you for your time and consideration.



EXISTING EXTERIOR IMAGE

SCALE  
N.T.S. 2



PROPOSED EXTERIOR ELEVATION

SCALE  
1/4" = 1'-0" 1

ARCHITECT INFORMATION:



ISSUE TYPE:  
DESIGN REVIEW BOARD  
03.05.2020

SCALE: AS NOTED  
DRAWN BY: EK / JK  
PROJECT ID: 20-5800.00

SHEET TITLE:  
**EXTERIOR ELEVATION**

SHEET NUMBER:  
**A004**



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

**Acceptable Materials:**

**a. Primary Facade**

**Commercial, Mixed Use, Multiple-Family and Institutional**

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



Figure 43

**b. Secondary Facade**

**Commercial, Mixed Use, Multiple-Family and Institutional**

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



Figure 44

**c. Roof materials**

**Commercial, Mixed Use, Multiple-Family and Institutional.**

- Clay Tiles (See figure 47)
- Cement Tiles and Shingles
- Ceramic Tiles that simulate natural materials.



Figure 45

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



*Figure 46*

Institutional only

Flat roofs must be hidden by parapet  
on primary / secondary facades.

Commercial and Multiple- Family

Flat roof must not be visible from  
street, pedestrian, or open spaces.



*Figure 47*

**d. Door and Window Materials:**

Commercial, Mixed Use, Institutional,  
Multiple- Family Residential: Entry

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

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 48*



*Figure 49*



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# MEMORANDUM VILLAGE OF WINNETKA

## COMMUNITY DEVELOPMENT DEPARTMENT

**TO:** DESIGN REVIEW BOARD  
**FROM:** ANN KLAASSEN, SENIOR PLANNER  
**DATE:** JUNE 12, 2020  
**SUBJECT:** CASE NO. 20-14-V2: 700 ELM STREET - HADLEY INSTITUTE FOR THE BLIND AND VISUALLY IMPAIRED - CERTIFICATE OF APPROPRIATENESS

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### INTRODUCTION

On June 18, 2020, the Design Review Board (DRB) is scheduled to hold a virtual public hearing, in accordance with social distancing requirements and Governor Pritzker's Executive Order, on an application submitted by the Hadley Institute for the Blind and Visually Impaired (the "Applicant"), as the owner of the property at 700 Elm Street (the "Subject Property"). The Applicant is seeking a Certificate of Appropriateness to allow construction of new front walkways on the Subject Property.

In addition to the Certificate of Appropriateness being considered by the DRB, the Applicant also submitted a variation application seeking approval to exceed the maximum permitted impermeable lot coverage (ILC). As will be discussed later in this report, the site currently exceeds the maximum permitted ILC. Therefore, the proposed walkways require zoning relief. The Zoning Board of Appeals considered the variation application at its meeting on June 8, 2020 and voted unanimously to recommend approval of the requested zoning relief. The Village Council has final jurisdiction on the requested zoning relief.

### PROPERTY DESCRIPTION

The Subject Property, which is approximately 0.6 acres in size, is located on the south side of Elm Street, between Lincoln Avenue and Maple Street and is improved with an existing two-story institutional building (see Figure 1). The property is zoned B-1 Multifamily Residential, and it is bordered B-1 Multifamily to the west, R-4 Single Family Residential to the north, south, and east, and R-5 Single Family Residential and B-2 Multifamily Residential to the south.

### PREVIOUS APPROVALS

On February 22, 2019, the DRB approved screening of the rooftop mechanical units on the existing building.

On October 19, 2017, the DRB recommended approval of two additions to the second-story of the existing building. After receiving favorable recommendations from all three advisory bodies, on January 2, 2018, Ordinance M-2-2018 was adopted by the Village Council, granting a Special Use Permit and variations to allow construction of two additions to the second story of the existing building. The variations were (a) to permit an impermeable lot coverage of 18,421 square feet to expand the existing entry sidewalk; (b) to permit an unarticulated exterior wall on the east side of the building

approximately 59 feet in length; and (c) to permit the second-story additions to incorporate a flat roof form. Ordinance M-2-20018 is included in this report as Attachment D. Construction of the addition was completed in November 2019.

Landscaping improvements were not part of the proposal that was reviewed by the DRB in 2017 and ultimately approved by the Village Council in 2018. At that time, landscaping was not proposed as the Applicant wanted to see what landscaping would survive the construction. Now that construction of the additions is complete, the Applicant is proposing the landscape improvements currently proposed.



**Figure 1 – Aerial Map**



**Figure 2 – Subject Property**



**Figure 3 – Subject Property**

### **CURRENT REQUEST**

The Applicant is proposing landscape improvements for the Subject Property. The improvements include a walkway across the front lawn area as well landscaping themes for each section of the property that represent regions of Illinois. According to the explanation provided by the Applicant, the landscaping themes would be as follows: (i) a woodland walk in the northeast area of the property; (ii) a bluff garden in the northwest area; (iii) a pollinator garden along the rear of the property; and (iv) a bird/butterfly garden in the courtyard on the east side of the property. The garden areas are identified on a landscaping plan provided in the application materials, which is included in this report as Attachment A.

All of the garden areas will be focused on native and woody plants, while maintaining an open front lawn area along the Elm Street sidewalk. More specifically, low native ferns and perennials are proposed under the existing birch tree in the front lawn. A similar front shrub border would be added along the north foundation of the building. Small native ornamental trees are proposed for the northwest area along Elm Street to represent a bluff-like setting. Low native perennials and a few dwarf ornamental conifers are also proposed for this area. The intent is to update the landscaping of the Subject Property to be more native and climate tolerant.

The proposed walkway would run east from the parking lot to the main concrete entrance walk to the building. The walkway would continue east along the front of the site and extend south along the east property line to connect with the existing walk on the east side of the Subject Property. The proposed

walkway would be constructed of a crushed stone, bluestone or granite. The walkway from the parking lot to the main entrance walk would measure approximately 130 square feet and the walk continuing east in the front lawn along the east portion of the lot would measure approximately 415 square feet. The proposed plan also includes adding approximately 300 square feet of stone outcroppings in the front lawn area between the parking lot and the existing walk to the main entrance. In total the proposed plan would add approximately 845 square feet of impermeable lot coverage.

Excerpts of the proposed plan are provided below and on the following page as Figures 4 through 6. The complete set of plans representing the proposed walkways and landscape plan is provided in Attachment A.

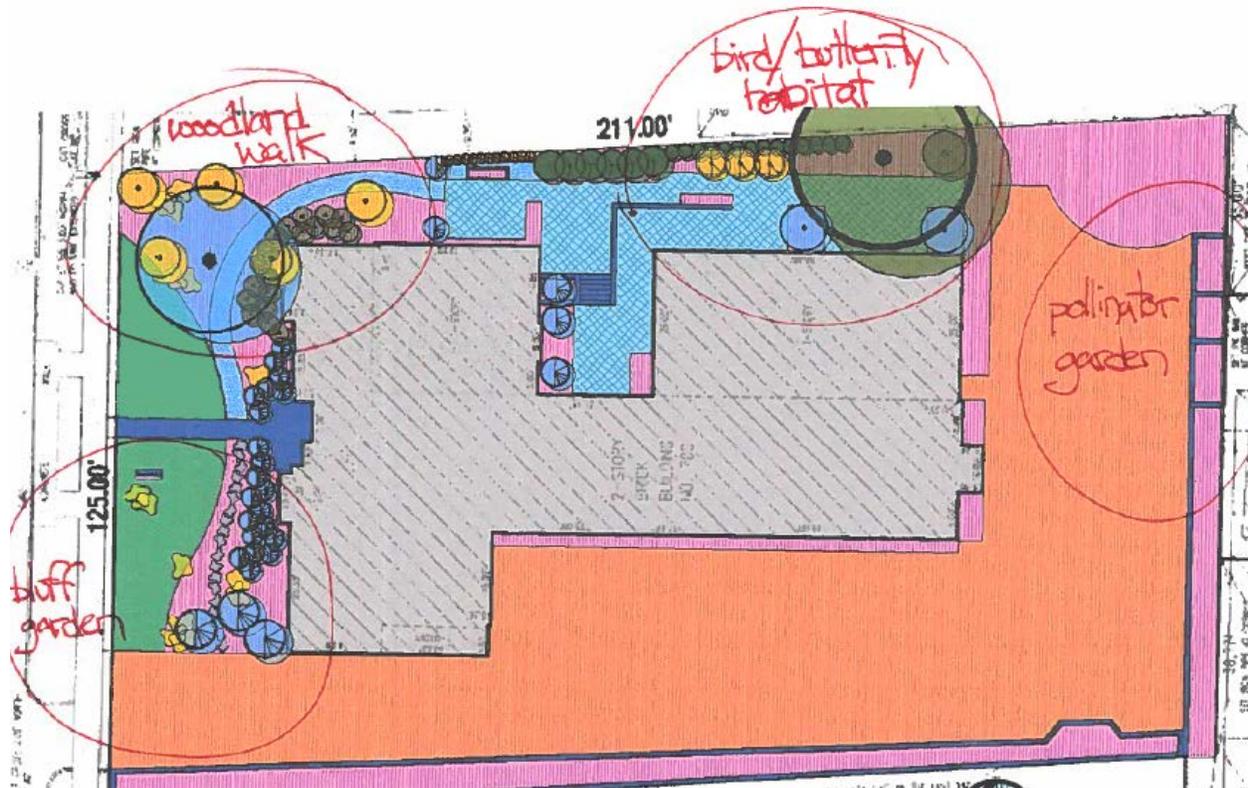


Figure 4 – Excerpt of Proposed Landscape Plan

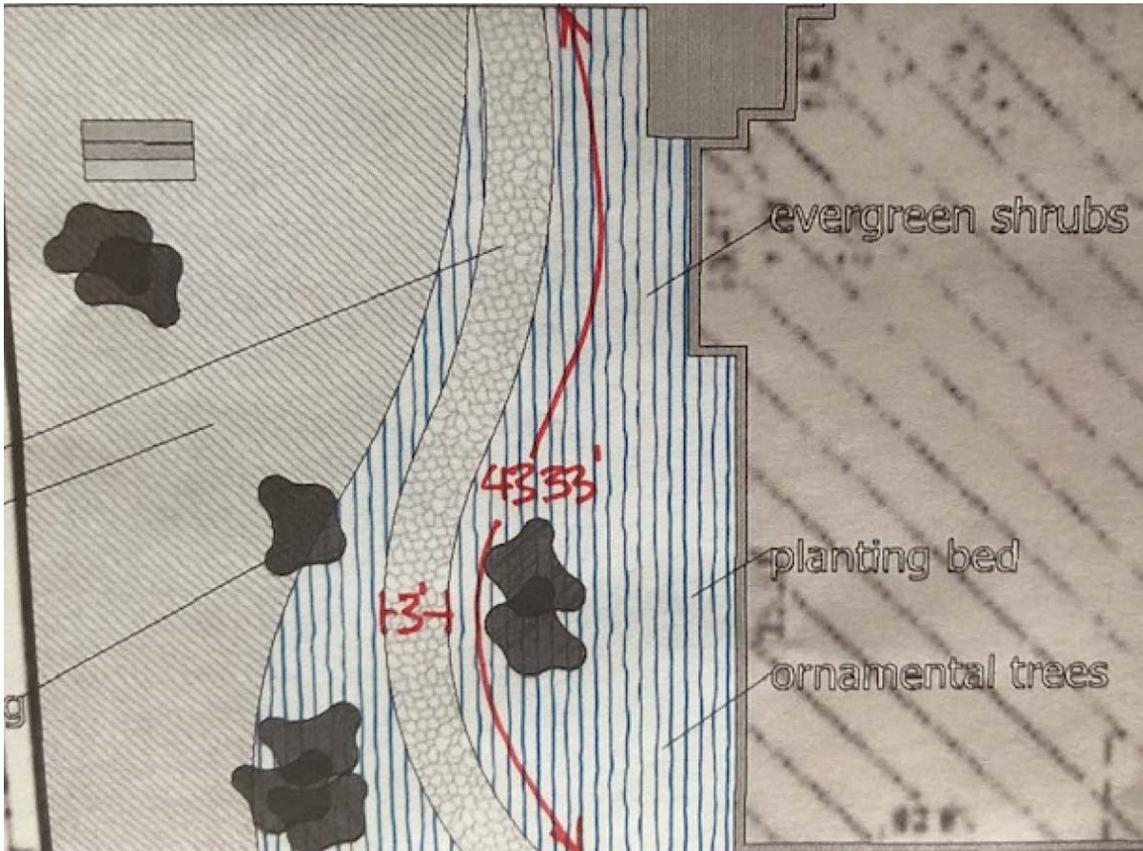


Figure 5 – Excerpt of Proposed Site Plan – West Walk

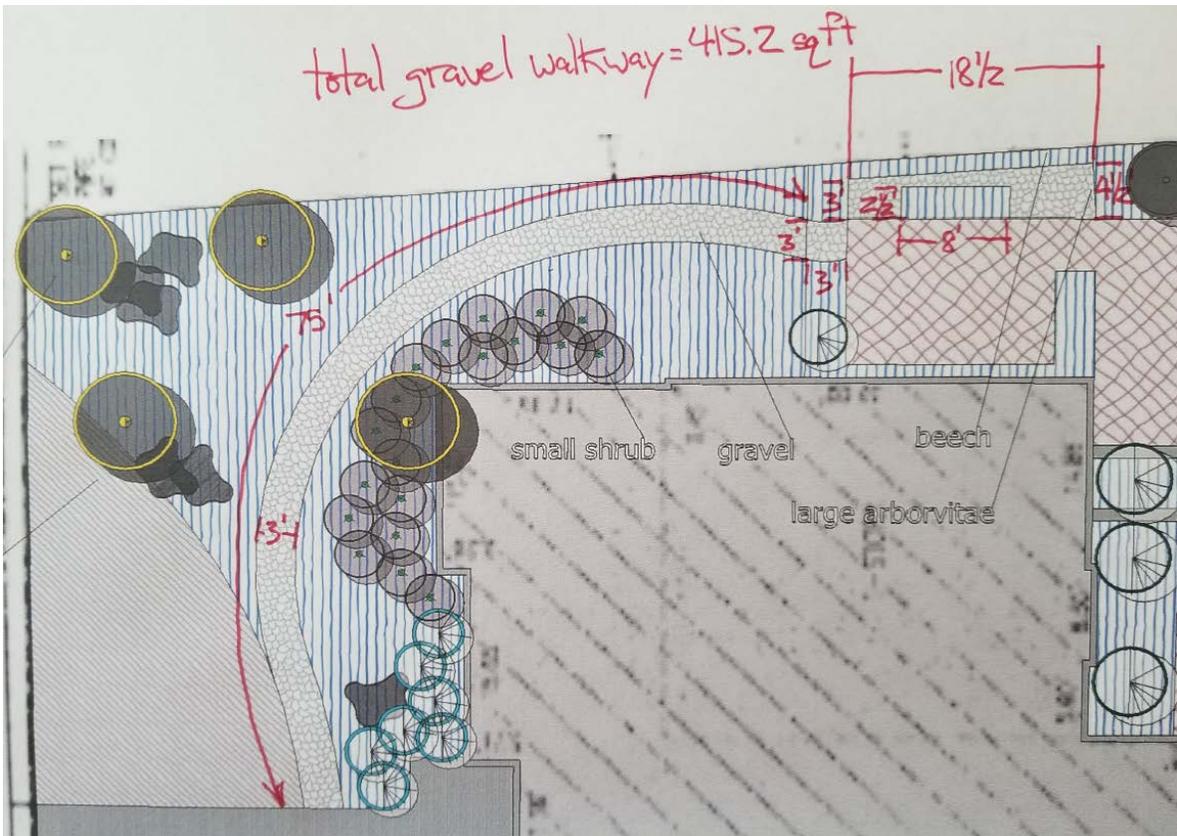


Figure 6 – Excerpt of Proposed Site Plan – East Walk

## **CONSIDERATION BY ZONING BOARD OF APPEALS**

The Zoning Board of Appeals (ZBA) considered the request to exceed the permitted impermeable lot coverage (ILC) on June 8, 2020. The existing improvements are legally nonconforming with respect to the ILC limitations as the site currently contains 18,421 square feet of ILC, exceeding the maximum permitted ILC of 15,789 square feet by 2,632 square feet (16.67% over the maximum allowed). The proposed improvements would add an additional 845 square feet of ILC, requiring a variation of 3,477 square feet, or 22% of the maximum amount of ILC. After hearing from the Applicant, and no members of the public, the ZBA recommended, by a vote of 6-0, approval of the zoning variation.

## **DESIGN GUIDELINES ANALYSIS**

The Village's Design Guidelines provides guidance on appropriately designed open spaces, a Village plant palette is also provided. Excerpts of these relevant sections are included in this report as Attachments B and C.

## **SUMMARY**

The Applicant requests that the DRB find the proposed landscape improvements as appropriate and compatible with the Design Guidelines and approve the application as proposed. Should the DRB approve the application, the Applicant would first need to receive a building permit from the Community Development Department prior to commencing construction. Additionally, the requested zoning variation will also need to be approved by the Village Council.

## **ATTACHMENTS**

Attachment A: Application Materials

Attachment B: Excerpt of Design Guidelines – Open Space

Attachment C: Excerpt of Design Guidelines – Appendix B – Village Plant Palette

Attachment D: Ordinance M-2-2018, adopted January 2, 2018

ATTACHMENT A

Village of Winnetka  
CERTIFICATE OF APPROPRIATENESS APPLICATION

VILLAGE OF WINNETKA, ILLINOIS  
DEPARTMENT OF COMMUNITY DEVELOPMENT

CERTIFICATE OF APPROPRIATENESS APPLICATION

Project Address: 700 Elm St

Name of Business(es): Hadley Institute

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

- Sign Sign Permit Application attached?
- Awning Awning Permit Application attached?
- Other (general description) landscape

Please provide a detailed description of the proposed work (attach additional information such as material specifications, photographs, etc.): lawn and garden install

I/We hereby certify that as Hadley (Lessee/Owner) of the property located at 700 Elm (address), I am/we are authorized to submit plans for alterations of the subject property. I/We agree to perform the subject work in accordance with the conditions of approval by the Winnetka Design Review Board as well as all other applicable codes, rules and regulations of the Village of Winnetka.

SIGNED [Redacted Signature]

PRINTED NAME(S) Mary Nelson

ADDRESS 700 Elm

PHONE NO. 800 323 4238

EMAIL hadley.edu

**FOR OFFICE USE ONLY**

COA applied for (date): 02.27.2020

COA Case Number: 20-14-V2

COA Issued (date): \_\_\_\_\_

PRIMARY DESIGN FIRM \_\_\_\_\_

CONTACT NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NO. \_\_\_\_\_

EMAIL \_\_\_\_\_

COA-2020-134  
\$125<sup>00</sup>

February 25, 2020

Dear Village of Winnetka,

Thank you for taking the time to review my landscape concept for the Hadley Institute for the Blind and Visually Impaired.

The design I created for Hadley is based on respect for the environment and sustainability, while also creating a garden space that is appropriate to the neighboring area. Each major section of the property has been broken down into themes that represent regions of Illinois such as a Woodland Walk in the NE corner, a Bluff Garden in the NW quadrant, a Pollinator Garden in the far back elevated space along the S property line and then a Bird/Butterfly Garden in the SE quadrant of the courtyard. The front path will 'casually' connect the parking lot to the front lawn/garden areas, across the main front walkway and continue discreetly towards the east gate to the rear garden. Throughout all garden areas native forbs and woody plants will be heavily focused on, while also ensuring that the curb appeal of Hadley is clean and attractive all year long.

Keeping a large open lawn area was important to maintain the general curb appeal that Hadley has incorporated over the decades, so much of the front garden design keeps an open and clean lawn area adjacent to the pedestrian sidewalk and is set back enough to provide a large green space. The existing Birch tree will remain and the garden space surrounding it will sustain the tree's health by slightly increasing the actual garden bed under it to reduce compaction of the root system of the tree. Low native ferns and perennials will be added under the Birch tree to 'share' the garden space with the neighbor to the east so the transition between properties is seamless. Also the diffused border of plants (i.e. ferns and low perennials under the Birch tree) will disguise the side gate to the interior courtyard making it more discreet. A very similar front shrub border will be planted along the north foundation of Hadley and will extend out from the building approximately the same distance into the lawn as the previous decades-long border, again to maintain the curb appeal. In front of the low window well area, I want to excavate and shift the lowest spot slightly to the north, a bit more away from the window well area, to allow any excess water to sit and percolate into the ground *away* from the building. This terrain shift will not change how much water enters the property during a heavy rain event. It will only slightly shift where any standing water may sit after heavy downpours.

There will be a small copse of native ornamental trees, diminutive in stature, but will serve to anchor the NW corner of the building and replace the dead hawthorn tree that had been there for many years. Some large outcropping boulders will be subtly embedded in the NW quadrant of the design to represent a bluff-like setting and have low native perennials and a few dwarf ornamental conifers adjacent to some of them to provide structure and 12-month interest. All of these items will be low profile and mostly out of site due to the grade change at the NW corner of the building. Overall the garden bed shapes and sizes will be very similar to what Hadley has historically maintained, but the plant material will be updated to be more native and climate tolerant so the design can carry Hadley into the future as the garden spaces mature.

I have a deep, heartfelt connection to Winnetka, since my brother and his family live in the Village, and I believe that Hadley is such a wonderful establishment. It is an honor to take part in the process to create a design concept that we can work on together to keep Winnetka beautiful.

Thank you very much for your time and consideration.

Regards,

John Eskandari

Urban Plantsman LLC

[urbanplantsman@gmail.com](mailto:urbanplantsman@gmail.com)

773-458-0265



February 27, 2020

John Eskandari

The Urban Plantsman

7621 N. Greenview Ave. Unit 3A

Chicago, IL. 60626

Hadley School 700 Elm Street Winnetka, IL. 60093

**material list**

**flagstone outcropping:**



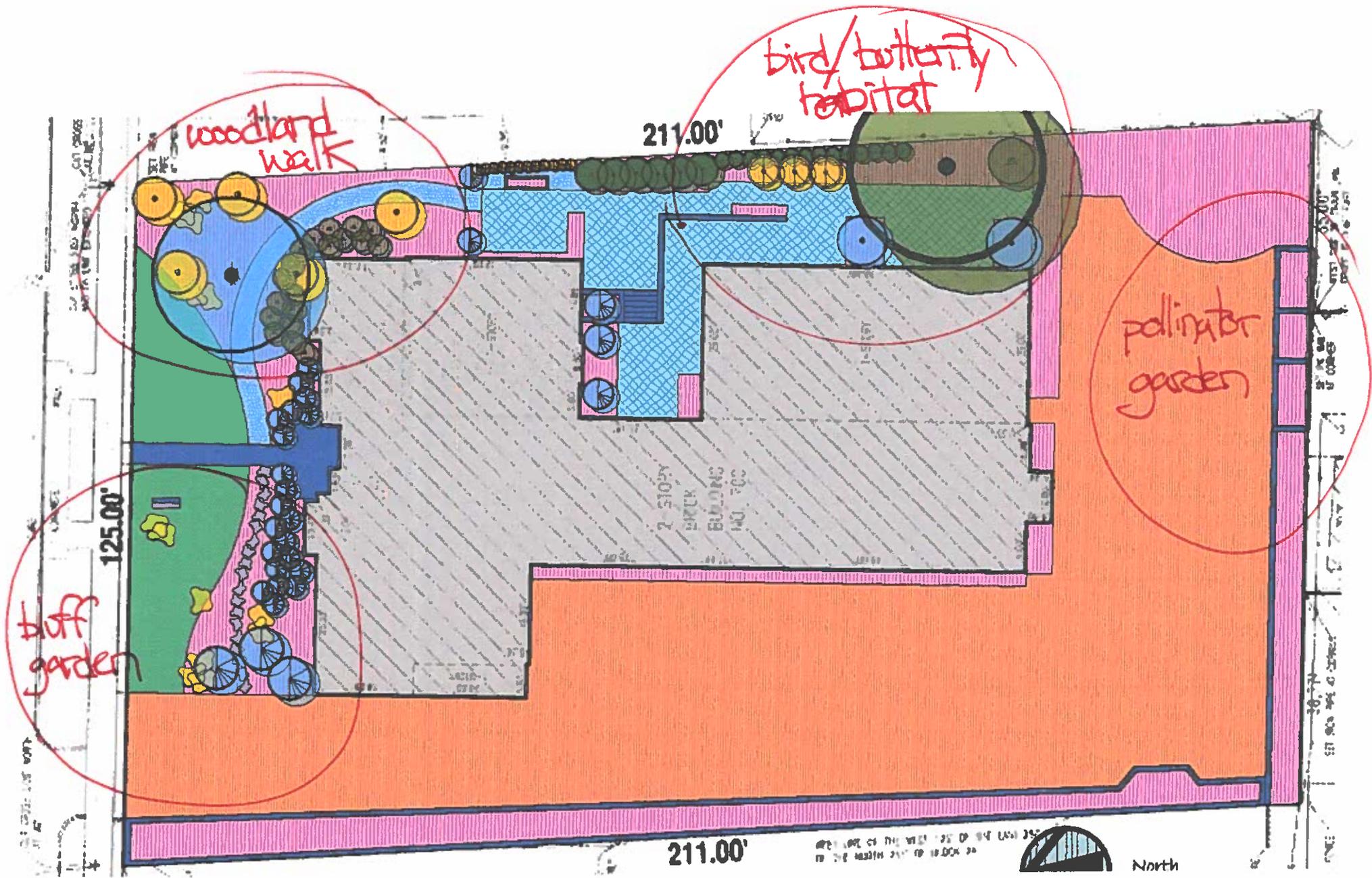


**gravel pathway:**









125.00'

125.00'

steppers

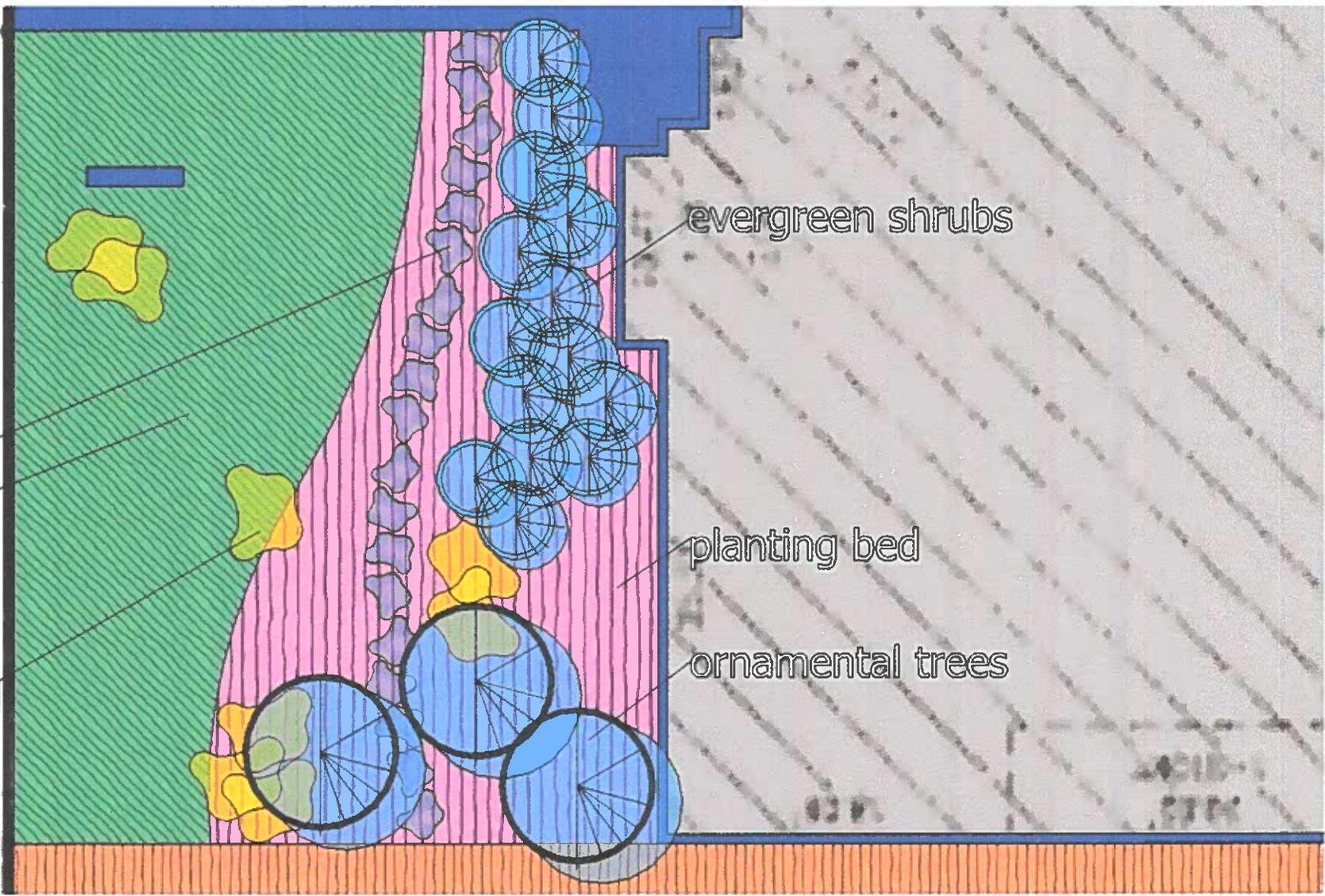
lawn

outcropping

evergreen shrubs

planting bed

ornamental trees

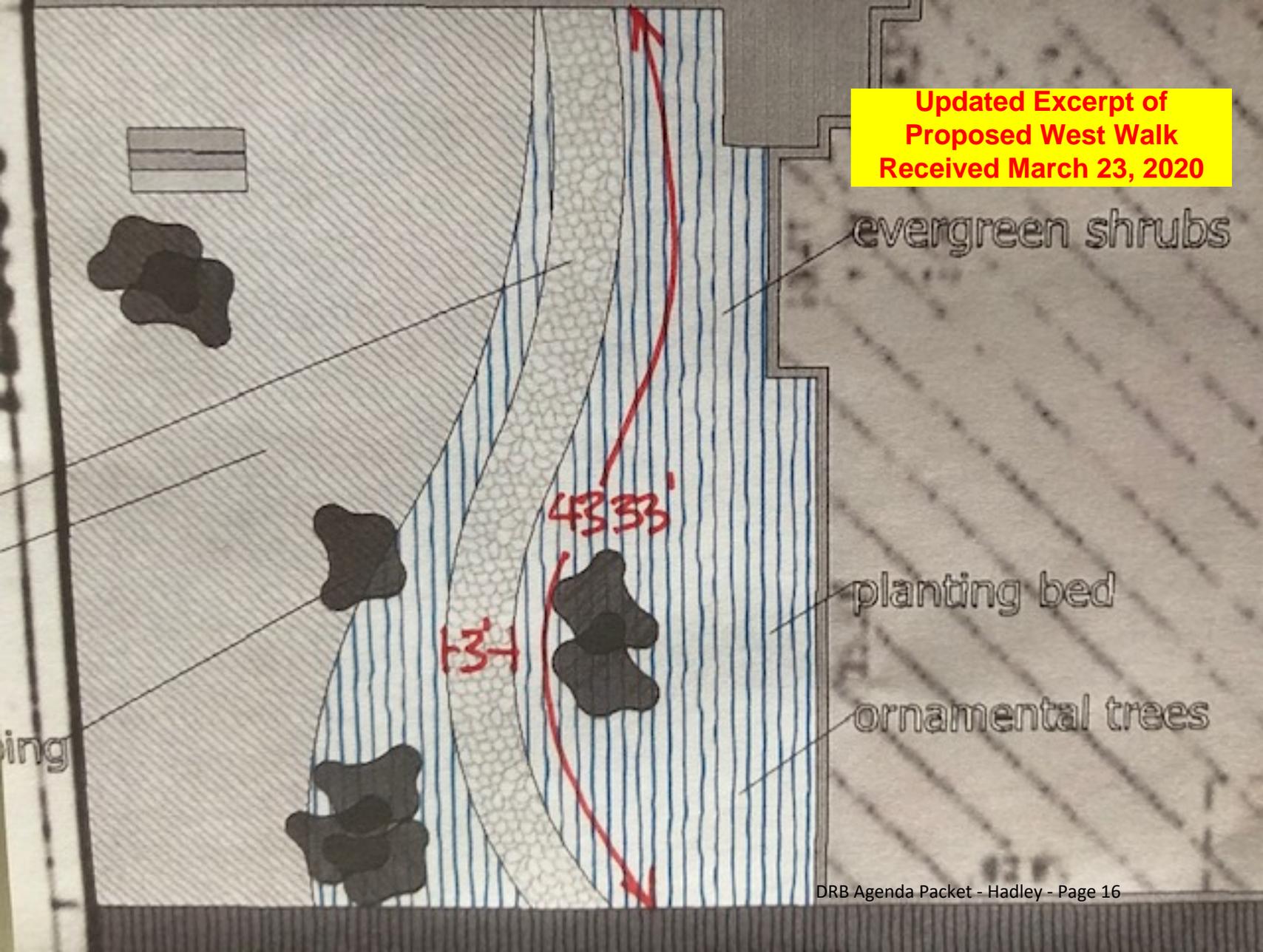


Updated Excerpt of  
Proposed West Walk  
Received March 23, 2020

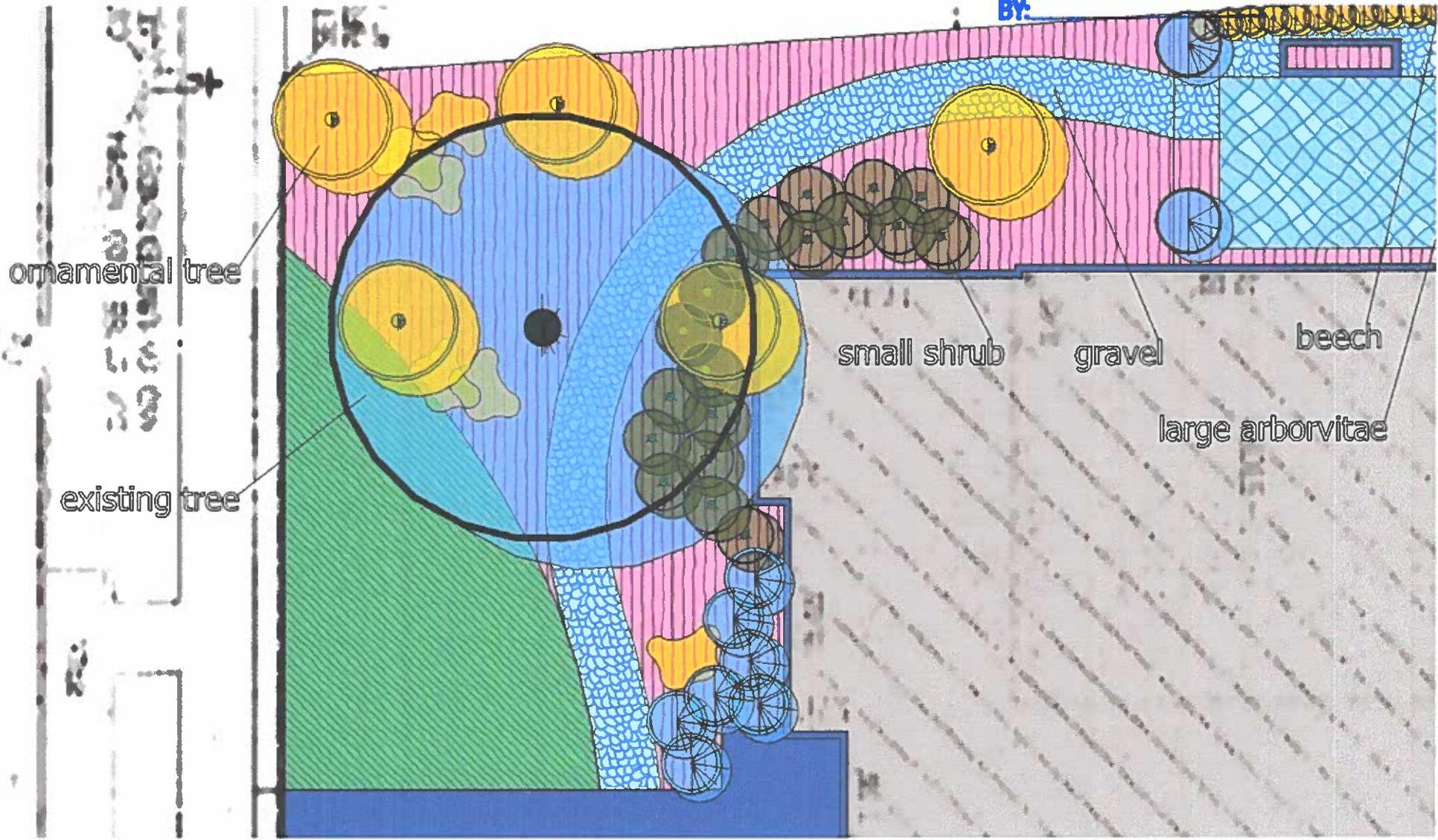
evergreen shrubs

planting bed

ornamental trees



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**XV. OPEN SPACE**

A common element unifying Winnetka’s Business Districts, Multiple Family Residential and Institutional Areas are the unique public and private open spaces they have been created over time. Many of these open spaces lend to Winnetka’s sense of place, culture and history.

The Village’s open spaces range in size and activity level from the large and active Hubbard Woods Park to the small and passive sculpture corner near Village Hall. The Village has expressed a desire to expand its open space system and link, where possible, these spaces together in a unified Village open space plan.

**a. Purpose.** To ensure that current and future open spaces contribute to Winnetka’s ambiance; public and vehicular streetscapes should link open spaces to create a unified, continuous landscape system with mature plantings and seasonal interest. By working as a system, the Village’s open spaces intend to:

- physically and symbolically unify and enhance the Village’s natural features and character;
- preserve significant areas and encourage new tree, shrub and perennial plantings on public and private properties to the greatest extent possible;
- encourage pedestrian and bicycle circulation throughout the Village, especially among the Business Districts;
- create gathering points for Village events and activities;
- provide educational opportunities about the natural environment; and
- enhance property values.

**b. Location.** With this purpose in mind, new public and private developments within the Business Districts, Multiple Family Residential and Institutional areas should provide for ample, appropriately designed open space within the proposed site development plan. Recognizing the spatial limitations of each site, creative, relevant open space should strive to enhance the Village’s natural character.

Public, semi-public, or private open space and landscaped buffers should be located between low and higher density areas and to serve as a transitional element between land uses.

Where new or existing developments abut adjacent planned or existing open spaces, every effort should be made to integrate open spaces and link them into a unified whole.

c. **Open Space Types.** There are a variety of active and passive open space types from which to select to create an optimal and appropriate open space amenity. Open space types include:

**1. Active Open Space:** (See Figures 89a-89h)

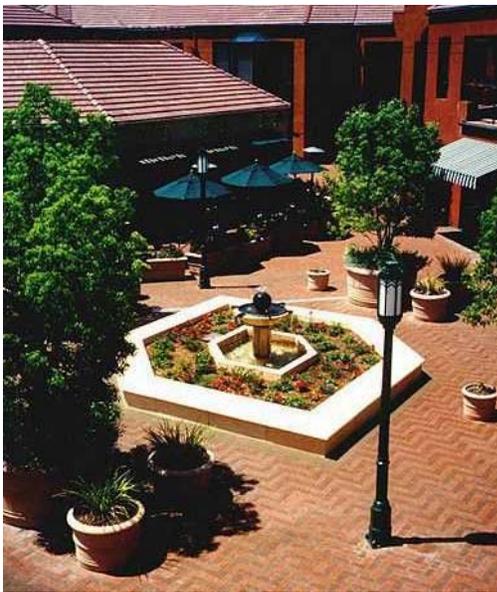
- Small park/playground
- Fountain garden
- Corner pocket park or plaza
- Mid-block walkways
- Entries or forecourts
- Courtyards
- Enhanced public parkway/pedestrian zone
- Bike path



*Typical pocket park/playground  
Figure 89a*



*A fountain element can be used as a focal point or  
community landmark  
Figure 89b*



*Figure 89c*



*A simple corner pocket park or plaza can help screen  
vehicular areas  
Figure 89d*



*Landscaped pedestrian mid-block walkways can activate otherwise unattractive areas  
Figure 89e*



*Enhanced and articulate front yard setback in commercial, institutional or multiple-family residential areas  
Figure 89 f*



*Prominent architectural articulation and streetscape elements at key building frontages help activate a streetscape*  
*Figure 89g*



*Enhanced public parkway/pedestrian zone*  
*Figure 89h*

**2. Passive Open Space:** (See Figures 90a – 90d)

- Sculpture or art pockets
- Perennial gardens
- Enhanced or enlarged landscape transition buffer zones
- Passive garden areas
- Entries or forecourts
- Courtyards
- Corner gateway architecture treatments
- Enlarged front, side or rear yard landscape buffers



*Example of Art Pocket  
Figure 90a*



*Enhanced or enlarged landscape transition buffer zone adjacent to vehicular use areas or single family residential.  
Figure 90b*



*Enhanced private open space in yard setback  
Figure 90c*



*Enhanced landscaping/streetscape setback from new development  
Figure 90d*

- d. Components.** Regardless of the size of the open space or its active/passive character, a creative plan can integrate a variety of well-designed components from architectural and streetscape/pedestrian zone elements similar to those design standards set forth earlier in these guidelines. Both public and private open space design should incorporate architectural and streetscape/pedestrian zone elements.

# APPENDIX B

## Village Plant Palette

### & Recommended Minimum Size Plant Material at Planting

#### DECIDUOUS SHADE TREES/ STREET TREES

##### *minimum 4" caliper/ BB*

Acer x freemanii 'Autumn Blaze'	Freemanii Maple
Acer nigrum	Black Maple
Acer platanoides 'Emerald Queen'	Emerald Queen Norway Maple
Acer rubrum 'Red Sunset'	Red Sunset Red Maple
Acer saccharum	Legacy Sugar Maple
	Columnar Sugar Maple (Columnar Shape)
Acer saccharum 'Columnare'	
Celtis occidentalis	Hackberry
Celtis occidentalis 'Prairie Pride'	Prairie Pride Hackberry
Fraxinus americana 'Autumn Purple'	Autumn Purple White Ash
Fraxinus americana 'Rose Hill'	Rose Hill White Ash
Fraxinus pennsylvanica 'Marshall'	Marshall Green Ash
Fraxinus pennsylvanica 'Patmore'	Patmore Green Ash
Fraxinus pennsylvanica 'Summit'	Summit Green Ash
Fraxinus quadrangulata	Blue Ash
Ginkgo biloba	Ginkgo (Male)
Gleditsia triacanthos inermis 'Skyline'	Skyline Thornless Honeylocust
Gymnocladus dioicus	Kentucky coffeetree
Pyrus calleryana 'Aristocrat'	Aristocrat Pear
Quercus bicolor	White Oak
Quercus muehlenbergii	Chinkapin Oak
Quercus rubra	Red Oak
Quercus robur	English Oak
Tilia americana	American Linden
Tilia cordata 'Greenspire'	Little leaf Linden
Tilia euchlora 'Redmond'	Redmond Linden
Tilia tomentosa	Silver Linden
Tilia tomentosa 'Sterling Silver'	Sterling Silver Linden
Ulmus carpinifolia 'Regal'	Regal Smoothleaf Elm
Ulmus cultivars	Elm (disease resistant cultivars)
Zelkova serrata	Greenvase Zelkova

#### DECIDUOUS ORNAMENTAL TREES

##### *minimum 6'-10' height - clump form/ 2 1/2"-3" caliper - single stem/ BB*

Alnus glutinosa	Black Alder
Acer palmatum 'Bloodgood'	Japanese Bloodgood Maple
Amelanchier canadensis	Shadblow Serviceberry

Amelanchier x grandiflora 'Autumn Brilliance'	Apple Serviceberry Autumn Brilliance
Betula nigra 'Heritage'	Heritage River Birch
Betula platyphylla 'japonica'	Whitespire Birch
Carpinus caroliniana	American Hornbeam
Cercis canadensis	Red bud
Cornus alternifolia	Pagoda Dogwood
Crataegus crusgalli 'Inermis'	Thornless Cockspur Hawthorn
Malus floribunda	Japanese Crabapple
Malus 'Red Jewel'	Red Jewel Crabapple
Malus sargentii	Sargent Crabapple
Malus 'Snowdrift'	White Crabapple
Magnolia stellata	Star Magnolia
Magnolia x loebnerii 'Merill'	Dr. Merrill Magnolia
Malus Zumi calocarpa	Zumi Crabapple
Pyrus calleryana 'Chanticleer'	Chanticleer Pear
Syringa reticulata 'Ivory Silk'	Japanese Tree Lilac
Viburnum prunifolium	Blackhaw Viburnum

### **EVERGREEN TREES**

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#### ***minimum 6'-8' height/ BB***

Picea glauca 'Densata'	Black Hills Spruce
Pinus nigra	Austrian Pine
Picea pungens	Green Colorado Spruce
Picea pungens 'Glauca'	Colorado Blue Spruce
Pseudotsuga menziesii	Douglas Fir
Taxodium distichum	Bald Cypress

### **DECIDUOUS SHRUBS**

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#### ***minimum size range 18"-34"/ BB (species/location dependant)***

Aronia arbutifolia	Red Chokeberry
Acer ginnala	Amur Maple Shrub Form
Aronia melanocarpa	Glossy Black Chokeberry
Berberis thunbergii	Crimson Pygmy Barberry
Cotoneaster horizontalis	Rockspray horizontalis
Cotoneaster lucidus	Peking Cotoneaster
Clethra alnifolia	Summer Sweet Clethra
Cornus sericea 'Albo-Marginata'	Variegated Dogwood
Corylus columna	Turkish Filbert
Cornus alba 'marginata'	Variegated Tatarian Dogwood
Cornus mas	Cornelian Cherry Dogwood
Cornus alternifolia	Pagoda Dogwood
Cornus racemosa	Gray Dogwood
	Alleman's Compact Redtwig
Cornus sericea 'Allemans'	Dogwood
Cornus sericea 'Isanti'	Redtwig Dogwood

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Euonymus alatas 'Compactus'	Dwarf Winged Euonymus
Euonymus fortunei 'Emerald Gaiety'	Emerald Gaiety Euonymus
Forsythia spp.	Forsythia
Hydrangea arborescens 'Annabelle'	Annabelle Smooth Hydrangea
Hydrangea paniculata 'Tardiva'	Tardiva Hydrangea
Hydrangea 'Nikko Blue'	Nikko Blue Hydrangea
Hamamelis virginiana	Common Witch Hazel
Ilex verticillata 'Jim Dandy/ Red Sprite'	Winterberry (Male and Female 1:5)
Kerria japonica	Japanese Kerria
Lonicera xylosteum 'Emerald Mound'	Emerald Mound Honeysuckle
Lonicera xylosteum 'Claveys Dwarf'	European Fly Honeysuckle
Myrica pennsylvanica	Bayberry
Potentilla fruticosa 'Abottswood'	White Bush Cinquefoil
Potentilla fruticosa 'Golddrop'	Gold Bush Cinquefoil
Rhus aromatica 'Gro-Low'	Fragrant Sumac
Ribes alpinum 'Greenmound'	Greenmound Alpine Currant
Ribes alpinum	Alpine Currant
Rosa 'Carefree Wonder'	Carefree Wonder Rose
Rosa 'Fairy Rose'	The Fairy Rose
Rhododendron 'Catawba'	Catawba Rhododendron
Rosa 'Sea Foam'	Sea Foam Rose
Rosa Meidland 'Scarlet'	Scarlet Meidland Rose
Spiraea x bumalda 'Froebelli'	Froebel Spirea
Spiraea x bumalda 'Gold Flame'	Gold Flame Spirea
Spiraea japonica 'Little Princess'	Japanese Spirea
Syringa meyeri	Meyer Lilac
Syringa patula 'Ms. Kim'	Ms. Kim Lilac
Spiraea x bumalda 'Roebels'	Roebels Spirea
Viburnum carlesii	Korean Spice Viburnum
Viburnum dentatum	Arrowwood Viburnum
Viburnum x judii	Judd Viburnum
Viburnum trilobum 'Hahs'	Hahs American Cranberrybush
Viburnum lentago 'Mohican'	Viburnum
Viburnum prunifolium	Nannyberry Viburnum 'Mohican'
Viburnum trilobum 'Wentworth'	Blackhawk Viburnum
	Wentworth American Cranberrybush

### **EVERGREEN SHRUBS**

***minimum size range 18"-24"/ BB (species/ location dependent)***

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Buxus microphyla 'Wintergreen'	Wintergreen Boxwood
Ilex x meserveae 'China Boy/China Girl'	China Boy/China Girl Holly
Juniperus chinensis 'Sea Green'	Sea Green Juniper
Juniperus chinensis 'Kallays Compacta'	Kallays Compact Juniper
Pinus mugho	Mugho Pine
Taxus media 'Densiformis'	Dense Yew

Taxus media 'Hicks'	Hicks Yew
Thuja occidentalis 'Mission'	Mission Arborvitae

**PERENNIALS, ORNAMENTAL GRASSES**

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***minimum size 1 gallon container***

Astilbe japonica 'Deutschland'	Deutschland Astilbe
Astilbe x arendsii 'Fanal'	Fanal Astilbe
Anemone japonica	Japanese Anemone
Amorpha canescens	Lead Plant
Andropogon scoparius	Little Bluesteam
Astilbe x arendsii 'Peach Blossom'	Peach Blossom Astilbe
Aster novae-angliae	Purple Dome New England Aster
Alchemilla mollis	Lady's Mantle
Bergenia rotblum	Rotblum Bergenia
Buddleia davidii 'Black Night'	Black Night Davidii
Calamagrostis acutifolia 'Stricta'	Feather Reed Grass
Chrysanthemum x superbum 'Alaska'	Shasta Daisy
Echinacea purpurea 'Magnus Pink'	Coneflower
Festuca 'Elijah Blue'	Elijah Blue Fescue
Dianthus 'Helen'	Helen Dianthus
Geranium sanguineum	Bloody Red Cranesbill
Hemerocallis 'Happy Returns'	Happy Returns Daylily
Hemerocallis 'Stella D'Oro'	Yellow Daylily
Heuchera micrantha 'Purple Palace'	Purple Palace Coral Bells
Helictotrichon sempervirens	Blue Oat Grass
Hosta sieboldiana 'Frances William'	Frances William Hosta
Hosta sieboldiana 'Elegans'	Elegans Hosta
Iris siberica 'Caesar's Brother'	Caesar's Brother Iris
Ligularia 'Rocket'	Rocket Ligularia
Liatis spicata 'Kobold'	Gayfeather
Liriope spicata	Lilyturf
Lysimachia clethroides 'White Gooseneck'	White Gooseneck Loosestrife
Lavander mandeal	Mandel Lavander
Coreopsis vert 'Moonbeam'	Moonbeam Coreopsis
Miscanthus sinensis 'purpurescens'	Maiden Grass
Nepata x faassenii	Blue Wonder Catmint
Panicum virgatum cultivars	Switch grass
Pennisetum apeloкуроoides 'Hameln'	Dwarf Fountain Grass
Perovskia atriplicifolia 'Longin'	Russian Sage
Phlox divaricata	Tall Phlox 'purple'
Panicum virgatum cultivars	Switch Grass
Papaver	Oriental Poppy
Penisetum 'rubrum'	Purple Fountain Grass
Rudbeckia fulgida 'Goldstrum'	Black-eyed Susan
Sedum 'Autumn Joy'	Autumn Joy Sedum

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Sporobolus heterolepias  
Veronica spicata

Prairie Dropseed  
Sunny Blue Veronica

**GROUNDCOVERS**

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*minimum size 3" pot/ Quart container preferred*

Ajuga reptans	Bugleweed
Euonymus fortuneii 'Colorata'	Purpleleaf Winter creeper
Laminum Galeobdolon 'variegatum'	Variegated Lamiastrum
Vinca Minor 'Bowles'	Bowles Periwinkle
Pachysandra terminalis	Japanese Flowering Spurge
Waldsteinia ternata	Barren Strawberry

**BULBS**

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*Topsizes*

Daffodils spp.	Ice Follies Daffodils
Hyacinths spp.	Grape Hyacinths
Tulips spp.	Mixed Colors Tulips

**ANNUALS**

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*2 1/2" container/ 1 quart*

**VINES**

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*minimum size 1 gallon container  
staked*

Campsis radicans	Trumpet Creeper
Clematis spp.	Clematis
Hydrangea anomala petiolans	Climbing Hydrangea
Parthenocissus quinquefolia	Virginia Creeper
Parthenocissus tricuspidata 'Robusta'	Boston Ivy

ATTACHMENT D

---

VILLAGE OF WINNETKA  
COOK COUNTY, ILLINOIS

---

ORDINANCE NO. M-2-2018

AN ORDINANCE GRANTING A SPECIAL USE PERMIT AND  
VARIATIONS FROM THE WINNETKA ZONING ORDINANCE FOR THE  
CONSTRUCTION OF IMPROVEMENTS AT WITHIN THE B-1  
MULTIFAMILY RESIDENTIAL ZONING DISTRICT (700 Elm Street)

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\*1815122055\*

Doc# 1815122055 Fee \$84.00

RHSP FEE:\$9.00 RPRF FEE: \$1.00

KAREN A. YARBROUGH

COOK COUNTY RECORDER OF DEEDS

DATE: 05/31/2018 03:27 PM PG: 1 OF 24

**PASSED AND APPROVED** by the  
President and Board of Trustees  
of the Village of Winnetka,  
Cook County, Illinois, this  
2<sup>nd</sup> day of January, 2018.

**PUBLISHED IN PAMPHLET FORM**

by authority of the President  
and Board of Trustees of the  
Village of Winnetka, Cook  
County, Illinois, this 3<sup>rd</sup> day of  
January, 2018.

MAY 23 2018

**ORDINANCE NO. M-2-2018**

**AN ORDINANCE GRANTING A SPECIAL USE PERMIT AND  
VARIATIONS FROM THE WINNETKA ZONING ORDINANCE  
FOR THE CONSTRUCTION OF IMPROVEMENTS AT  
WITHIN THE B-1 MULTIFAMILY RESIDENTIAL ZONING DISTRICT  
(700 Elm Street)**

**WHEREAS**, the Hadley Institute for the Blind and Visually Impaired ("*Applicant*") is the record title owner of that certain parcel of real property commonly known as 700 Elm Street Winnetka, Illinois, and legally described in **Exhibit A** attached to and, by this reference, made a part of this Ordinance ("*Subject Property*"); and

**WHEREAS**, the Subject Property is improved with a two-story building known as the Hadley Institute for the Blind and Visually Impaired ("*Building*"); and

**WHEREAS**, the Subject Property is located within the B-1 Multifamily Residential Zoning District of the Village ("*B-1 District*"); and

**WHEREAS**, the Applicant desires to construct on the Subject Property two second-floor additions to the Building (collectively, the "*Proposed Improvements*"); and

**WHEREAS**, pursuant to Section 17.32.010.F of the Winnetka Zoning Ordinance ("*Zoning Ordinance*"), the Subject Property is prohibited from having an impermeable lot coverage of more than 15,789 square feet; and

**WHEREAS**, pursuant to Section 17.32.010.M of the Zoning Ordinance, the Subject Property may not have an unarticulated exterior wall greater than 50 feet in length; and

**WHEREAS**, pursuant to Section 17.32.010.O of the Zoning Ordinance, flat roofs are not permitted on the Subject Property; and

**WHEREAS**, the Applicant desires to construct the Proposed Improvements on the Subject Property with: (i) an impermeable lot coverage of 18,421 square feet, in violation of Section 17.32.010.F of the Zoning Ordinance; (ii) an unarticulated exterior wall on the east side of the Building approximately 59 feet in length, in violation of Section 17.32.010.M of the Zoning Ordinance; and (iii) flat roofs, in violation of Section 17.32.010.O of the Zoning Ordinance; and

**WHEREAS**, pursuant to Section 17.32.010.B.2 of the Zoning Ordinance, the operation of an institution of an educational, philanthropic or eleemosynary nature is permitted within the B-1 District only with a special use permit; and

**WHEREAS**, pursuant to Section 17.56.090 of the Zoning Ordinance, no special use may be enlarged or extended by structural alteration of a building or structure without a special use permit; and

**WHEREAS**, the Applicant filed an application for: (i) a special use permit pursuant to Section 17.32.010.B.2 and Chapter 17.56 of the Zoning Ordinance to allow expansion of the Building through construction of the Proposed Improvements ("*Special Use Permit*"); and (ii) variations from (a) Section 17.32.010.F of the Zoning Ordinance to permit the construction of the Proposed Improvements on the Subject Property with an impermeable lot coverage of 18,421 square feet; (b) Section 17.32.101.M of the Zoning Ordinance to permit the construction of the Proposed Improvements on the Subject Property with an unarticulated exterior wall on the east side of the Building approximately 59 feet in length; and (c) Section 17.32.010.O of the Zoning Ordinance to permit the construction of the Proposed Improvements on the Subject Property with flat roofs (collectively, "*Variations*") (collectively, the Special Use Permit and the Variations are the "*Requested Relief*"); and

**WHEREAS**, on November 13, 2017, after due notice thereof, the Zoning Board of Appeals ("*ZBA*") conducted a public hearing on the Requested Relief and, by the unanimous vote of the seven members, recommended that the Council of the Village of Winnetka ("*Village Council*") approve the Requested Relief; and

**WHEREAS**, pursuant to Chapter 17.60 and Chapter 17.56 of the Zoning Ordinance, the ZBA heard evidence and made certain findings in support of recommending approval of the Variations and the Special Use Permit, respectively; and

**WHEREAS**, on November 15, 2017, after due notice thereof, the Plan Commission met to consider whether approval of the Requested Relief is consistent with "Winnetka 2020," the Winnetka comprehensive plan ("*Comprehensive Plan*"), and found, by a vote of 7 in favor and none opposed, and, that approval of the Requested Relief is consistent with the Comprehensive Plan; and

**WHEREAS**, on October 19, 2017, after due notice thereof, the Design Review Board met to consider the Requested Relief and, by unanimous vote of the five members then present, recommended that the Village Council approve the Requested Relief; and

**WHEREAS**, pursuant to Section 17.60.050 of the Zoning Ordinance, the Village Council has determined that: (i) the Variations are in harmony with the general purpose and intent of the Zoning Ordinance and are in accordance with general or specific rules set forth in Chapter 17.60 of the Zoning Ordinance; and (ii) there are practical difficulties or particular hardships in the way of carrying out the strict letter of the provisions or regulations of the Zoning Ordinance from which the Variations have been sought; and

**WHEREAS**, the Village Council has determined that approval of the proposed Special Use Permit: (i) is consistent with the Comprehensive Plan; and (ii) satisfies the standards for the approval of special use permits set forth in Chapter 17.56 of the Zoning Ordinance; and

**WHEREAS**, the Village Council has determined that approval of the Requested Relief for the construction of the Proposed Improvements on the Subject Property within the B-1 District is in the best interest of the Village and its residents;

**NOW, THEREFORE,** the Council of the Village of Winnetka do ordain as follows:

**SECTION 1: RECITALS.** The foregoing recitals are hereby incorporated into this section as the findings of the Village Council, as if fully set forth herein.

**SECTION 2: APPROVAL OF SPECIAL USE PERMIT.** Subject to, and contingent upon, the terms, conditions, restrictions, and provisions set forth in Section 4 of this Ordinance, the Special Use Permit is hereby granted, pursuant to Chapter 17.56 and Section 17.32.010.B.2 of the Zoning Ordinance and the home rule powers of the Village, to allow the construction of the Proposed Improvements and the expanded use and operation of an institution of an educational, philanthropic or eleemosynary nature on the Subject Property within the B-1 District.

**SECTION 3: APPROVAL OF VARIATIONS.** Subject to, and contingent upon, the terms, conditions, restrictions, and provisions set forth in Section 4 of this Ordinance, the Variations from Sections 17.32.010.F, 17.32.010.M, or 17.32.010.O of the Zoning Ordinance to permit the construction of the Proposed Improvements on the Subject Property are hereby granted, in accordance with and pursuant to Chapter 17.60 of the Zoning Ordinance and the home rule powers of the Village.

**SECTION 4: CONDITIONS.** The Special Use Permit granted by Section 2 of this Ordinance and the Variations granted by Section 3 of this Ordinance are subject to, and contingent upon, compliance by the Applicant with the following conditions:

- A. **Commencement of Construction.** The Applicant must commence the construction of the Proposed Improvements no later than 12 months after the effective date of this Ordinance.
- B. **Compliance with Regulations.** Except to the extent specifically provided otherwise in this Ordinance, the development, use, and maintenance of the Proposed Improvements on the Subject Property must comply at all times with all applicable Village codes and ordinances, as they have been or may be amended over time.
- C. **Reimbursement of Village Costs.** In addition to any other costs, payments, fees, charges, contributions, or dedications required under applicable Village codes, ordinances, resolutions, rules, or regulations, the Applicant must pay to the Village, promptly upon presentation of a written demand or demands therefor, of all fees, costs, and expenses incurred or accrued in connection with the review, negotiation, preparation, consideration, and review of this Ordinance. Payment of all such fees, costs, and expenses for which demand has been made shall be made by a certified or cashier's check. Further, the Applicant must pay upon demand all costs incurred by the Village for publications and recordings required in connection with the aforesaid matters.
- D. **Compliance with Plans.** The construction, development, use, and maintenance of the Proposed Improvements at the Subject Property must be in strict accordance

with the following documents and plans, except for minor changes and site work approved by the Director of Community Development or the Director of Public Works (within their respective permitting authority) in accordance with all applicable Village codes, ordinances, and standards: the plans prepared by Fitzgerald Architecture, Planning, and Design, consisting of 14 sheets, a copy of which is attached to, and by this reference, made a part of this Ordinance as **Exhibit B** (“Plans”).

**SECTION 5: RECORDATION; BINDING EFFECT.** A copy of this Ordinance will be recorded with the Cook County Recorder of Deeds. This Ordinance and the privileges, obligations, and provisions contained herein inure solely to the benefit of, and are binding upon, the Applicant and each of its heirs, representatives, successors, and assigns.

**SECTION 6: FAILURE TO COMPLY.** Upon the failure or refusal of the Applicant to comply with any or all of the conditions, restrictions, or provisions of this Ordinance, in addition to all other remedies available to the Village, the approvals granted in Sections 2 and 3 of this Ordinance will, at the sole discretion of the Village Council, by ordinance duly adopted, be revoked and become null and void; provided, however, that the Village Council may not so revoke the approvals granted in Sections 2 and 3 of this Ordinance unless it first provides the Applicant with two months advance written notice of the reasons for revocation and an opportunity to be heard at a regular meeting of the Village Council. In the event of revocation, the development and use of the Subject Property will be governed solely by the regulations of the applicable zoning district and the applicable provisions of the Zoning Ordinance, as the same may, from time to time, be amended. Further, in the event of such revocation, the Village Manager and Village Attorney are hereby authorized and directed to bring such zoning enforcement action as may be appropriate under the circumstances.

**SECTION 7: AMENDMENT OF VARIATIONS AND SPECIAL USE PERMIT.** Any amendments to the approvals granted in Sections 2 and 3 of this Ordinance that may be requested by the Applicant after the effective date of this Ordinance may be granted only pursuant to the procedures, and subject to the standards and limitations, provided in the Zoning Ordinance.

**SECTION 8: SEVERABILITY.** If any provision of this Ordinance or part thereof is held invalid by a court of competent jurisdiction, the remaining provisions of this Ordinance shall remain in full force and effect, and shall be interpreted, applied, and enforced so as to achieve, as near as may be, the purpose and intent of this Ordinance to the greatest extent permitted by applicable law.

**SECTION 9: EFFECTIVE DATE.**

- A. This Ordinance will be effective only upon the occurrence of all of the following events:
1. Passage by the Village Council in the manner required by law;

2. Publication in pamphlet form in the manner required by law; and
3. The filing by the Applicant with the Village Clerk of an Unconditional Agreement and Consent in the form of **Exhibit C** attached to and, by this reference, made a part of this Ordinance to accept and abide by each and all of the terms, conditions, and limitations set forth in this Ordinance and to indemnify the Village for any claims that may arise in connection with the approval of this Ordinance.

B. In the event that the Applicant does not file with the Village Clerk a fully executed copy of the unconditional agreement and consent described in Section 9.A.3 of this Ordinance within 60 days after the date of passage of this Ordinance by the Village Council, the Village Council shall have the right, in its sole discretion, to declare this Ordinance null and void and of no force or effect.

**PASSED** this 2<sup>nd</sup> day of January, 2018, pursuant to the following roll call vote:

AYES: Trustees Cripe, Dearborn, Lanphier, Myers, Swierk and Ziv  
NAYS: None  
ABSENT: None

Signed

  
Village President

Countersigned:

  
/Village Clerk

Published by authority of the  
President and Board of Trustees of  
the Village of Winnetka, Illinois,  
this 3<sup>rd</sup> day of January, 2018.

Introduced: Waived

Passed and Approved: January 2, 2018

**EXHIBIT A**  
**LEGAL DESCRIPTION OF SUBJECT PROPERTY**

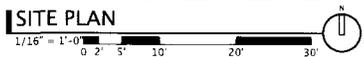
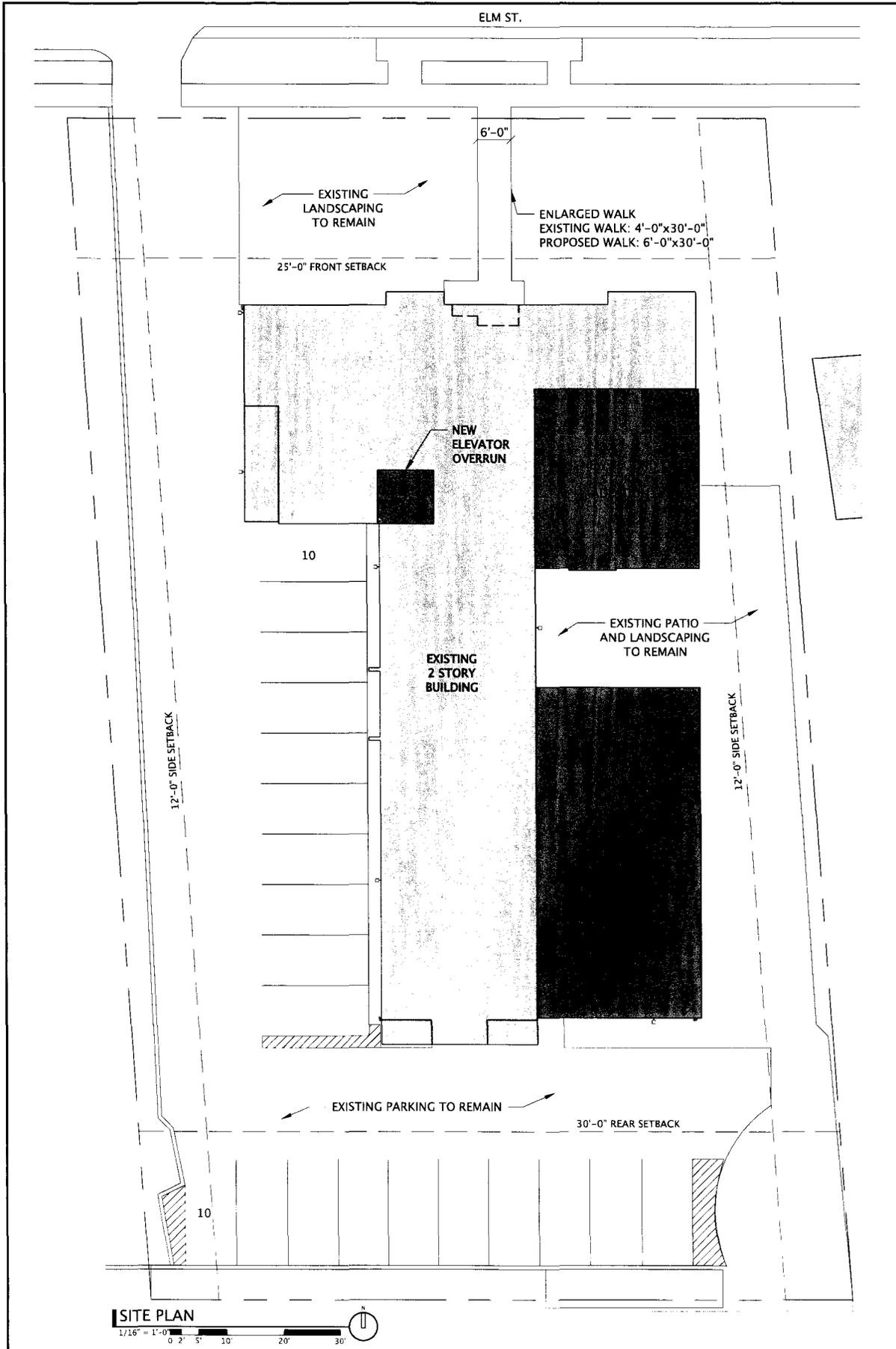
LOT 2 IN HADLEY SCHOOL SUBDIVISION IN THE WEST 1/2 OF THE  
NORTHWEST FRACTIONAL 1/4 OF SECTION 21, TOWNSHIP 42 NORTH,  
RANGE 12, EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY,  
ILLINOIS

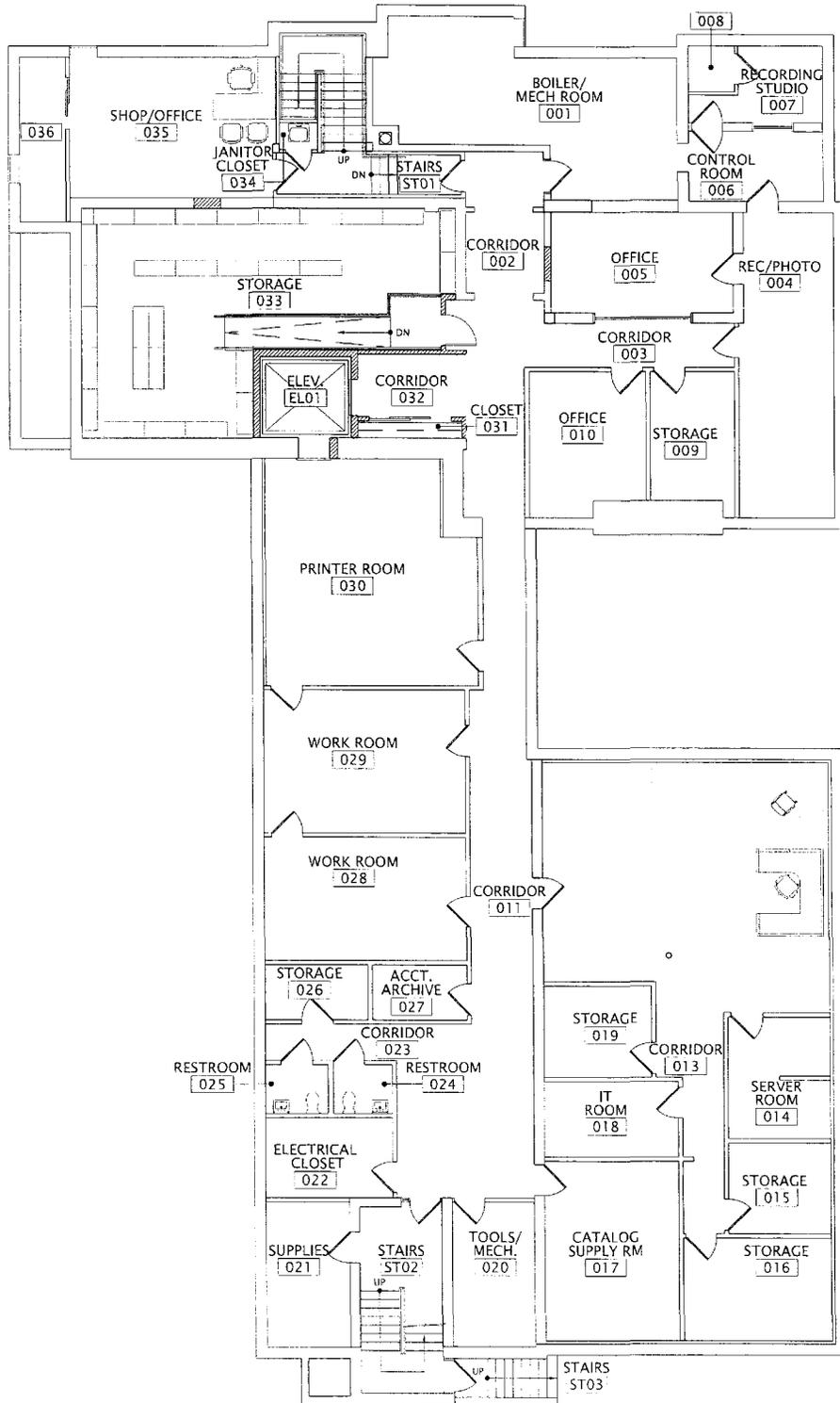
Commonly known as 700 Elm Street, Winnetka, Illinois.

PIN 05-21-109-013-0000

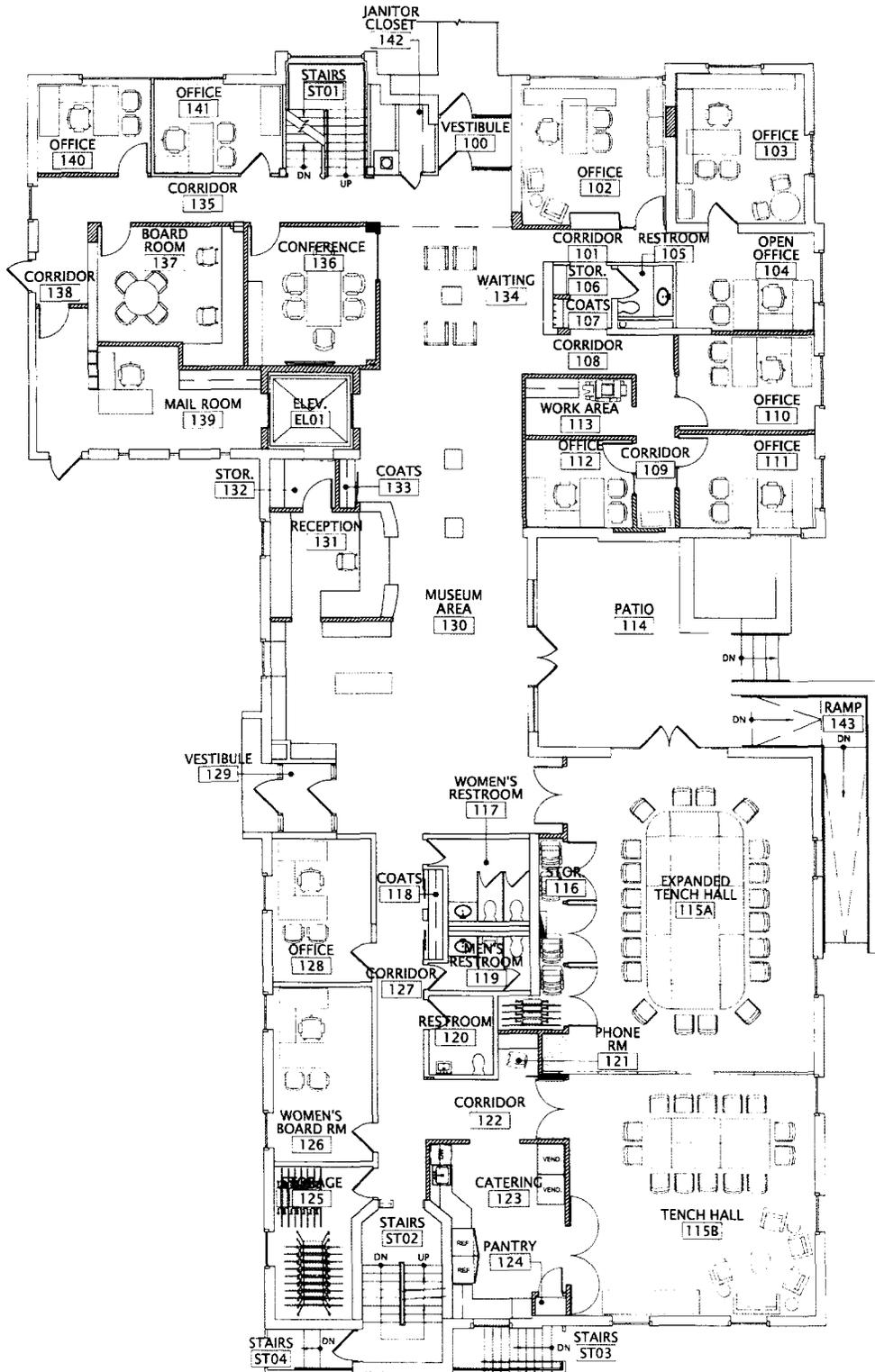
**EXHIBIT B**  
**PLANS**

EXHIBIT B

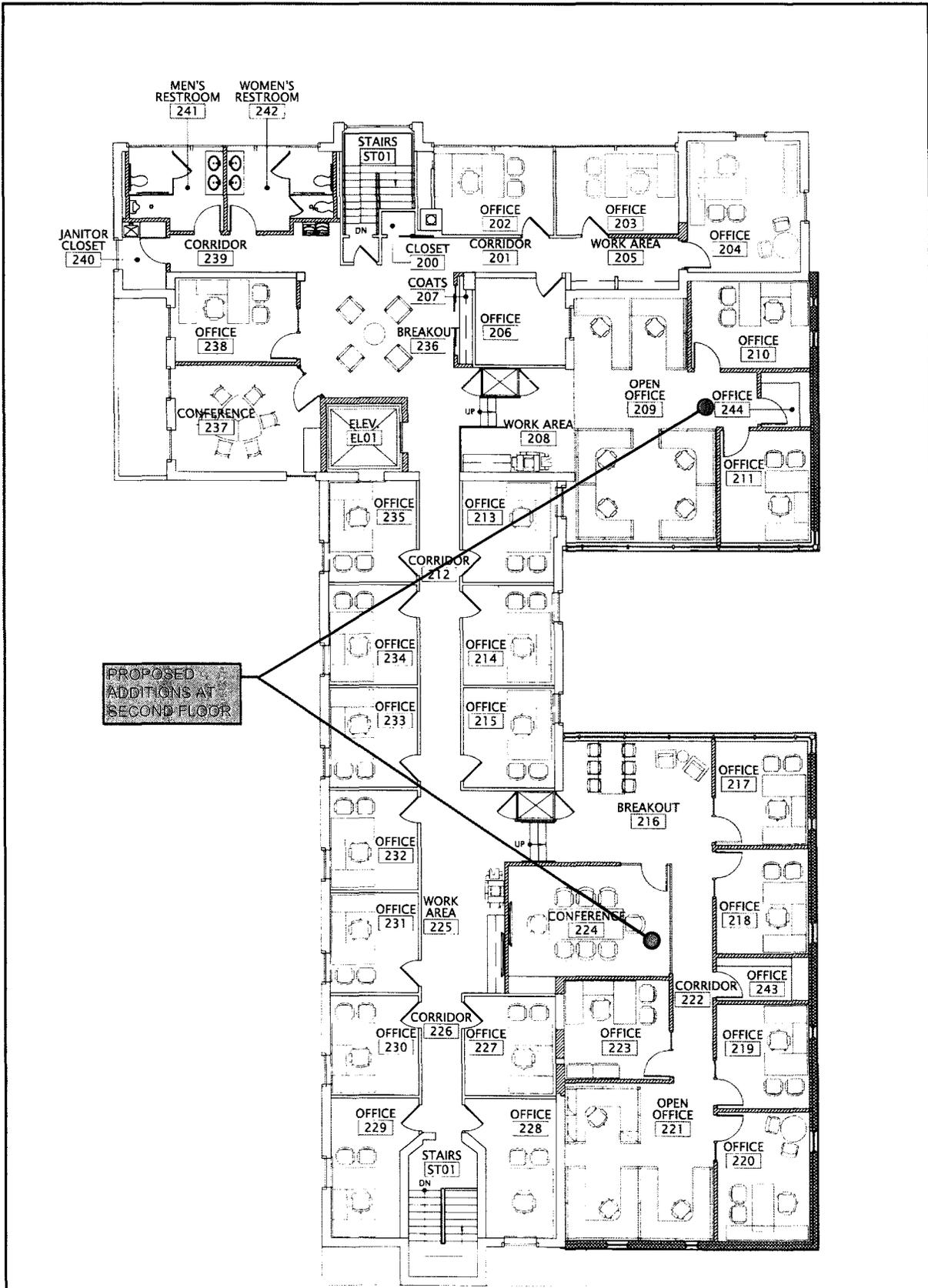




LOWER LEVEL PLAN  
 3/32" = 1'-0"  
 0 2 5 10 5' 20'



MAIN LEVEL PLAN  
 3/32" = 1'-0"  
 0 2' 5' 10' 15' 20'



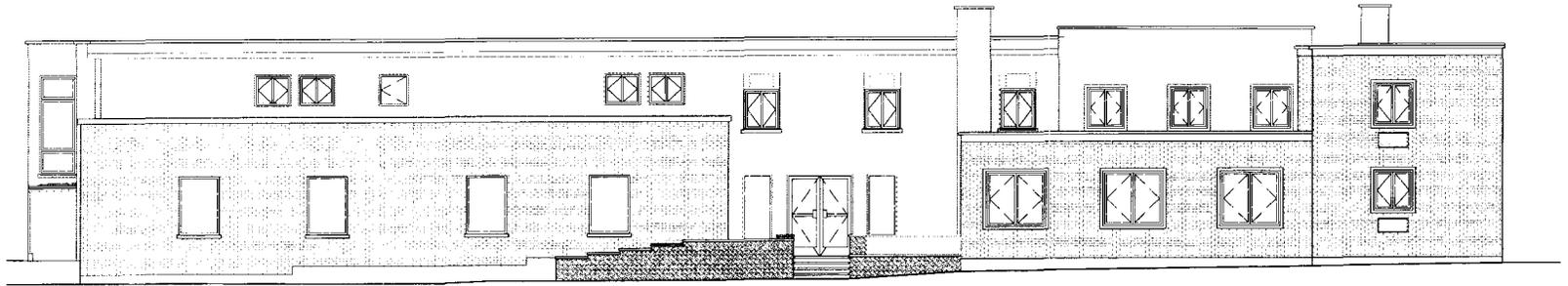
SECOND LEVEL PLAN  
 3/32" = 1'-0"  
 0 2 5 10 15 20

- TOP OF CHIMNEY  
+22'-10 1/2" (ELEV. 79'-10 1/2")
- TOP 1951 SOUTH PARAPET  
+20'-11 1/2" (ELEV. 77'-11 1/2")
- TOP 1970 PARAPET  
+20'-1" (ELEV. 77'-1")
- TOP 1951 NORTH PARAPET  
+19'-1 1/2" (ELEV. 76'-1 1/2")
- TOP 1970 1ST FLOOR PARAPET  
+13'-1" (ELEV. 70'-1")
- TOP 1951 1ST FLOOR PARAPET  
+11'-4" (ELEV. 68'-4")
- SECOND FLOOR LINE  
+10'-0" (ELEV. 67'-0")
- FIRST FLOOR LINE  
0'-0" (ELEV. 57'-0")

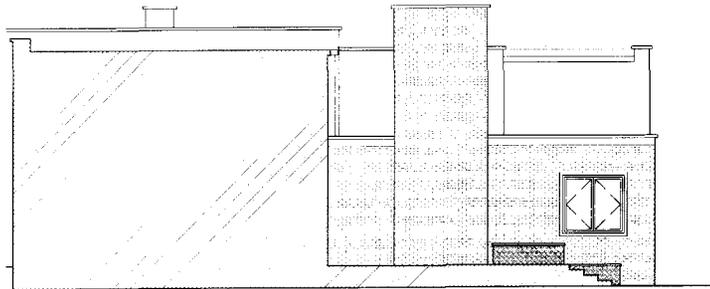
- BASEMENT FLOOR LINE  
-8'-0" (ELEV. 49'-0")
- BOOK STACK FLOOR LINE  
-12'-8" (ELEV. 44'-4")

- TOP OF CHIMNEY  
+22'-10 1/2" (ELEV. 79'-10 1/2")
- TOP 1951 SOUTH PARAPET  
+20'-11 1/2" (ELEV. 77'-11 1/2")
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- FIRST FLOOR LINE  
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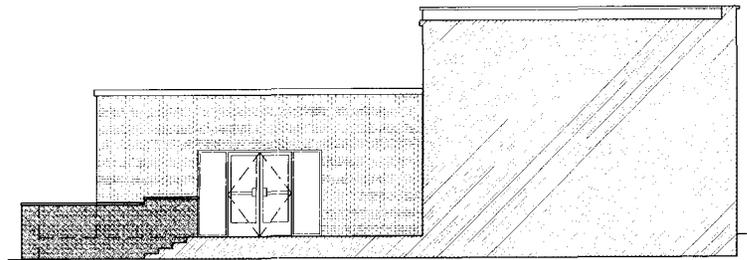
- BASEMENT FLOOR LINE  
-8'-0" (ELEV. 49'-0")
- BOOK STACK FLOOR LINE  
-12'-8" (ELEV. 44'-4")



**EXISTING EAST ELEVATION**  
3/32" = 1'-0"  
0 2' 5' 10' 15' 20'

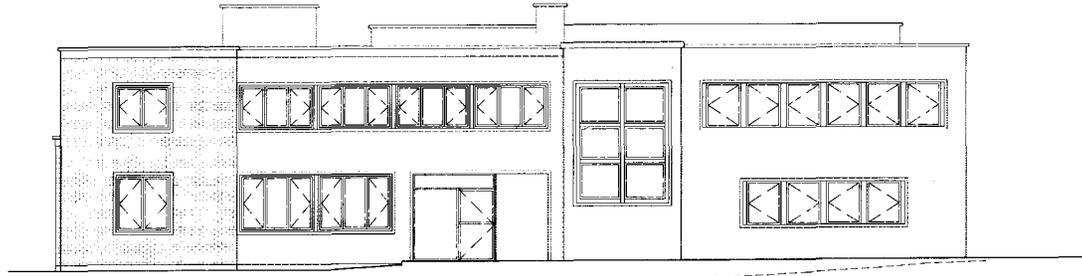


**EXISTING NORTH PATIO ELEVATION**  
3/32" = 1'-0"  
0 2' 5' 10' 15' 20'



**EXISTING SOUTH PATIO ELEVATION**  
3/32" = 1'-0"  
0 2' 5' 10' 15' 20'

- TOP OF CHIMNEY  
+22'-10 1/2" (ELEV. 79'-10 1/2")
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- FIRST FLOOR LINE  
0'-0" (ELEV. 57'-0")



**EXISTING SOUTH ELEVATION**  
3/32" = 1'-0"  
0 2 5 10 15 20'

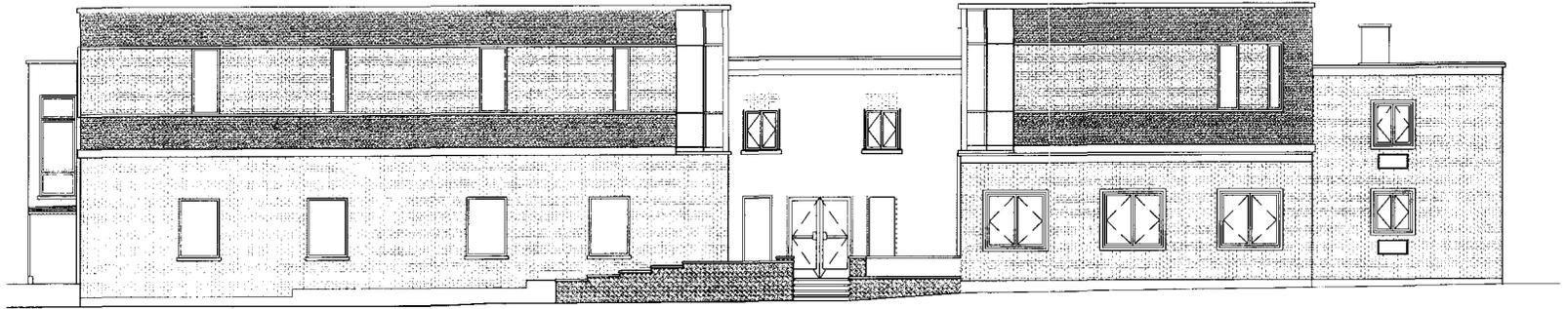
- BASEMENT FLOOR LINE  
-8'-0" (ELEV. 49'-0")
- BOOK STACK FLOOR LINE  
-12'-8" (ELEV. 44'-4")

- TOP OF NEW ADDITION  
+25'-3 1/2" (ELEV. 82'-3 1/2")
- TOP OF ELEVATOR  
+24'-3 1/2" (ELEV. 81'-3 1/2")
- TOP OF CHIMNEY  
+22'-10 1/2" (ELEV. 79'-10 1/2")
- TOP 1951 SOUTH PARAPET  
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- FIRST FLOOR LINE  
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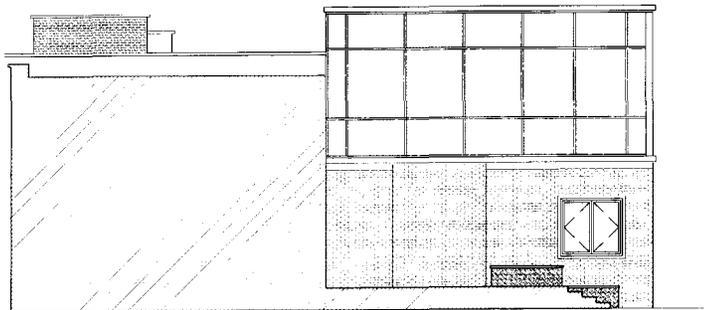
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- FIRST FLOOR LINE  
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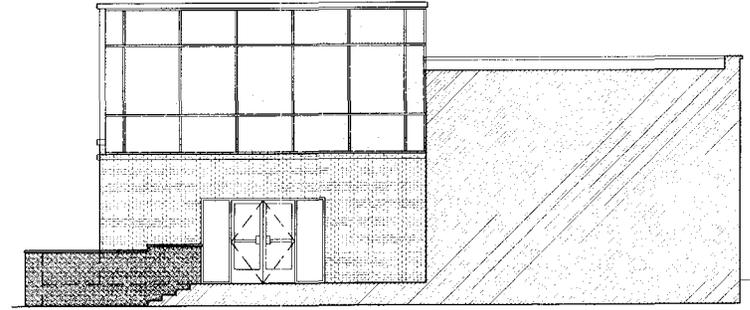
- BASEMENT FLOOR LINE  
-8'-0" (ELEV. 49'-0")
- BOOK STACK FLOOR LINE  
-12'-8" (ELEV. 44'-4")



**PROPOSED EAST ELEVATION**  
3/32" = 1'-0"  
0 2' 5' 10' 15' 20'

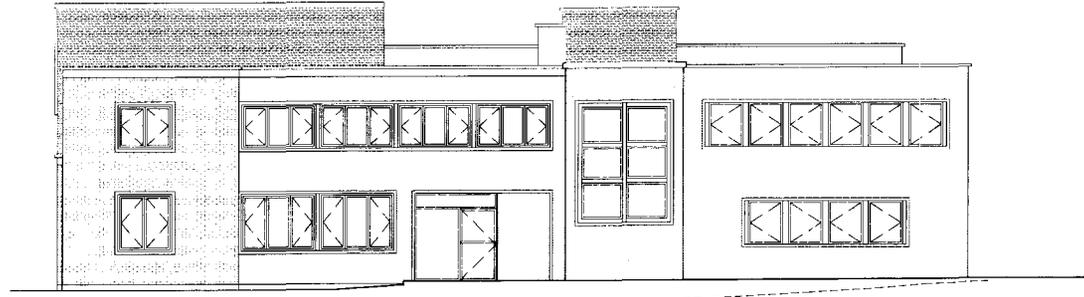


**PROPOSED NORTH PATIO ELEVATION**  
3/32" = 1'-0"  
0 2' 5' 10' 15' 20'



**PROPOSED SOUTH PATIO ELEVATION**  
3/32" = 1'-0"  
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0'-0" (ELEV. 57'-0")



**PROPOSED NORTH ELEVATION**  
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0 1' 2' 5' 10' 15'

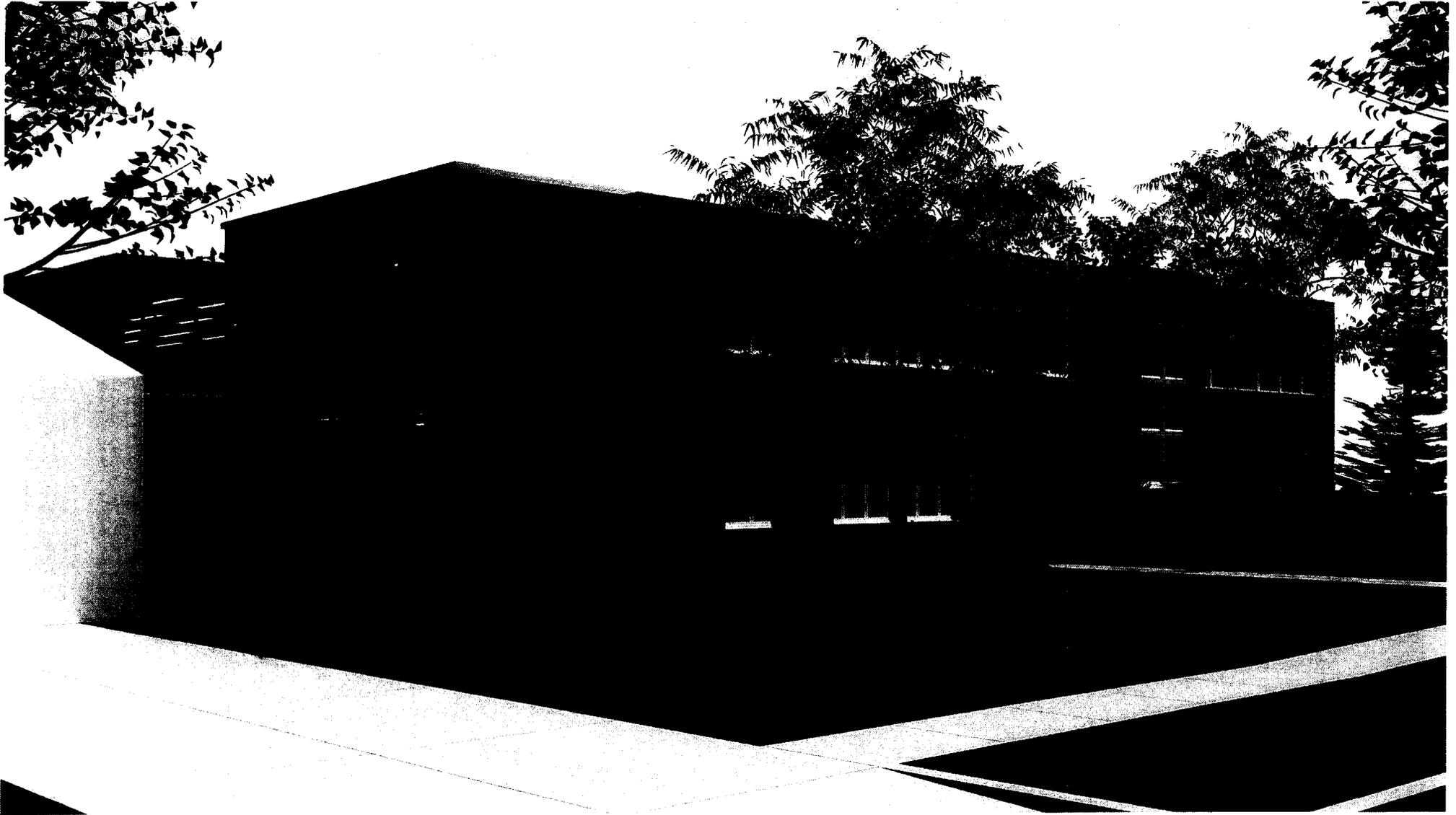
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-8'-0" (ELEV. 49'-0")
- BOOK STACK FLOOR LINE  
-12'-8" (ELEV. 44'-4")

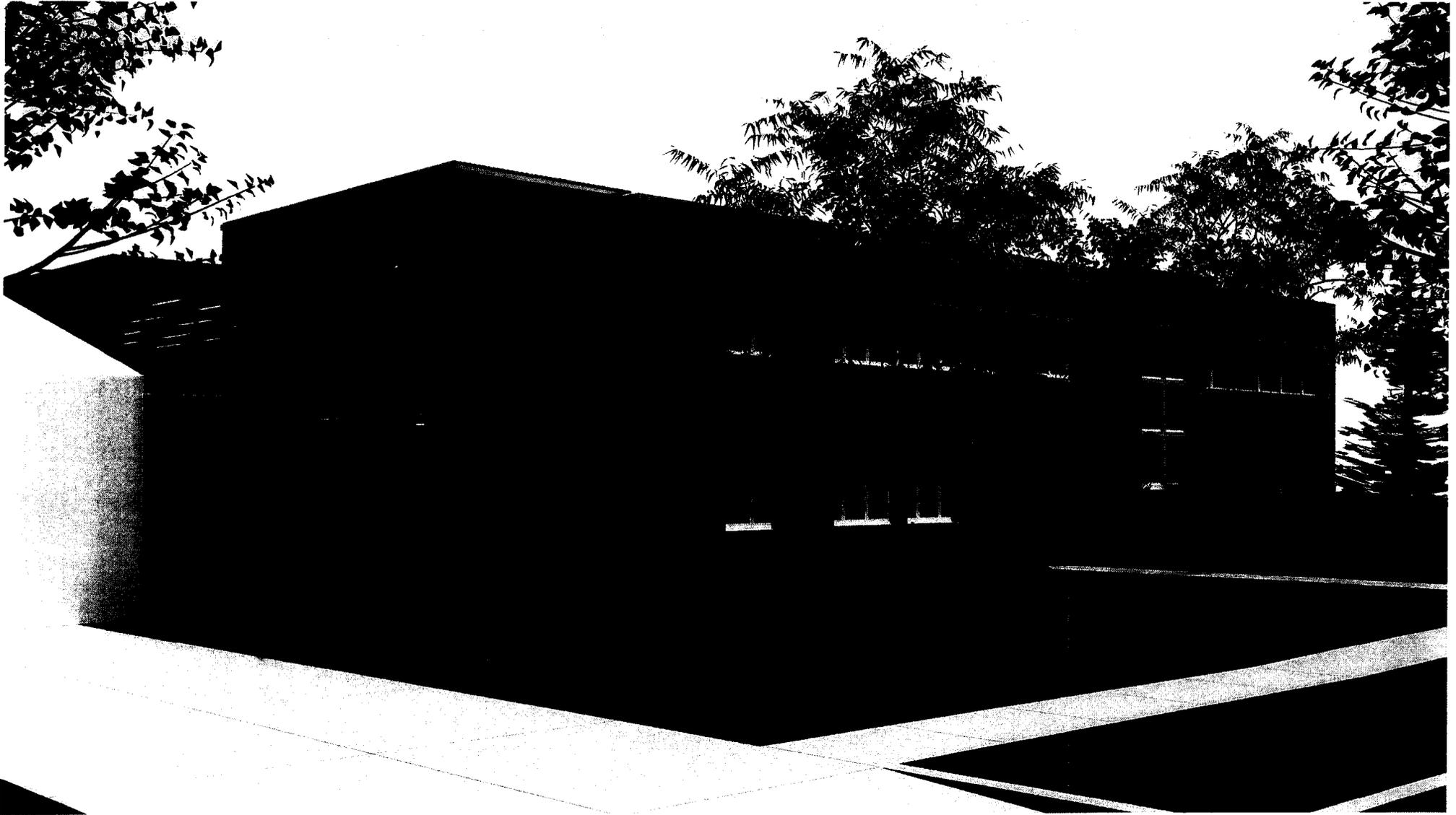
- TOP OF NEW ADDITION  
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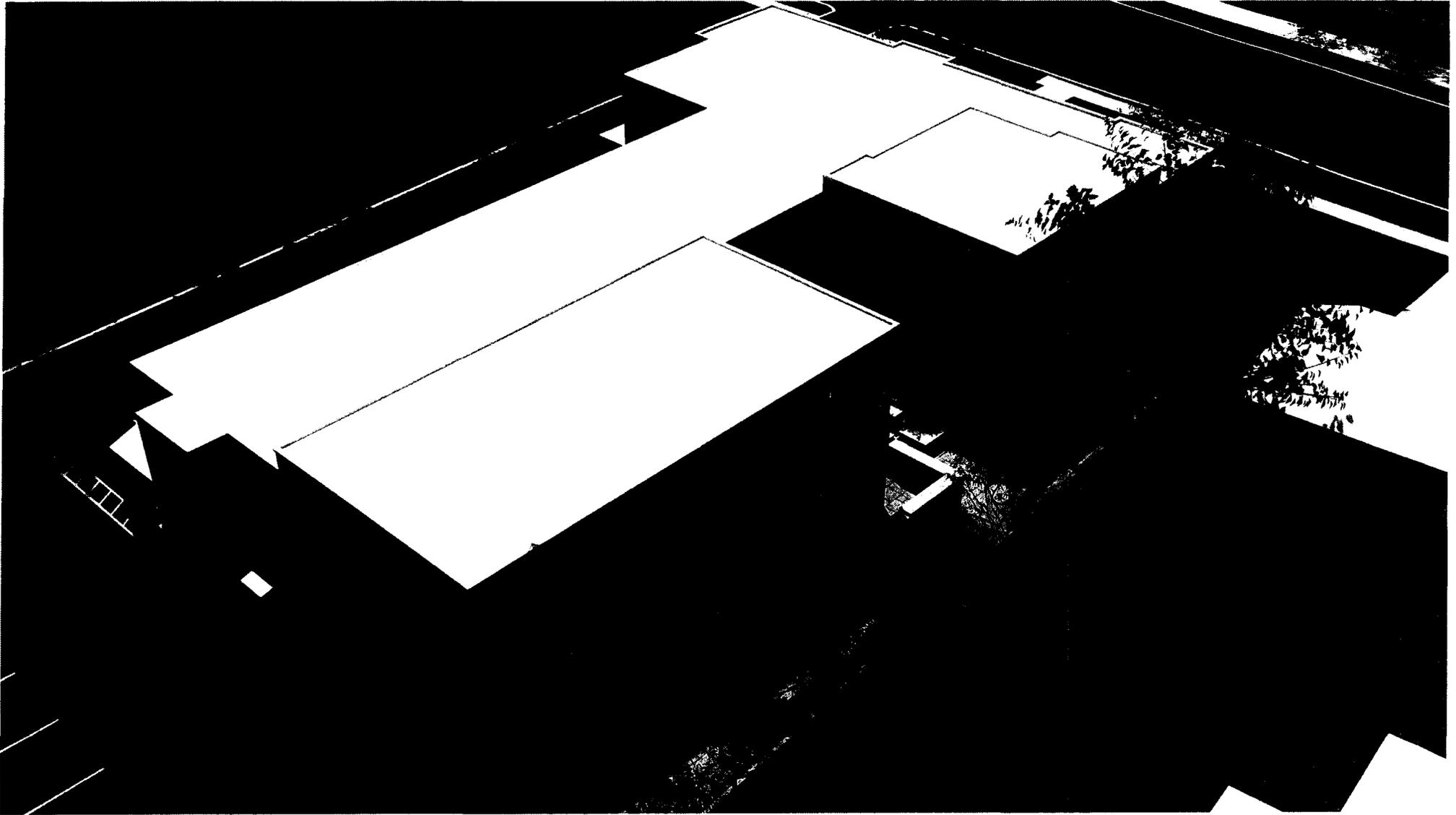


**PROPOSED SOUTH ELEVATION**  
1/8" = 1'-0"  
0 1' 2' 5' 10' 15'

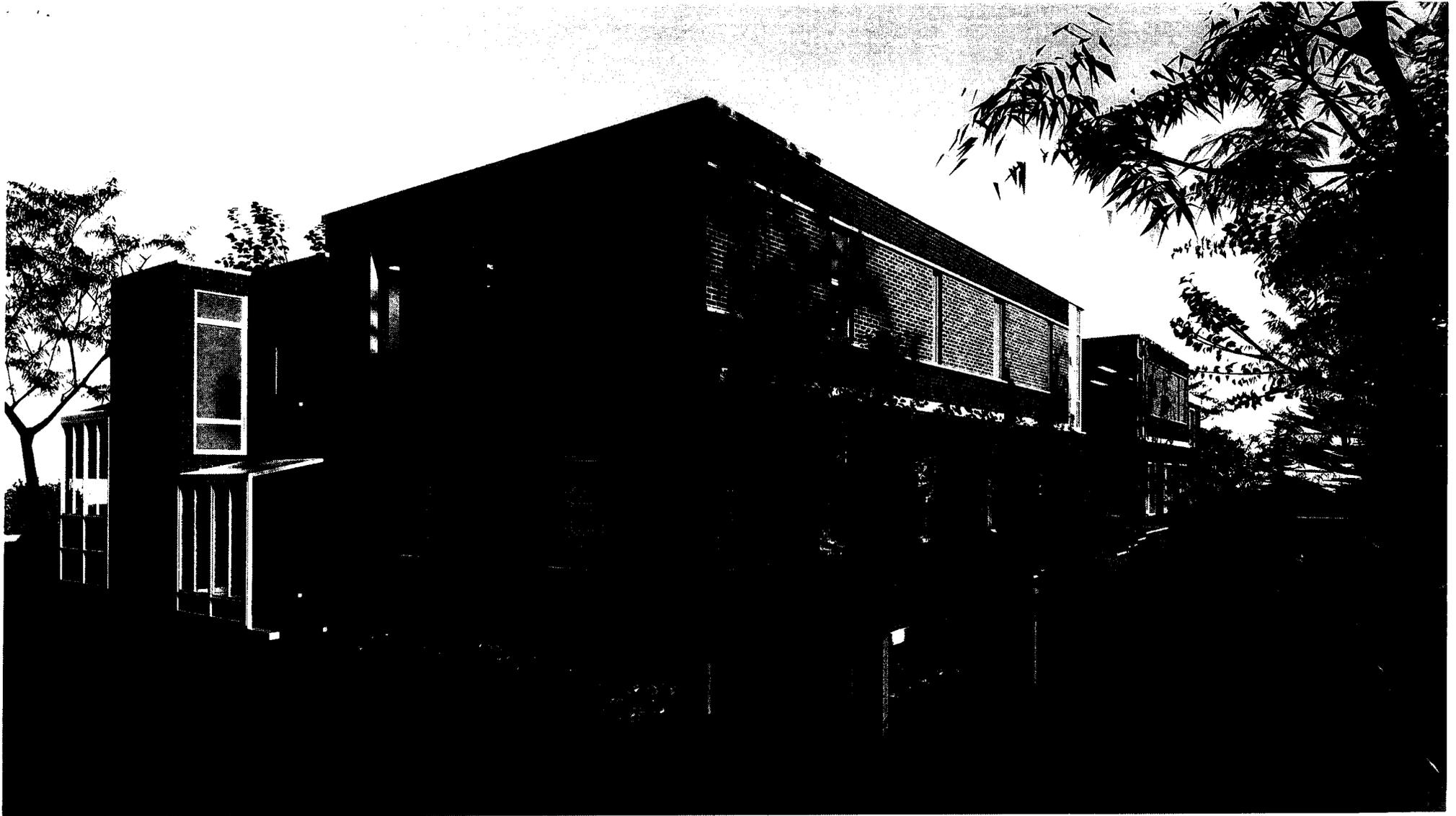
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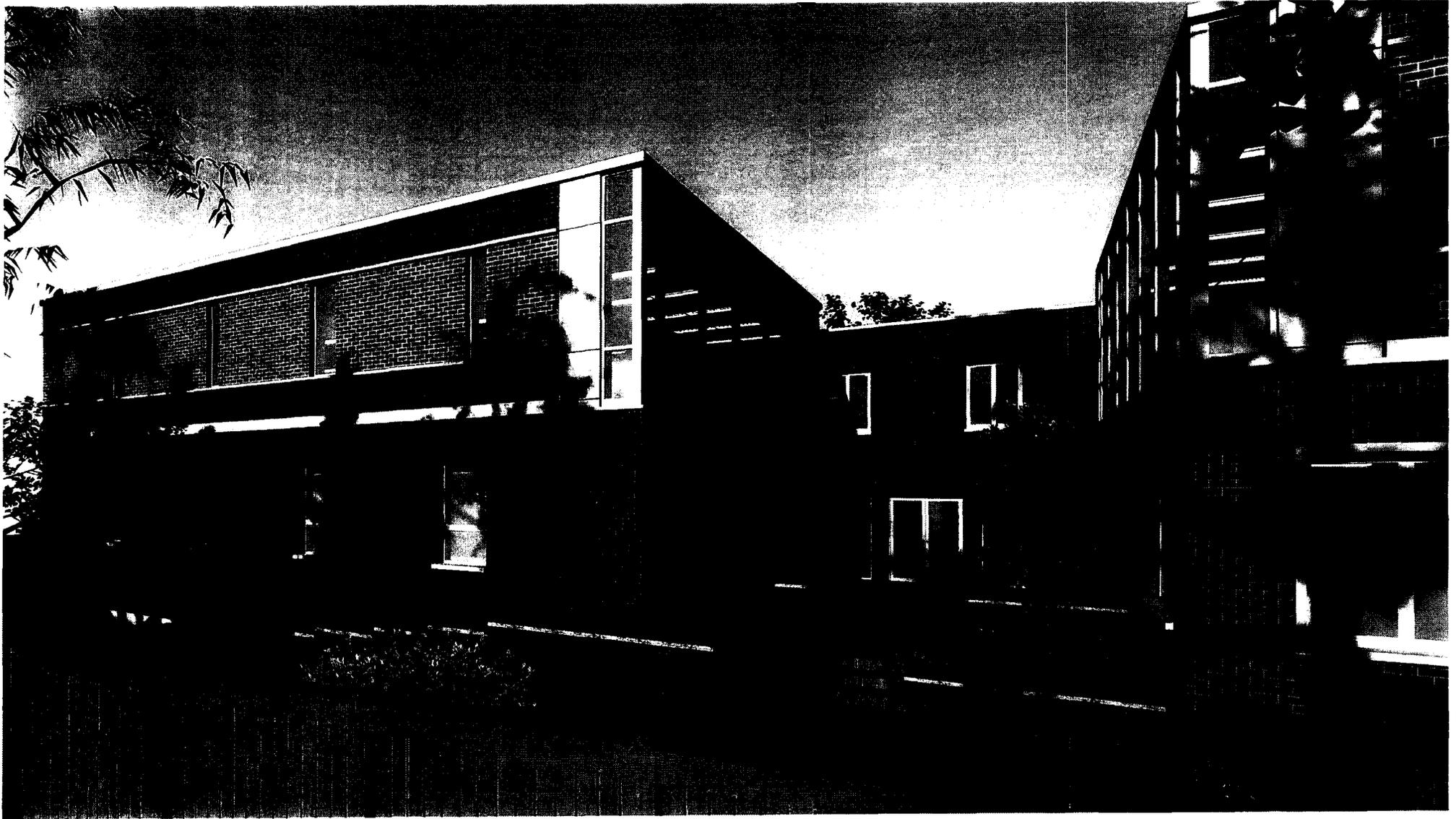












**EXHIBIT C**  
**UNCONDITIONAL AGREEMENT AND CONSENT**

TO: The Village of Winnetka, Illinois ("*Village*");

**WHEREAS**, the Hadley Institute for the Blind and Visually Impaired ("*Applicant*") is the record title owner of the property commonly known as 700 Elm Street in the Village ("*Subject Property*")

**WHEREAS**, the Applicant desires to construct on the Subject Property two second-floor additions to the existing two-story building ("*Proposed Improvements*"); and

**WHEREAS**, Ordinance No. M-2-2018, adopted by the Village Council on January 2, 2018 ("*Ordinance*"), grants a certain variations from the provisions of the Winnetka Zoning Ordinance and a special use permit to the Applicant to permit the construction of the Proposed Improvements on the Subject Property and the expanded use of the Subject Property for the operation of an educational, philanthropic, or eleemosynary institution; and

**WHEREAS**, Section 9 of the Ordinance provides, among other things, that the Ordinance will be of no force or effect unless and until the Applicant has filed, within 60 days following the passage of the Ordinance, its unconditional agreement and consent to accept and abide by each and all of the terms, conditions, and limitations set forth in the Ordinance;

**NOW, THEREFORE**, the Applicant does hereby agree and covenant as follows:

1. The Applicant does hereby unconditionally agree to accept, consent to, and abide by each and all of the terms, conditions, limitations, restrictions, and provisions of the Ordinance.
2. The Applicant acknowledges that public notices and hearings have been properly given and held with respect to the adoption of the Ordinance, has considered the possibility of the revocation provided for in the Ordinance, and agrees not to challenge any such revocation on the grounds of any procedural infirmity or a denial of any procedural right.
3. The Applicant acknowledges and agrees that the Village is not and will not be, in any way, liable for any damages or injuries that may be sustained as a result of the Village's grant of variations and a special use permit for the Subject Property or its adoption of the Ordinance, and that the Village's approvals do not, and will not, in any way, be deemed to insure the Applicant against damage or injury of any kind and at any time.
4. The Applicant does hereby agree to hold harmless and indemnify the Village, the Village's corporate authorities, and all Village elected and appointed officials, officers, employees, agents, representatives, and attorneys, from any and all claims that may, at any time, be asserted against any of such parties in connection with the Village's adoption of the Ordinance granting the variations and the special use permit for the Subject Property.

5. The Applicant hereby agrees to pay all expenses incurred by the Village in defending itself with regard to any and all of the claims mentioned in this Unconditional Agreement and Consent. These expenses will include all out-of-pocket expenses, such as attorneys' and experts' fees, and will also include the reasonable value of any services rendered by any employees of the Village.

Dated: May 23, 2018

ATTEST:

**HADLEY INSTITUTE FOR THE BLIND AND VISUALLY IMPAIRED**

By:   
Its: Chief Human Resources Officer

By:   
Its: Chief Operating Officer



# MEMORANDUM VILLAGE OF WINNETKA

## COMMUNITY DEVELOPMENT DEPARTMENT

**TO:** DESIGN REVIEW BOARD  
**FROM:** DAVID SCHOON, COMMUNITY DEVELOPMENT DIRECTOR  
**DATE:** JUNE 11, 2020  
**SUBJECT:** SIGN CODE AMENDMENT - DISPLAY CASE SIGNS

### INTRODUCTION

On June 18, 2020, the Design Review Board is scheduled to consider a Village-initiated application to amend Chapter 15.60 Signs of the Winnetka Village Code to allow display case signs on the exterior of a building. At the February 4, 2020, Council meeting, the owner of Good Grapes on Chestnut Street requested that the Council consider allowing businesses to install external display case signs which would allow a business to post changeable messages on the exterior of the building (Attachment A). These types of display case signs are often found on the exterior of a restaurant in which the restaurant posts its menu or daily specials. The Council was open to the idea of allowing such signs and directed the Design Review Board to study the request and make a recommendation (Attachment B).



The owner of Good Grapes is interested in an external display case of 6 square feet to promote events, share general information and promote specials for her shop.

### CURRENT SIGN REGULATIONS REGARDING SIGNS WITH CHANGEABLE MESSAGES

Display case signs are a form of a changeable copy sign in that the sign message can change, which could be as often as once a day or as infrequent as several months. Attachment C contains a copy of Chapter 15.60, Signs, of the Village Code. Section 15.60.050 Definitions, defines the following two types of signs that allow for changeable copy:

- a) *"Changeable copy sign" means a sign other than a bulletin board, all or part of which uses characters, letters or illustrations that can be changed or rearranged without altering the face or*

*the surface of the sign. A sign on which the message changes more than eight times per day shall be considered an animated sign, and not a changeable copy sign for purposes of this code.*

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

Section 15.50.060, Prohibited signs, prohibits most types of changeable copy signs with a few exceptions:

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

This section of the code specifically allows changeable copy signs that include gasoline signs, incidental signs, portable menu board signs and bulletin board signs. The Village does not allow electronic changeable copy signs as the Village prohibits animated signs, which is defined as:

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

An "incidental sign" is defined as follows:

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

Incidental signs that do not exceed one square foot in area are allowed without requiring a sign permit (Section 15.60.080 (I)). It should be noted that if a sign does not require a sign permit, it also generally does not require review and approval by the Design Review Board.

Section 15.60.110(A)(5) lists *"Bulletin board and changeable copy signs"* as permitted types of signs for religious, philanthropic, civic, charitable or private educational institution or organization or any private club. **Commercial uses are not allowed to have bulletin board or changeable copy signs, unless they are one of the exceptions listed above.**

## **DISPLAY CABINET SIGN REGULATIONS**

Examples from Other Communities. Village staff has reviewed sign regulations from other communities. Many communities have regulations regarding menu display boards associated with drive-through restaurants, but staff has only been able to find a few that have specific regulations regarding menu display cases found on exterior walls of business establishments.

Glencoe does not allow changeable message signs, and while Northfield does not have anything in its Code that would allow a display case sign, the Architectural Commission could consider a request for such a sign.

Some communities allows display case signs, but for only specific businesses. Wilmette for example allows "restaurant menu signs":

*Restaurant Menu Signs. Restaurant menu signs containing the current menu or special offered by*

restaurant are exempt from sign permit requirements. Restaurant menu signs must be wall or window signs and are limited to four (4) square feet in sign area. This does not apply to menu board signs for drive-through uses.

Naperville allows a “pedestrian wall sign”, which is defined as:

*A type of Wall Sign designed and installed specifically for pedestrian viewing, often enclosed in a glass frame, including but not limited to menus, events, services, schedules, etc.”*

A permit is not required for a pedestrian wall sign, and such a sign is limited to a maximum of six (6) feet in area.

Park Ridge allows “pricing boards” as follows:

*Pricing Boards are allowed in Commercial Districts subject to the following:*

1. *One Pricing Board is allowed per property.*
2. *If a drive through is permitted on the property, then the pricing board may be freestanding so long as it is located in the area between the building and the drive through lane.*
3. *A pricing board may be part of an otherwise permitted wall sign or ground sign, but shall be included in the calculating the total amount of signage and may not be more than 25% of the total amount of the sign face.*
4. *The pricing board may have a mechanical movement capability, including electronic scrolling. Price changes may not be made more than twice in any 24 hour period.*

Barrington, IL, has some of the more specific “exterior display case” standards. A permit is not required for an exterior display case sign, unless illuminated, when erected or displayed as set forth below and in accordance with all other requirements of the zoning district in which they are located. All signs that are illuminated shall require a permit.

TYPE	NUMBER OF SIGNS	MAXIMUM SIZE	MAXIMUM HEIGHT	OTHER
Exterior Display Cases	1 per building	6 sq. ft.	6 ft.	<ol style="list-style-type: none"> <li>a. <i>All such signs shall be fully enclosed in a glass-fronted case.</i></li> <li>b. <i>No display case may project more than six (6) inches beyond the face of the wall to which it is mounted.</i></li> <li>c. <i>Displays shall be limited to external illumination only. Backlit illumination is not permitted.</i></li> <li>d. <i>Display Cases are only permitted for restaurant uses.</i></li> </ol>

Appropriate Maximum Size of Display Case Sign. Nearly all the communities the specifically allow “display case signs” also limit the sign area for such sign. In considering allowing such signs, the Board will need to determine what size is appropriate for a display case sign. For reference, staff provides the following table to show the sizes and area of various standard paper sizes.

Paper Size	1 Sheet	2x1 Sheets	2x2 Sheets
<b>8 ½" x 11" (letter)</b>	0.65 sf	1.30 sf	2.60 sf
<b>with 2" border</b>	1.30 sf	2.19 sf	3.80 sf
<b>8 ½" x 14" (legal)</b>	0.83 sf	1.66 sf	3.31 sf
<b>with 2" border</b>	1.57 sf	2.63 sf	4.67 sf
<b>11" x 17" (ledger)</b>	1.30 sf	2.60 sf	5.20 sf
<b>with 2" outer trim</b>	2.19 sf	3.65 sf	6.87 sf

(1) 2 x1 represent two sheets side by side for a total of two sheets, and 2 x 2 represents 2 rows of two sheets for a total of 4 sheets.

Land Uses Allowed Display Case Signs. As previously noted, sign regulations often limited what type of businesses are allowed display case signs. Typically it is a restaurant. Given that Good Grapes is not a restaurant (it is classified instead as a “specialty food and beverage shop”), the Board will want to determine what group of businesses such signs should be limited to, if limited at all.

Section 17.46.010 Table of Uses of the Zoning Ordinance lists the types of food and beverage uses allowed in the Village’s commercial districts. Limiting display case signs to this group of businesses is one option the Board may wish to consider.

<b>F. FOOD AND BEVERAGE SERVICE USES</b>			
	C-1 District	C-2 District	Commercial Overlay District
Brew pub	NO	P	P
Catering establishment with no retail or restaurant component	P	P	SU
Ice cream or frozen desert shop	P	P	P
Restaurant, drive-in	SU	SU	SU
Restaurant, fast food (See Section <a href="#">17.44.030B</a> )	SU	SU	SU
Restaurant, limited service/fast casual	P	P	P
Restaurant, standard	P	P	P
Specialty food and beverage shop with seating	P	P	P

Though typically found at a restaurant, other businesses, such as a spa or salon, may also wish to install a display case sign to list its services on the exterior of the building wall.

Maximum Total Wall/Window Sign Area.

Section 15.60.120, Commercial signs, contains the following standard that limits the maximum total amount of wall, window, and awning signage:

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

The sign area for permitted directional and incidental signs is not included in the calculation for the total amount of window, wall and awning sign area allowed on each street exposure. The Board will need to determine if it wishes to also exempt display case signage from this total sign area limitation.

## **SUMMARY**

Based upon information gathered from other municipalities to date and the request by the owner of Good Grapes, staff proposes the following standards for a display case sign:

Display case signs attached to the exterior wall of buildings housing food and beverage service uses as allowed by the Winnetka Zoning Ordinance, shall be allowed subject to the following standards & limitations:

1. Display case signs shall not require a sign permit nor require a certificate of appropriateness.
2. Display case signs shall consist of a fully enclosed case with a transparent face.
3. A display case shall be limited to no more than one per business.
4. A display case shall (a) project no more than four (4) inches beyond the face of the wall to which it is mounted, (b) be no larger than six (6) square feet measured from outer edge of case to outer edge of case, and (c) be no more than six (6) feet above grade.
5. The area of the sign shall not be included in the calculation for total wall, window, and awning sign area.
6. The sign message in a display case shall be limited to external illumination only. Backlit illumination is not permitted. Illuminated signs require an electrical permit.
7. Only a current menu, specials offered by the food or beverage service establishment, or an event to occur at the food or beverage service establishment shall be displayed in a display case, and the sign message may change no more than two times per day.
8. A display case shall not cover or interfere with exterior architectural details or windows of the building to which it is attached.
9. A display case must match the primary exterior storefront frame color or be compatible with the overall materials and colors of the façade design.

If a proposed display case sign did not comply with of these standards, an applicant could request a sign code variation of any of the standards. Such a request would need to be reviewed and approved by the Design Review Board.

The Design Review Board has been requested to make a recommendation to the Village Council regarding a text amendment to allow display case signs. As the Board considers allowing such signs, the Board may wish to consider the following questions:

1. Does the Board find it appropriate to allow display case signs in the Village?
2. If the Board does find it appropriate to allow display case signs, what should be the standards for allowing such signs:
  - a. What types of businesses should be allowed such signs?
  - b. What should a business be allowed to post in display case signs?
  - c. What should be the maximum sign area of such signs, measured from outer edge of case to outer edge of case?

- d. Should the area of a display case sign be included in the calculations for maximum total wall, window, and awning sign area? Or should display case sign area be exempted?
- e. Given these signs will be at pedestrian level, should there be a limit regarding how far the display case sign may project from the wall of a building? Also should there be a limit regarding how far the signs should be from grade?
- f. Should display case signs be allowed without requiring a sign permit? Or should they require a sign permit as well as a certificate of appropriateness?
- g. May display case signs be illuminated? If so, may they be either externally or internally illuminated?
- h. If allowed, what design considerations should be considered with display case signs (e.g. impact on existing architectural features, color and material compatibility with the existing building façade elements, etc.)?

At the June 18 DRB meeting, staff will review the staff report and answer any questions you may have.

**ATTACHMENTS**

Attachment A: Good Grapes Request for a Sign Code Text Amendment to Allow Display Case Signs

Attachment B: February 4, 2020, Village Council Minutes Excerpt

Attachment C: Village of Winnetka Sign Code Regulations

**Attachment A**  
**Good Grapes Request to Allow Display Case Signs**

**Outdoor Business Signs**

**Request:** Expand the sign review exercise to include revising Chapter 15.60 municipal code. Projecting signs without text and location constraints are needed for affordable and tasteful business advertising.

**Display Case**



**Floor Display**



**Sandwich Board**



Outdoor Sign Types	Reusable	Affordable	Functional	Tasteful & Attractive	Readable at Eye Level	Made for Outdoor Use	Sidewalk Space Not Required	Waterproof	Weather-proof / Year-Round	Available with & w/o Lights	Wind Doesn't Blow Over	Secure / Hard to Steal	Building Owner Friendly / Reusable Across Tenants
Display Case	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Floor Display	✓	✓	✓	✓	~✓								
Sandwich Board	✓	✓	✓			✓							

**Section 15.60.120 Commercial signs.**

**2. Projecting Signs.**

- a. One projecting sign may be placed perpendicular to the surface of a wall on a court yard for each business located on a court yard; provided that, the area of the sign does not exceed three square feet. → **Signs can be hung on a building and facing any direction.**
- b. Blade signs may extend over a public way or a public sidewalk, provided that the blade sign extends no more than 2 feet from the wall of the building and is no more than 3 feet high, and provided that the clearance between the bottom of the sign and the sidewalk is at least 8 feet. → **Decrease the distance between the bottom of the sign and the sidewalk.**
- c. No projecting sign shall contain information other than the name of the occupant or business, a maximum of three words containing a generic description of the types of products or services, and the occupant's logo or trademark. → **Need more than 3 words and no text / word constraints**

→ **Allow display case lights**

→ **Review other part of 15.60.120 for modifications to support current business environment**

## David Schoon

---

**From:** Theresa <theresa@goodgrapes.com>  
**Sent:** Thursday, June 4, 2020 1:52 PM  
**To:** David Schoon  
**Subject:** External: Re: Display Case Sign Amendment

**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*.

**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.

Hi,

For me, 24" x 36" works because of the space that I want to put the outdoor display case. However, a larger size may be needed for restaurants that have a 2 page menu.

**Cheers,  
Theresa**

847.242.9800 • [Good Grapes](#) • [Upcoming Events](#) • [Celebrate Winnetka](#)

**Uncork your best event yet with Good Grapes!**

---

**From:** David Schoon <DSchoon@winnetka.org>  
**Sent:** 6/4/20 10:05 AM  
**To:** "theresa@goodgrapes.com" <theresa@goodgrapes.com>  
**Subject:** Display Case Sign Amendment

Good Morning Theresa –

I continue conducting research of other communities' sign regulations related to your request to amend the sign code to allow changeable text wall-mounted display case signs.

A question I have for you is do you have a particular size in mind for the sign you wanted to put up? In my research, different communities have different maximum sizes, and I was wondering what size you were wanting to install.

Thanks.



Help us plan the future.  
[www.winnetkafutures.org](http://www.winnetkafutures.org)

**David Schoon**

**Community Development Director**

**Village of Winnetka**

**Phone:** 847-716-3526

**Email:** [dschoon@winnetka.org](mailto:dschoon@winnetka.org)

510 Green Bay Road

Winnetka, IL 60093

[www.villageofwinnetka.org](http://www.villageofwinnetka.org)

**Attachment B**

EXCERPTS OF MINUTES  
WINNETKA VILLAGE COUNCIL  
REGULAR MEETING  
February 4, 2020

(Approved: February 18, 2020)

A record of a legally convened regular meeting of the Council of the Village of Winnetka, which was held in the Village Hall Council Chambers on Tuesday, February 4, 2020, at 7:00p.m.

1) Call to Order.

President Rintz called the meeting to order at 7:04 p.m. Present: Trustees Jack Coladarci, Andrew Cripe, Robert Dearborn, and John Swierk. Absent: Trustee Penny Lanphier. Also present: Village Manager Robert Bahan, Village Attorney Peter Friedman, Community Development Director David Schoon, Human Resources Generalist Ann Eriksson, and approximately five persons in the audience.

10) New Business.

a) Design Review Board Comments: Internally Illuminated Sign Regulations. Mr.Schoon explained that the Design Review Board (DRB) had reviewed the Council's request to consider amending its sign regulations to allow internally illuminated signs. After a presentation, public comment, and discussion, the DRB concluded that it would be open to allowing such signs; however, careful consideration must be given to ensure appropriate design. The DRB is awaiting direction from the Council before doing further study with the aim of making a formal recommendation.

**After the Council briefly discussed the issue, President Rintz called for public comment. Theresa Lucas, proprietor of Good Grapes. Ms. Lucas asked the Council to expand the scope of the DRB's study to include display cases that are affixed to the outside wall of a business. She noted that display cases are more professional looking and can be used year-round, unlike sandwich boards, which can look tacky and tend to blow around.**

The Council agreed to add display cases to the DRB's study of the sign code. President Rintz requested that an email to the Council from former Village President Jessica Tucker about illuminated signs be shared with the DRB.

**Winnetka Sign Regulations  
June 2020**

Chapter 15.60

SIGNS\*

Sections:

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

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

Section 15.60.010 Title.

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

Section 15.60.020 Scope.

This chapter governs and controls the erection, enlargement, expansion, alteration, operation, maintenance, relocation, and removal of all signs within the Village that are visible from any street, sidewalk, or public or private common open space. This chapter relates to the location, type, materials and size of signs within the various zoning districts

## **Winnetka Sign Regulations June 2020**

established by Title 17 of this code (the Winnetka Zoning Ordinance), and is in addition to the provisions of Title 15 of this code (the Winnetka Building Code) that apply to the location, construction, installation, operation, maintenance, and electrical wiring of signs and their sources of illumination.

(Ord. MC-209-98 § 2 (part), 1998: prior code § 27.02)

### **Section 15.60.030 Intent.**

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

(Ord. MC-209-98 § 2 (part), 1998: prior code § 27.03)

### **Section 15.60.040 Rules of construction.**

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

B. Words used in the singular shall include the plural and words used in the plural shall include the singular.

(Ord. MC-209-98 § 2 (part), 1998: prior code § 27.04)

### **Section 15.60.050 Definitions.**

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

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

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

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

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

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

## **Winnetka Sign Regulations June 2020**

"Board" means the Winnetka Design Review Board.

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

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

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

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

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

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

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

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

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

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

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

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

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

"Garage sale" means a sale that is open to the general public and is conducted from or on property zoned or used for a single-family residence, for the purpose of disposing of personal property owned by one or more persons residing in the single-family residence on the property and which was acquired in the normal course of living in or maintaining the residence, rather than for purpose of resale.

"Incidental sign" means a small sign, emblem or decal informing the public of goods, facilities or services available on the premises, such as a credit card sign or a sign indicating

## **Winnetka Sign Regulations June 2020**

hours of business; provided, the cumulative area of such signs on any premise does not exceed one square foot.

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

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

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

(Amended MC-7-2002 § 2, 08/06/02)

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

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

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

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

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

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

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

"Window sign" means a sign, picture, symbol, or combination, applied or attached to the exterior or interior of a window, or located within five feet of the interior side of a window and displayed so that it is visible from the exterior of the window. For purposes of this code, displayed merchandise or products shall not be considered a window sign.

## **Winnetka Sign Regulations June 2020**

(Ord. MC-209-98 § 2 (part), 1998: prior code § 27.05)

### Section 15.60.060 Prohibited signs.

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

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

B. Internally illuminated signs;

C. Translucent awnings and signs placed on translucent awnings;

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

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

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

G. (Repealed.)

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

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

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

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

### Section 15.60.070 Exempt signs.

Signs, flags and emblems of and on the premises of the United States, the state, the Village, and other municipal corporations and public bodies of the state shall be exempt from the regulations of this chapter. Murals and building decorations not an integral part of a sign are not considered signs for the purpose of this chapter.

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

### Section 15.60.080 Signs allowed without a permit.

## Winnetka Sign Regulations June 2020

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

- A. Permitted, nonilluminated temporary signs, as provided in Section 15.60.090;
- B. Permitted, nonilluminated signs on single and two-family dwellings, as provided in Section 15.60.100(A);
- C. Permitted, nonilluminated signs of organizations, as provided in Section 15.60.110; provided, the area of any such sign does not exceed eight (8) square feet;
- D. (Repealed.)
- E. Memorial plaques, building markers, cornerstones, historical plaques and similar designations displayed for noncommercial purposes; provided that, the area of any such signs does not exceed six (6) square feet;
- F. Signs and pavement markings required by the police, fire or other governmental departments for the safety and convenience of the public;
- G. Street or house number signs not exceeding one and one-half square feet in area;
- H. Nonilluminated directional signs that do not contain a commercial message, logo or illustration, and that do not exceed three square feet in area;
- I. Incidental signs that do not exceed one square foot in area.  
(Ord. MC-209-98 § 2 (part), 1998: prior code § 27.08)
- J. Self-supporting portable menu board signs displayed at restaurants or other food service establishments that offer food service for consumption on the premises, subject to the following limitations:
  - 1. The signs shall be no more than 24 inches wide and 36 inches high, including support elements.
  - 2. No restaurant or food service establishment shall be allowed more than one such sign.
  - 3. The signs may be displayed only during the hours that the business is open to the public.
  - 4. The signs may be placed on a public sidewalk, provided they do not extend more than two feet from the face of the building.
  - 5. The signs may only be displayed between May 1 and November 30 of each year.
  - 6. The proposed location of a sign for a restaurant with outdoor seating shall be depicted on the site plan submitted with the application for the outdoor seating permit and the sign shall be placed only in the location specified on the approved outdoor seating plan.
  - 7. Notwithstanding the foregoing, the Village reserves the right to order the relocation or removal of any menu board sign if the Director determines that the sign poses a safety hazard for pedestrian or vehicular traffic.
- K. Any outdoor sign located on residential property that pertains to an election or political campaign; provided, that no such sign shall be more than eight (8) square feet in area.
- L. Subject to the approval of the Village Council, banners displayed on any utility pole, street light or lamp post in the Hubbard Woods or Elm Street business districts, provided

## **Winnetka Sign Regulations June 2020**

the Village Council determines that the banner is not a commercial or political advertisement.

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

### Section 15.60.090 Permitted temporary signs.

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

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

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

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

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

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

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

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

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

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

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

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

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

**Winnetka Sign Regulations**  
**June 2020**

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

a. No such sign may be illuminated,

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

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

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

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

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

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

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

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

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

**Section 15.60.100 Signs on residential properties.**

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

1. Signs exempted from this chapter pursuant to Section 15.60.070;

2. Signs allowed without a permit pursuant to Section 15.60.080;

3. Temporary signs permitted pursuant to Section 15.60.090;

4. One nameplate sign not exceeding two square feet in area;

5. Noncommercial signs behind or affixed to windows and doors, including signs prohibiting solicitors and identifying security services; and

6. Lawn signs prohibiting solicitors or identifying security services.

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

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

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

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

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

C. Off-Premises Directional Signs. No more than two off-premises directional signs, neither of which shall have an area of more than four square feet, shall be permitted for each such institution; provided, the size, location, placement, design and color of such signs is approved by the Board.

(Ord. MC-209-98 § 2 (part), 1998: prior code § 27.11)

Section 15.60.120 Commercial signs.

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

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

1. Wall Signs and Window Signs.
  - a. No wall sign shall contain information other than the name of the occupant or business, a maximum of three words containing a generic description of the types of products or services, and the occupant's logo or trademark.
  - b. No wall sign or window sign shall exceed seventy (70) square feet in area.
  - c. Wall signs shall be placed substantially parallel to the surface of the wall.
  - d. Window signs may be displayed on the street exposure or nonstreet exposure windows of an occupant; provided that, the total area of window signs in any single

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window pane or any single section of window shall not exceed ten (10) percent of the area of the single window pane or single section of window on which it is located.

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

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

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

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

i. In addition to other signs displayed on or attached to a building, a building occupied by three or more commercial occupants may display a directory type wall sign (subject to the fifteen (15) percent limitations contained within subsections (B)(1)(e) and (B)(1)(f) of this section) which lists only the names of such commercial occupants and the name of the building. The total area of such a directory-type sign shall not exceed thirty-five (35) square feet in area and no one individual listing shall exceed three square feet in area.  
(amended MC-3-2003, 03/04/03)

### 2. Projecting Signs.

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

b. Blade signs may extend over a public way or a public sidewalk, provided that the blade sign extends no more than 2 feet from the wall of the building and is no more than 3 feet high, and provided that the clearance between the bottom of the sign and the sidewalk is at least 8 feet.

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

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

### 3. Freestanding Signs.

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

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

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

#### **4. Awning Signs.**

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

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

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

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

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

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

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

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

b. Signs containing information required by state or federal law regarding the operation of automobile service stations or pump islands; provided that, the size of each

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such required sign shall be related to the state mandated letter size and shall be approved by the Board.

(Ord. MC-209-98 § 2 (part), 1998: prior code § 27.12)

### Section 15.60.130 General standards.

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

#### A. Sign Measurement.

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

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

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

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

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

#### B. Illumination.

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

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

3. **Externally Illuminated Signs Adjacent to Residential Zoning Districts.** No externally illuminated sign shall be located within, or within one hundred (100) feet of the boundary of, any residential zoning district, if an illuminated face of such sign is parallel with or at an angle of less than forty-five (45) degrees from the residential zoning district boundary or otherwise has an adverse visual impact on adjacent residential properties; provided that,

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this restriction shall not apply if the property is in a multifamily zoning district and is not used for residential purposes.

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

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

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

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

G. **Sign Maintenance.** In addition to complying with all other applicable provisions of this code, all signs and awnings shall be kept and maintained in a safe, neat and orderly condition and appearance. The owner of a sign shall be responsible for providing such maintenance for freestanding signs. Maintenance shall also require that the ground area, for a distance of not less than ten (10) feet in all directions, be kept free and clean of weeds, trash and other debris. In the event that a sign is not maintained in a safe, neat and orderly condition by the owner, the sign shall be subject to removal.

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

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

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

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

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

(Ord. MC-209-98 § 2 (part), 1998; prior code § 27.13)

Section 15.60.140 Sign permit procedures.

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

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

1. Name, address and telephone number of the owner of the property;
2. Name, address and telephone number of the applicant (owner of the sign);
3. Name, address and telephone number of the sign contractor, and where applicable, the name, address and telephone number of the electrical contractor;
4. Address or location of building, structure or lot to which, or upon which, the sign is to be attached or erected;
5. Application for certificate of appropriateness and, where applicable, application for building permit;
6. Illustrated calculations of the aggregate size of all signs existing on the premises at the time of making such application;
7. Such other information as the Director or the Board shall require to show full compliance with this chapter;
8. Ten (10) copies of the following materials or information:
  - a. Drawings showing the position of a proposed sign in relation to adjacent signs, buildings and structures,
  - b. Information, drawings, samples, or other materials regarding the design and size, structural details, materials and colors, and placement on the premises of a proposed sign or sign structure,
  - c. Current color photographs showing existing signs on the premises and adjacent property, and the date that the photographs were taken.

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

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

(Ord. MC-209-98 § 2 (part), 1998: prior code § 27.14)

Section 15.60.150 Certificate of appropriateness.

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

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

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

D. Issuance of Certificate.

1. A certificate of appropriateness shall be issued by the Board upon the concurring vote of a majority of the members present. However, if fewer than two-thirds of the members present vote to grant the certificate of appropriateness, the certificate shall not be issued until the time for the notice of appeal provided in subsection E of this section has lapsed, or if an appeal has been taken, until a final decision on the appeal has been reached by the Village Council.

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

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

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

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

1. The sign area shall not exceed the maximum permitted area and shall be in proportion and scale to the building or to other buildings or signs in the surrounding area;
2. Projects which include a number of signs and graphics shall have an overall plan;
3. The amount of information contained in or on any sign or group of signs shall be limited so that it results in a clear and readable design;
4. Signs and graphics shall have a harmonious relationship with nearby signs, buildings and the neighborhood, and shall be designed so as not to adversely affect adjacent structures. In this respect the sign shall be related to its building, structure and neighborhood in terms of size, shape, material, color, texture, lettering, location, arrangement, lighting, and the like;
5. Colors shall be used with restraint and excessive brightness shall be avoided;
6. External lighting shall be arranged so that the light source is screened from view;
7. The additional provisions of this chapter, as specified in this chapter, shall be part of the criteria of the design review process.

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

### Section 15.60.160 Amendment to permit work.

It is unlawful to alter or in any way modify or deviate from the permit work. If the owner desires to deviate from the approved construction documents during the progress of permit work, the owner shall submit to the Director a certified description of the changes and complete revised construction documents which clearly show all revisions. Prior to proceeding with the work, any amendments to the original permits and approved construction documents shall be approved by the Director or other building officers in accordance with this code.

(Ord. MC-209-98 § 2 (part), 1998: prior code § 27.16)

### Section 15.60.170 Expiration and revival of permits.

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

(Ord. MC-209-98 § 2 (part), 1998: prior code § 27.17)

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### Section 15.60.180 Failure to complete work.

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

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

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

C. Removal of Signs. In the event of revocation of a sign permit or certificate of appropriateness, the sign(s) or structure authorized by said permit or certificate shall be removed promptly at the expense of the applicant.

(Ord. MC-209-98 § 2 (part), 1998: prior code § 27.18)

### Section 15.60.190 Review of existing permanent signs.

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

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

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

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

E. Appeals. The owner of a sign with respect to which a notice has been given under subsection C of this section above may appeal the determination by the Director by filing an appeal pursuant to Section 15.60.230 not later than thirty (30) days after the date of notice. (Ord. MC-209-98 § 2 (part), 1998: prior code § 27.19)

### Section 15.60.200 Nonconforming signs.

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

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

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

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

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

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

### Section 15.60.210 Unlawful display deemed nuisance.

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

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

### Section 15.60.220 Enforcement, penalties and revocation of permit.

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

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

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

D. Enforcement Actions. Any Building Officer is authorized to exercise the police power of the Village in order to secure compliance with the provisions of this chapter. Enforcement actions shall include, but not be limited to, the issuance of a stop work order, permit revocation, prosecution for violations, the bringing of a civil action to recover any penalty of fine, or the institution of the appropriate action at law or in equity to restrain,

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correct or abate such violation or to require the removal of the unlawful use or act. The filing of a civil action to recover any penalty or fine shall preclude incarceration or imprisonment. Prior written notice of a violation shall not be required for the initiation of enforcement actions under this section if the violation creates any emergency or unsafe condition, if the violation is the resumption of an activity that was the subject of a written notice of violation issued within the previous thirty (30) days, or if the Building Officer determines that the violation is part of a pattern of behavior at the site which discloses a disregard for the requirements of this code.

### **E. Penalties--Fines.**

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

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

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

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

### **Section 15.60.230 Violation of regulations.**

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

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

C. If a sign shall be found to be unsafe or insecure, or constructed, erected or maintained in violation of this chapter, and if the owner of the sign fails to remove or alter the sign

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(following proper notice), the sign may be removed or altered by the village at the expense of the owner of the sign.

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

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

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

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

### Section 15.60.240 Appeals.

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

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

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

### Section 15.60.250 Variations.

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

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

C. Variations shall be permitted only if:

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

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

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

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1. Permit signs that are prohibited;
  2. Waive permit requirements;
  3. Permit signs which violate the safety and maintenance provisions of Section 15.60.130;
  4. Vary the nonconforming sign provisions of Section 15.60.150 as applied to any given sign.
- (Ord. MC-209-98 § 2 (part), 1998: prior code § 27.25)

**Section 15.60.260 Liability for damages.**

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

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