


**VILLAGE OF BARTLETT**  
**VILLAGE HALL, 228 S. MAIN STREET**  
**COMMITTEE AGENDA**  
**April 7, 2026**

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **TOWN HALL:** (Note: Three (3) minute time limit per person)
4. **STANDING COMMITTEE REPORTS:**
  - A. **BUILDING AND ZONING COMMITTEE, CHAIRMAN HOPKINS**
    1. #2026-02 DZ Boutique Winery
  - B. **PUBLIC WORKS AND GOLF COMMITTEE, CHAIRMAN DEYNE**
    1. Removal of Well House and Streetscape Discussion
  - C. **COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE, CHAIRMAN GANDSEY**
    1. Annual Tree Lighting Discussion
  - D. **FINANCE COMMITTEE, CHAIRMAN LAPORTE**
    1. Proposed Operating Budget 2026-27 Discussion
5. **EXECUTIVE SESSION**
  - A. Executive session pursuant to Section 2(c)(1) of the Open Meetings Act to discuss the appointment, employment, compensation or performance of specific employees
6. **ADJOURNMENT**



**PLANNING & DEVELOPMENT SERVICES MEMORANDUM**

26-19

DATE: March 31, 2026  
TO: Paula Schumacher, Village Administrator  
FROM: Andrew Barna, Associate Planner   
RE: **(#26-02) DZ Boutique Winery**

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**PETITIONER**

Renata Zagulski

**SUBJECT SITE**

338 Main St – Main Street Plaza

**REQUESTS**

**Special Use Permit – micro-winery**  
**Text Amendment – add micro-winery as a Special Use in the B-3 Zoning District**

**SURROUNDING LAND USES**

	<b><u>Land Use</u></b>	<b><u>Comprehensive Plan</u></b>	<b><u>Zoning</u></b>
<b>Subject Site</b>	<b>Commercial</b>	<b>Commercial</b>	<b>B-3</b>
North	Commercial	Commercial	B-3
South	Commercial	Commercial	B-3
East	Commercial	Commercial	B-3
West	Residential	Village Center Residential	SR-3

**CURRENT DISCUSSION**

1. The petitioner is requesting a **Text Amendment** to add “micro-winery” (winery with on-site production, storage, and tasting room) to the Special Use list in the B-3 (Neighborhood Shopping) Zoning District. The petitioner is requesting a **Special Use Permit** to allow a micro-winery within Main Street Plaza in the B-3 (Neighborhood Shopping) Zoning District.
2. The proposed floor plan for the 915 square foot unit shows a storage and aging room, a production room, and a tasting room.

Room	Square Footage	Description
Tasting Room	205 sq. ft.	Guest tastings, 2 round tables, 1 bar counter, limited to 8 guests
Production Room	380 sq. ft.	Small-batch fermentation, bottling, labeling, and other winemaking activities
Storage/Aging Room	261 sq. ft.	Shelving, aging racks, and inventory storage

3. The proposed winery does not have any proposed hours of operation at this time. The winery will only offer appointment-only tastings and production activities will only occur during non-public hours.
4. There will be no additional employees other than the 2 owners.
5. There will be no on-site food preparation; only commercially packaged snacks if offered.
6. If approved, a new class of liquor license must be created. The petitioner would need to apply for and be granted the liquor license.

**RECOMMENDATION**

1. Staff recommends forwarding the application to the Planning and Zoning Commission for review to conduct the public hearing.
2. A letter from the petitioner, application, location map, site plan, and floor plan are attached for your review.

DZ Boutique Winery, Inc.  
338 Main Street (proposed)  
Bartlett, IL 60103

Date: 3/27/2026

To:  
President and Board of Trustees  
Village of Bartlett  
228 S. Main Street  
Bartlett, IL 60103

Dear President and Members of the Village Board,

On behalf of DZ Boutique Winery, I respectfully request approval of a Text Amendment and a Special Use Permit to allow the operation of a winery with tasting room at 338 Main Street in Bartlett, Illinois.

This request is being made because a winery with tasting room is not currently listed as a Special Use within the B-3 Zoning District. Accordingly, we respectfully request a Text Amendment to permit consideration of this use, along with approval of a Special Use Permit for this proposed location.

Our business is intended to be a small-scale, quiet, and community-oriented operation with on-site handcrafted wine production, storage, and a modest tasting room. All activities will occur entirely indoors, and no outdoor seating or large events are proposed. We will comply fully with all Village, state, and federal regulations and maintain a safe, low-impact environment that supports downtown Bartlett's character and local economic development.

Thank you for your consideration. We look forward to working with the Village throughout the review and approval process.

Sincerely,

Renata M. Zagulski  
DZ Boutique Winery, Inc.

Phone: [REDACTED]

Email: [REDACTED]

## OPERATION PLAN – DZ BOUTIQUE WINERY

338 S Main Street, Bartlett, IL

### 1. BUSINESS OVERVIEW

DZ Boutique Winery is a small, appointment-only micro-winery focused on handcrafted, small-batch wines. The facility operates in three designated rooms: tasting room, production room, and storage/aging room. Maximum public occupancy is limited to 8 guests.

### 2. FACILITY LAYOUT

- Tasting Room – 205 sq ft: Guest tastings, bar counter, high-top tables; limited to 8 guests.
- Production Room – 380 sq ft: Wine-making activities, 2-compartment sink, dishwasher, countertops, equipment.
- Storage & Aging Room – 261 sq ft: Shelving, aging racks, inventory storage.

### 3. HOURS OF OPERATION

- By appointment only.
- Production activities occur during non-public hours.

### 4. STAFFING PLAN

- Owners manage production, tastings, sales, and compliance.
- No additional employees at initial stage.

### 5. PRODUCTION OPERATIONS

- Small-batch fermentation, bottling, labeling.
- All equipment cleaned and sanitized after each use.
- Only staff allowed in production and storage areas.

### 6. TASTING ROOM OPERATIONS

- Guests enter through the front door only.
- Appointment-only tastings, max 8 guests.
- No food preparation; only commercially packaged snacks if offered.

## 7. SAFETY & SANITATION

- All surfaces cleaned before and after use.
- Only NSF-approved equipment in production.
- Tasting room separated by door; no guest access to production or storage.

## 8. STORAGE & INVENTORY

- Wine aged in shelving racks in rear room.
- Chemical supplies kept separately in secured area.

## 9. COMPLIANCE

- Fire extinguishers maintained as required.
- Emergency exits unobstructed.

## 10. WASTE MANAGEMENT

- All waste disposed according to village and state requirements.
- Recycling program maintained for glass and cardboard.

This plan outlines the operational workflow ensuring safety, quality, compliance, and a professional guest experience.



# VILLAGE OF BARTLETT DEVELOPMENT APPLICATION

**For Office Use Only**  
 Case # 26-02  
 RECEIVED  
 PLANNING & DEVELOPMENT  
 MAR 25 2026  
 VILLAGE OF BARTLETT

**PROJECT NAME** DZ BOUTIQUE WINERY

**PETITIONER INFORMATION (PRIMARY CONTACT)**

**Name:** Renata M. Zagulski

**Street Address:** 1106 Dorchester Ln.

**City, State:** Bartlett, IL

**Zip Code:** 60103

**Email Address:** [REDACTED]

**Phone Number:** [REDACTED]

**Preferred Method to be contacted:** Email

**PROPERTY OWNER INFORMATION**

**Name:** Ethan Driscoll and Ashley Driscoll

**Street Address:** 219 E. Irving Park Rd.

**City, State:** Roselle, IL

**Zip Code:** 60172

**Phone Number:** [REDACTED]

**OWNER'S SIGNATURE:** [Signature] **Date:** 3/25/2026  
*(OWNER'S SIGNATURE IS REQUIRED or A LETTER AUTHORIZING THE PETITION SUBMITTAL.)*

**ACTION REQUESTED (Please check all that apply)**

- Annexation
- Text Amendment
- PUD (preliminary)
- Rezoning \_\_\_\_\_ to \_\_\_\_\_
- PUD (final)
- Special Use for: micro-winery w/on-site wine
- Subdivision (preliminary)
- Variation: production, storage & tasting room
- Subdivision (final)
- Site Plan (please describe use: commercial, industrial, square footage): \_\_\_\_\_
- Unified Business Center Sign Plan
- Other (please describe) \_\_\_\_\_

**SIGN PLAN REQUIRED?** Yes or No

*(Note: A Unified Business Center Sign Plan is required for four or more individual offices or businesses sharing a common building entrance or private parking lot.)*

**PROPERTY INFORMATION**

**Common Address/General Location of Property:** 338 Main St., Bartlett, IL 60103

**Property Index Number ("Tax PIN"/"Parcel ID"):** 06-34-414-069

**Zoning:** Existing: B-3  
(Refer to Official Zoning Map)  
Proposed: Commercial

**Land Use:** Existing: Commercial  
Proposed: Commercial

**Comprehensive Plan Designation for this Property:** Commercial  
(Refer to Future Land Use Map)

**Acreage:** N/A Commercial spa

**For PUD's and Subdivisions:**

No. of Lots/Units: \_\_\_\_\_

Minimum Lot: Area \_\_\_\_\_ Width \_\_\_\_\_ Depth \_\_\_\_\_

Average Lot: Area \_\_\_\_\_ Width \_\_\_\_\_ Depth \_\_\_\_\_

**APPLICANT'S EXPERTS** (If applicable, including name, address, phone and email)

**Attorney** Michael E. Kelly, 118 W. Bartlett Ave.; Ste. 1; Bartlett, IL 60103  
P: 630-837-6600; E: mikekellylawoffice@gmail.com

**Engineer**

**Other** Renata Zagulski (Petitioner) and Daniel Zagulski (husband)

## FINDINGS OF FACT FOR SPECIAL USE PERMIT

Both the Planning & Zoning Commission and Village Board must decide if the requested Special Use meets the standards established by the Village of Bartlett Zoning Ordinance. The Planning & Zoning Commission shall make findings based upon evidence presented on the following standards:

(Please respond to each of these standards in writing below as it relates to your case. It is important that you write legibly or type your responses as this application will be included with the staff report for the Planning & Zoning Commission and Village Board to review.)

1. That the proposed use at that particular location requested is necessary or desirable to provide a service or a facility which is in the interest of public convenience and will contribute to the general welfare of the neighborhood or community.

The proposed micro-wine use is small-scale, quiet and fully consistent with the character of this part of the Village of Bartlett. It provides a local, community-oriented service by offering hand-crafted wine production and a small indoor tasting room. This type of use supports local economic development/Main Street experience and contributes positively to the overall public convenience and general welfare without creating noise, traffic or disruption.

2. That such use will not under the circumstances of the particular case be detrimental to the health, safety, morals, or general welfare of persons residing or working in the vicinity or be injurious to property value or improvement in the vicinity.

The proposed use will not be detrimental to health, safety or general welfare. All activities occur entirely indoors with no outdoor service, no large scale production, and no high-traffic operations. The micro-wine is low-impact, quiet and compatible with surrounding commercial and light-industrial uses, with no negative effects on nearby properties or property values.

3. That the special use shall conform to the regulations and conditions specified in this Title for such use and with the stipulation and conditions made a part of the authorization granted by the Village Board of Trustees.

The special use will comply with all regulations of the Village of Bartlett and all applicable state and federal requirements. We agree to meet all conditions set by the Planning & Zoning Commission and Village Board and to operate fully in compliance with all safety, zoning and code standards.

Please refer to Chapter 13 for additional Findings of Fact for Proposed Cannabis Uses.

**ACKNOWLEDGEMENT**

I understand that by signing this form, that the property in question may be visited by village staff and Board/Commission members throughout the petition process and that the petitioner listed above will be the primary contact for all correspondence issued by the village.

I certify that the information and exhibits submitted are true and correct to the best of my knowledge and that I am to file this application and act on behalf of the above signatures.

Any late, incomplete or non-conforming application submittal will not be processed until ALL materials and fees have been submitted.

SIGNATURE OF PETITIONER: \_\_\_\_\_  
*[Handwritten Signature]*

PRINT NAME: Renata M. Jagielski

DATE: 2/14/26

**REIMBURSEMENT OF CONSULTANT FEES AGREEMENT**

The undersigned hereby acknowledges his/her obligation to reimburse the Village of Bartlett for all necessary and reasonable expenses incurred by the Village for review and processing of the application. Further, the undersigned acknowledges that he/she understands that these expenses will be billed on an ongoing basis as they are incurred and will be due within thirty days. All reviews of the petition will be discontinued if the expenses have not been paid within that period. Such expenses may include, but are not limited to: attorney's fees, engineer fees, public advertising expenses, and recording fees. Please complete the information below and sign.

NAME OF PERSON TO BE BILLED: Renata M. Jagielski

ADDRESS: 11126 Dorchester Ln  
Bartlett IL 60123

PHONE NUMBER: \_\_\_\_\_  
*[Redacted]*

EMAIL: \_\_\_\_\_  
*[Redacted]*

SIGNATURE: \_\_\_\_\_  
*[Handwritten Signature]*

DATE: 2/24/26



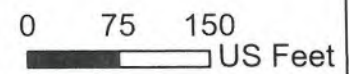
Second Floor  
Residences  
241 S Main St  
Units 201-215



Created by Bartlett GIS,  
March 2026

# Location Map

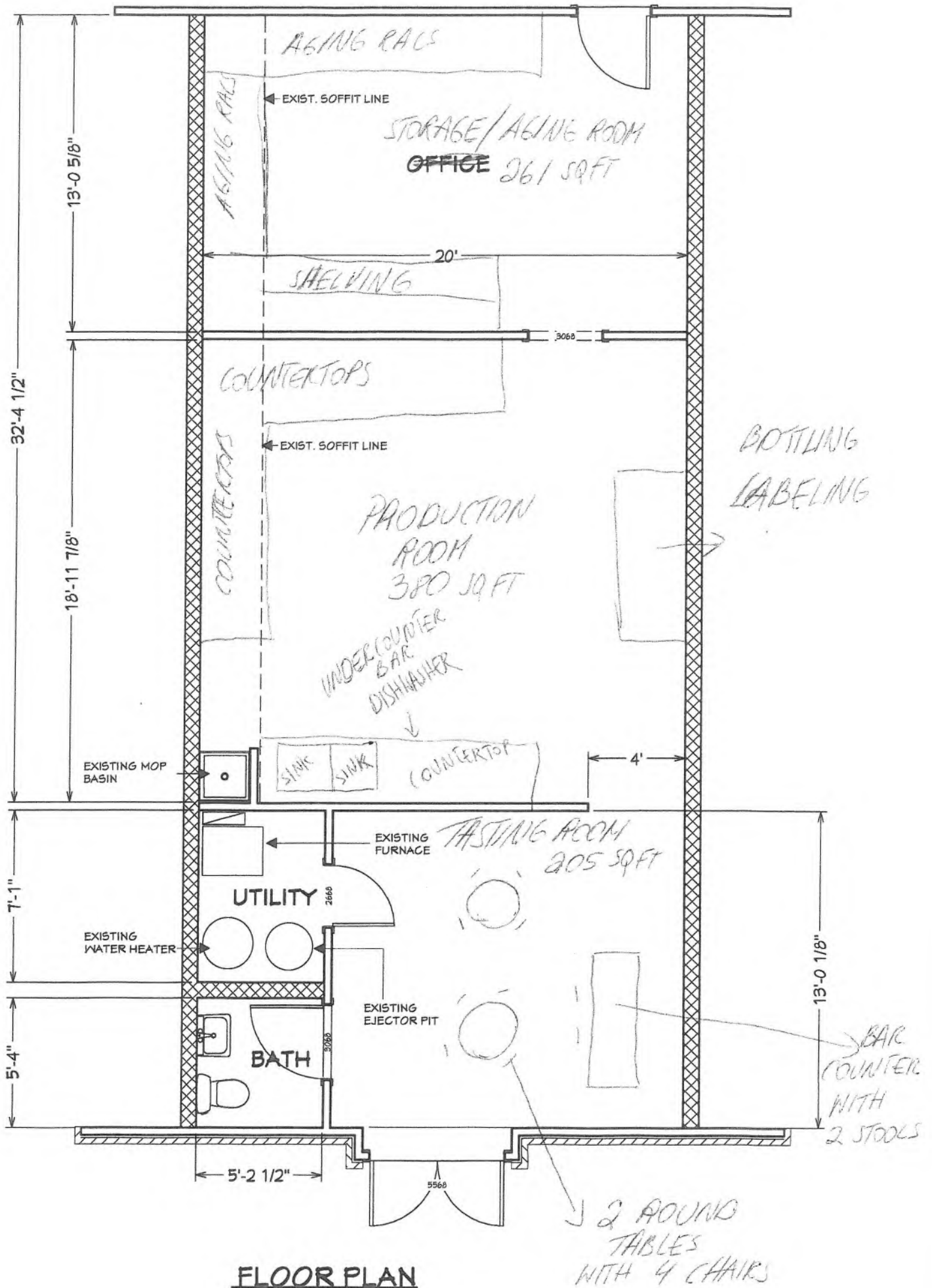
PIN # 06-34-414-069-0000



## Unit Location



**DZ Boutique Winery – 338 Main Street**



**FLOOR PLAN**



# Agenda Item Executive Summary

**AGENDA ITEM:** Removal of Well House and Streetscape

**BOARD OR COMMITTEE:** Committee

## BUDGET IMPACT

<b>Amount</b>	\$300,000	<b>Budgeted</b>	N/A
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<b>Fund: General</b>	<b>Corresponding Activity Measure:</b>
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## EXECUTIVE SUMMARY

Staff met with Village President Gunsteen and Trustee Gandsey to discuss relocating the Merry & Bright event to the downtown area.

As a part of that discussion President Gunsteen brought up advancing broader goals within the downtown. The proposed plan includes demolishing the existing well house, pump station, and reservoir—facilities no longer needed for Water Division operations – and redeveloping the site into a public plaza with decorative features and a central holiday tree.

The total estimated project cost is \$300,000 (\$100,000 for demolition and \$200,000 for plaza construction). The funding for the project could be done by reallocating \$100,000 from the BEDA budget and \$200,000 from the Bike Path Maintenance Capital budget, noting minimal impact on planned bike path projects, though some reductions and eliminations in that budget would occur.

An additional consideration includes upgrading the sidewalk in front of Village Hall to match the new downtown aesthetic, potentially using existing capital funds, pending coordination with future infrastructure projects, such as water main replacement in the area.

Staff is requesting direction from the Board to start looking into design of the plaza and procuring a demolition contractor for the existing buildings.

## ATTACHMENTS (PLEASE LIST)

Memo

### RELATIONSHIP TO STRATEGIC PLAN GOAL

Strategic Plan Goal or Target: Yes  No

Description:

## ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion

**Staff:** Tyler Isham, Assistant Director of Public Works

**Date:** March 30, 2026

# Memo

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**To:** Paula Schumacher, Village Administrator  
**From:** Dan Dinges, Director of Public Works  
**Subject:** Merry & Bright Downtown – Removal of Well House and Streetscape  
**Date:** March 26, 2026

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Staff met with Village President Dan Gunsteen and Trustee Gandsey to discuss the potential relocation of the Merry & Bright event to the downtown area.

If the Board elects to move forward with this concept, the proposed plan would include demolition of the well house adjacent to the fire barn, as well as removal of the pump station and reservoir located south of Village Hall. These sites would no longer be needed for Water Division operations.

Following demolition, Village President Gunsteen recommended redeveloping the well house site into a public plaza, similar in character to the Town Center. This space would include brick and decorative sidewalk treatments, benches, landscaping, and related amenities. The new artificial holiday tree could be installed at this location to serve as a central feature for the Merry & Bright event. (Relocation of the Village Hall sign was also discussed but is not included in the current cost estimates.)

## **Estimated Costs**

- Demolition of well house, pump station, and reservoir: **\$100,000**
  - Currently programmed in the Water Capital Budget for FY 2027/2028 so this item would be moved up to FY 26/27.
  - Proposed to shift to the General Fund, as the facilities would be decommissioned.
- Construction of new plaza at former well house site: **\$200,000**
  - Includes hardscape, seating, and landscaping.
  - Does not include Village Hall sign relocation.

## **Proposed Funding Strategy**

Staff recommends the following funding adjustments to cover the estimated \$300,000 total project cost:

- **\$100,000** from the BEDA budget leaving no BEDA funds available for economic development projects for FY 26/27.

- **\$200,000** from the Bike Path Maintenance Capital budget

This reallocation is not anticipated to significantly impact planned bike path-related projects. Staff believes sufficient funding would remain to complete:

- Naperville Road railroad crossing improvements.
- Route 59 underpass project.
- ComEd path improvements (pending ComEd lease agreement).
- In-house bike path repairs would be reduced from \$200,000 to \$100,000 which is sufficient to complete our planned repairs.
- \$100,000 Contingency would be eliminated.

#### **Additional Consideration**

Staff also discussed the potential replacement of the sidewalk in front of Village Hall to match the proposed downtown aesthetic (including brick ribbon detailing). There is currently **\$150,000** allocated in the capital budget for downtown sidewalk improvements, which could be used for this purpose, provided it does not conflict with the scheduled 2027 water main replacement project.



# Agenda Item Executive Summary

AGENDA ITEM: Annual Tree Lighting Ceremony

BOARD OR COMMITTEE: Committee

## BUDGET IMPACT

Amount	Budgeted	\$
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Fund:	Corresponding Activity Measure:
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## EXECUTIVE SUMMARY

Staff proposed to move the annual Merry & Bright Tree Lighting Ceremony from Bartlett Park to Village Hall. This transition aims to improve accessibility and provide a more expansive footprint for holiday activities. This site was selected to place the festivities at the heart of our downtown, leveraging municipal infrastructure, which better supports our current technical and logistical requirements.

## ATTACHMENTS (PLEASE LIST)

Staff memo

### RELATIONSHIP TO STRATEGIC PLAN GOAL

Strategic Plan Goal or Target: Yes  No

Description:

## ACTION REQUESTED

- For Discussion Only
- Resolution
- Ordinance
- Motion

Staff: Ricci Lucas, Community Engagement Coordinator

Date:03/26/2026

# Memorandum

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To: Paula Schumacher, Village Administrator  
From: Ricci Lucas, Community Engagement Coordinator  
Subject: **Annual Tree Lighting Ceremony**  
Date: March 26, 2026

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## Overview

After a comprehensive evaluation of the annual Merry & Bright celebration and the increasing attendance at the annual Tree Lighting Ceremony, we would like to propose moving the event from Bartlett Park to Village Hall for the upcoming 2026 season. This transition will allow us to improve accessibility and provide a more expansive footprint for holiday activities.

## Relocation Details

The ceremony is proposed to move from Bartlett Park (102 N. Eastern Avenue) to Village Hall (228 S. Main Street). This site was selected to place the festivities at the heart of our downtown, leveraging municipal infrastructure, which better supports our current technical and logistical requirements.

## Key Considerations for the Move

- **Weather Resilience:** The Village Hall footprint provides proximity to the Fire Barn, which offers a covered sanctuary from inclement weather. This indoor-outdoor flexibility will provide residents with an escape from the cold without leaving the event, ensuring the celebration can continue comfortably over the whole duration, regardless of weather.
- **Enhanced Programming:** The additional paved areas and layout options at Village Hall allow for a more organized "festival" feel. This includes a dedicated food and beverage zone, potential professional-grade staging for live performances, and strategically placed "warming stations" to encourage longer stays.
- **Accessibility:** The new location is more suitable for a simple road closure that is less disruptive to the community and surrounding businesses. The move also encourages foot traffic for local businesses and places the event within easier reach of downtown parking and public transit.
- **Infrastructure & Electrical Efficiency:** The electrical infrastructure at Village Hall is better equipped to handle the increased power demands of more lighting and sound systems without the need for an electrical overhaul that the park would potentially need to consistently accommodate our new tree's power demand, as well as any other future electrical needs.