



VILLAGE OF BARTLETT
PLANNING & ZONING COMMISSION SPECIAL MEETING
AGENDA

BARTLETT MUNICIPAL CENTER
228 S. MAIN STREET
April 23, 2026
7:00 P.M.

- I. Call to Order
- II. Roll Call
- III. Approval of the March 5, 2026 Planning & Zoning Commission meeting minutes
- IV. Public Forum (comments may be emailed in advance to planningdivision@bartlett.il.gov)
- V. **(#25-15) 116 N. Crest Ave**
Variation – to allow a parking area in the front yard
PUBLIC HEARING
- VI. **(#26-06) 681 San Diego Pl**
Variation – accessory structure to project 4.3 feet into the required 5-foot side yard
PUBLIC HEARING
- VII. **(#26-02) DZ Boutique Winery**
Text Amendment – add micro-winery as a Special Use in the B-3 Zoning District
Special Use Permit – to allow micro-winery
PUBLIC HEARING
- VIII. New Business/Old Business
- IX. Adjournment



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B. Bucaro, Acting Chairman called the meeting to order at 7:00 pm.

Roll Call

Present: B. Bucaro, J. Kapadoukakis, J. Miaso, A. McSwane, C. Deveaux, M. Sarwas, J. Borkgren, M. Werden

Absent: G. Koziol

M. Werden arrived at 7:18.

Also Present: Kristy Stone, Planning & Development Services Director, Andrew Barna, Associate Planner, Brian Krause, Associate Planner

Election of B. Bucaro as Acting Chairman

Motioned by: J. Miaso

Seconded by: C. Deveaux

Motion passed by unanimous voice vote.

Approval of Minutes

A motion was made to approve the February 5, 2026, meeting minutes.

Motioned by: J. Miaso

Seconded by: A. McSwane

Roll Call

Ayes: J. Kapadoukakis, J. Miaso, A. McSwane, C. Deveaux, M. Sarwas, J. Borkgren

Nays: None

Abstain: B. Bucaro

The motion carried.

Public Forum

B. Bucaro opened the public forum. No one from the public came forward. **B. Bucaro** closed the public forum.



Village of Bartlett
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(#25-13) Bartlett Meadow

Preliminary/Final Plat of Subdivision

Preliminary/Final PUD

Special Use for PUD

Rezoning from B-4 to SR-4 PUD

Amendment to the Future Land Use Plan

PUBLIC HEARING

The following exhibits were presented:

Exhibit A – Picture of Sign

Exhibit B – Mail Affidavit

Exhibit C – Notification of Publication

A. Barna read the background information on the property stating that the development of the 19.75-acre property is subject to a consent decree entered in 1997. Town & Country had previously submitted a preliminary PUD plan for Eagle's Ridge Subdivision that proposed the townhomes on this parcel. As part of the agreement, this parcel was to be zoned and marketed for commercial uses for 15 years before the Village would consider an application for a residential development. The original PUD Plan proposed 52 dwelling units on the subject property with a gross density of 2.6 dwelling units per acre.

The petitioner **Matt Brolley**, Pulte Home Company 1900 E Golf Rd, Schaumburg, IL and the petitioner's experts **Scott Brejcha**, V3 Companies, Inc 7325 Janes Avenue, Woodridge, IL, **Javier Millan**, Traffic Engineer KLOA 9575 W. Higgins Rd, Rosemont, IL, and **Charles Zehnal**, Staff Engineer CEMCON Ltd 2280 White Oak Cir, Aurora IL came forward and were sworn in by **B. Bucaro**.

M. Brolley stated that Pulte Home Company is a publicly traded home builder and have been building homes in Chicagoland since the 1960s. We closed over 1,000 homes last year. Currently, we are operating in 17 different communities in the suburbs of Chicagoland as far north as Lindenhurst and as far south as Orland Park. We focus our efforts in extraordinary school districts, which is what brings us to the Village of Bartlett. This is the not first time that we have been in the Village. We were in the Village a couple of years ago with the Eastfield project. That was 27 lots and was approved in the fall of 2020. That development is on Army Trail Road and Petersdorf Road across from Bartlett High School. We sold all 27 of those units and that project was completed in the spring of 2022. This subject site is at the southwest corner of Route 59 and Lake Street with roadway access from Horizon Drive. The site is 19.75 acres that had been farmed in the past. We have floodplains on the west and wetland on both sides of the site. The consent decree dedicated this site as B-4 for a period of 15 years, which has expired. We are here to request a change of use as contemplated by the consent decree to residential. The site is flanked on the east and west with wetlands. We are avoiding the wetlands with the site plan. We have dedicated 57% of the site as open space. We have a detention area to the south and that entire area will be planted with native plantings and will be owned and managed by the homeowner's association. To ensure that the native plantings operate without the influence of the neighbors, we have proposed a 4-foot aluminum fence that will be located adjacent to the native



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planting areas and along the north side, a 6-foot board-on-board fence to help with screening from the interchange. The site plan calls for 28 single-family homes. The lot sizes are 7,500 square feet, which does exceed the code minimum of 6,000 square feet. We are requesting 2 variations; a reduction of the rear yard setback from 45 feet to 25 feet and an increase in the maximum impervious area to 45%. As you can see on the site plan, every home except for 2, backs up to the open space. Shortening the rear yard would not bring it any closer to any other home or building. We need to keep the flood plain and wetland off of the properties and that was the only way to get that accomplished. That also coincides with the maximum impervious increase from 40% to 45%. If the 20 feet was included on the lots, we would not need the variation. The existing special management areas on either side are respected and we are enhancing the buffer. We have singular roadway access to Horizon Drive at the northwest and we are also providing a stub for the property to the south for future development.

We have 4 floorplans for the homes. The homes range in size from 2,300 square feet up to 3,800 square feet with a 3-bedroom base house condition and that can be upgraded based on needs with 2-car garages. Several of the lots do accommodate a 3rd car garage that would attach to the side of the house as an option. Buyers can choose the elevations. The base floorplan is at 2,391 square feet before options. That is the standard 3-bedroom, 2-1/2 bath with a 2-car garage. Unique to Pulte is what we call the PPC, which is a homework spot or where you pay your bills right off the kitchen. We also design-in the Pulte Drop Zone for shoes and bags that is outside the kitchen and is unique to Pulte. We also have a flex room with options to be converted into space with doors for a bedroom. The largest floorplan includes storage in the garage, which is a unique feature. Again, when you walk in, it has a Pulte drop zone and planning center off the kitchen. There is also a vaulted gathering room with a more formal dining area and a flex plan on the first floor. We pride ourselves on providing buyers optionality to make our house their home. There are a multitude of structural options that can be added with fireplaces, converting the flex room into a bedroom, a sunroom off the back, as well as converting the loft space into a game room for additional square footage if that suits your family.

Pending our successful approvals, we are going to close on the property April 26, 2026, with a grand opening for sales in November 2026 and our first residents would move in in February 2027.

J. Borkgren asked, why was the setback decreased 20 feet from 45 feet to 25 feet? **M. Brolley** if we were allowed to have wetland on the property, we would not need the variation. We need to keep the wetland separate from the lot so that we do not harm the neighbors. **J. Miaso** asked, where is the access road located? **M. Brolley** the access would be off of Horizon Drive. We would create a third leg of the intersection next to the townhouses. **J. Miaso** asked, what is the price point of the homes? **M. Brolley** the price would start around \$580,000 and with buyer options would close around the mid to upper \$600,000 price point. **C. Deveaux** asked, could we discuss the plan for the wetland with the consultant? **S. Brejcha** stated that Pulte is very good about being conscientious early on in the process about identifying special managements areas like wetlands, floodplains and associated buffers. Pulte's plan completely avoids the wetlands that have been delineated on the site. These wetlands are considered regulatory by the DuPage County ordinance. There is also connectivity offsite with the wetlands that would regulate them under the US Army Corp of Engineers. By avoiding the wetlands, there is no Army Corp of Engineers involvement. The 50-foot buffer associated with the wetlands in its existing condition is very degraded. The proposed development has an enhanced native planting 50-



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foot buffer between the wetland line and the proposed lot. We are actually providing an enhancement to the project and the area in general. The overland storm water that will flow will be filtrated through the buffer planting prior to entering into the wetlands. We are completely avoiding the wetlands as well as enhancing them with the buffers.

B. Bucaro Horizon Drive and Lake Street has no traffic controls. Were there traffic studies done and what can you tell us about that? **J. Millan** stated that Lake Street is designated by the State of Illinois as a strategic regional arterial, which means that it carries a lot of traffic. The intent is to continue to flow with that amount of traffic. Going northbound exiting from Horizon Drive, which right now is only a single lane, trying to make a left out, it is difficult. To get a traffic signal there, there would need to be 8 hours of constant traffic volume of 100 vehicle per hour or more to actually warrant a traffic signal, otherwise, the State is not going to allow it. We looked at the traffic volumes and including this development as well as the potential Horizon Plaza that could be going in further north, it does not even come close to warranting a signal. Having said that, this is not the only way to exit the site. You could also go west and connect with Naperville Road and go north. There is a signal at Naperville Road and Lake Street. There is more than one way to exit and also keep in mind that 28 single-family homes would not generate that much traffic. During peak hours, there could be 24-30 total trips in and out and when that is divided over an hour, that is about 1 trip every 2 minutes.

K. Stone I would like to add that this lot was part of the Eagle's Ridge subdivision by Town & Country in the early 1990s. That is why that connection for this parcel has that jog for that roadway connection to Horizon Drive. **B. Bucaro** that was approved but never developed? **K. Stone** there was a lawsuit, Town & Country wanted to put townhomes there and the Village wanted commercial. As part of the consent decree, the property owner agreed to market the site for commercial uses with the intent of there being a connection to Horizon Drive and if that did not come to pass in 15 years, this property would be available to be rezoned for residential provided that the density was less than what was originally proposed. **M. Werden** asked, is there an exit to go south on Route 59? **K. Stone** there is a stub to the south in the event that the properties to the south develop, which is pretty standard for most of our developments. When properties abut vacant land, we typically try to have a connection.

David Hull 1250 Spaulding Rd stated that he is connected to Horizon Drive in the Eagle's Ridge subdivision. My concern is that this is a small plot of land and is right next door to a parking lot for a couple of auto dealerships on Lake Street. I am not sure if the neighbors will want to look at that or what the plans are for greenery and blocking that off. I am more concerned about the traffic that is going to be created. The traffic engineer said that we do not merit a light at Horizon Drive or the frontage road, which is actually what it is at Lake Street. It is going to be very congested. There is going to be a lot more traffic on Horizon Road, Spaulding Road and Naperville Road. It will be more difficult to get out, especially while there is construction and once the homes are built. That will create a lot of mayhem in the morning. This is a nice quiet area that we live in in Eagle's Ridge and we certainly would like to keep it that way. It is 1 lane going each direction through that subdivision and into the single-family homes that we border. I am very concerned about the traffic that we are going to get especially during construction. I appreciate open land and I know there are other locations in Bartlett that might be suitable for these homes. Those are some of my objections to this.



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Don Luwellyn 1136 Peregrine Parkway stated, I am on the board for the Eagle's Ridge Homeowner's Association and I am not against progress, but I suggest that we look at banning turning left from the frontage road from the parking lot to the north, onto Lake Street, which is the lot for the auto dealerships. It is my understanding that when the auto dealership was approved, they agreed that they would not turn left onto Lake Street. However, the reality is, they do turn left. I am requesting that in future, we look at banning turning left from the frontage road onto Lake Street during high traffic periods, which is 7 am to 9 am and 5 pm to 7 pm to address the fact that this is a single-lane road and if you are trying to turn left during a high traffic period that will create a massive backup. I do realize that you have an engineer and landscaper to look at things. There is an area of large oak trees to the south that have been around for decades and I would like to ask that we keep those as opposed to bulldozing them down. I do realize that when you are building a road and putting in sidewalks, reality hits hard, but I would just respectfully ask if there is any way to keep the large trees that are currently in existence. Also, I do not see an emergency ingress/egress. Timberline Road has pavers in the parking lot for emergency vehicles to come off of Naperville Road and cross over the sidewalk onto the pavers to the parking lot to access Timberline Road because there is only 1 road in. Bartlett Ridge, behind the auto mall, there is a gate, which is simply a wire, behind Moretti's so that if something were to happen, emergency vehicles could enter through Moretti's. I am concerned that there is no alternate ingress/egress into Bartlett Meadows.

Michael Murphy 1098 Horizon Drive said, my most important concern is with inviting new neighbors, as a board, that you take responsibility for the frontage road. I would like to see the board consider dedicating the frontage road and absorb that as a dedicated street into the Village of Bartlett as part of this commitment. There is a lot of use of the frontage road and it is deteriorating. The car dealerships have turned out to be poor neighbors. There is an agreement as part of their occupancy that the car porters would not turn left on Lake Street when they come off of the frontage road. They violate that agreement continuously. The police and the Village Board are aware of that. They are just poor neighbors and have failed to abide by the agreement. During rush hour, the car dealership porters and salespeople are taking cars to and from tying up the left lane. They insist on making a left turn coming out of the frontage road onto Lake Street going back to the car dealership instead of making a right turn and going into the cloverleaf as agreed to when they took ownership. We need attention on the frontage road and for Bartlett to maintain that street. I would also look to echo what was said about the emergency ingress/egress. It is a headache trying to exit the frontage road.

K. Stone I will raise the concern to our Public Works Director to discuss if there are maintenance plans for that road.

B. Bucaro asked the petitioner, will any of the large trees on the site be saved? **M. Brolley** said, we do have a tree preservation plan as part of the project. Anything that would be removed would be to avoid impact of the wetlands or to gain roadway access to Horizon Drive. **C. Zehnal** said, there are about 7 trees just south of the entrance. Six of the trees are not part of the changes to the grading. One might be affected and we can look at mitigating any impact on that tree. If anything, it might be a change of 1 foot, but I think we can maybe pull that back and save that tree, but 6 for sure will be unaffected.



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M. Sarwas asked, do we have rights to put up a sign on the frontage road for no left turn at certain hours?

K. Stone we could have the Village's traffic consultant look to see if it is necessary to put a sign in that says "no left turn" at certain times. However, IDOT has complete control of the intersection itself and they are the ones that decide when a signal is warranted and when it is not. **M. Werden** we also have a problem if there is no turn left and there are heavy-duty trucks going through the residential area. **K. Stone** anyone coming out of the car dealer parking lot according to their approved traffic circulation plan that was approved as part of their PUD approvals is that they are to be making a right-hand turn onto Lake Street, using the cloverleaves to get onto Route 59 and then getting back on Lake Street going westbound and making a left into the dealerships.

M. Sarwas what is our recourse if we have approved a plan and they are not following the plan? **K. Stone** we can write local ordinance tickets when we see that. We have received complaints and have reached out to the dealerships and reminded them of the agreement and police have done additional patrols.

B. Bucaro the land to the south is E-1. What does the future plan call for as a possible exit of that subdivision and whatever is to the south of that to have an entrance onto Route 59. **K. Stone** ER-1 is the most restrictive zoning that we have and that is what we automatically zone anything that is annexed into the Village. The Village's Future Land Use Plan calls for all properties on that stretch to be rezoned to commercial uses, but whether or not that would actually happen remains to be seen. This rezoning from commercial to residential could impact those plans in the future. **B. Bucaro** there is a possibility that at some point, that area would have an exit at Baytree Drive. If it had an exit at Baytree Drive, that could warrant a traffic signal. For the long-term plan, ideally, we would try to have a connection where there is another intersection across from it. Between the B-4 lot and the ER-1 parcels to the south, there is a sliver piece that is 7 feet wide at the narrowest points and 15 feet wide at the widest point between those 2 parcels.

J. Miaso made a motion to pass along **a positive recommendation** to the Village Board to approve case **(#25-13) Bartlett Meadow** for a Preliminary/Final Plat of Subdivision, Preliminary/Final PUD, Special Use for the PUD, Rezoning from B-4 to SR-4 PUD and an Amendment to the Future Land Use Plan subject to the conditions and findings of fact outlined in the staff report.

Motioned by: J. Miaso
Seconded by: M. Werden

Roll Call

Ayes: B. Bucaro, J. Kapadoukakis, J. Miaso, A. McSwane, M. Werden, C. Deveaux, M. Sarwas, J. Borkgren
Nays: None

The motion carried.



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Old Business/ New Business

K. Stone said, we may have a meeting next month and be prepared for meetings for the next few months.

B. Bucaro asked if there was a motion to adjourn.

Motioned by: M. Werden

Seconded by: J. Miaso

Motion passed by unanimous voice vote.

The meeting was adjourned at 7:47 pm.

PLANNING AND DEVELOPMENT SERVICES MEMORANDUM

26-023

DATE: April 16, 2026
TO: The Chairman and Members of the Planning and Zoning Commission
FROM: Andrew Barna, Associate Planner 
RE: **(#25-15) 116 N Crest Ave**

PETITIONER

Sam Reaves

SUBJECT SITE

116 N Crest Ave

REQUEST

Variation – parking area in the front yard

DISCUSSION

1. The subject property is zoned SR-4, and is located in the Moureau Crestview subdivision.
2. The petitioner is requesting a **variation** to allow a 6-foot by 17-foot parking area in the 25-foot front yard. Currently, the Zoning Code prohibits parking areas from encroaching any setback. The parking area is directly in front of the house.
3. On September 5, 2025, a code enforcement officer inspected the property, and found the homeowner had constructed a paver parking area in the front yard without a permit. Due to the dilapidated nature of the parking area, the homeowner received a code violation and applied for a permit to repair and replace the parking area on September 25, 2025.
4. During the permit review, the homeowner was informed by Staff that the parking area would not be permitted in the front yard. The homeowner submitted their complete variance application on February 11, 2026 to allow for the construction of a new, paver, 6-foot by 17-foot parking area in the front yard.

5. If approved, the approach width will have to match the new driveway width at the sidewalk.

RECOMMENDATION

According to the provisions of the Zoning Ordinance, the Planning and Zoning Commission should render a decision based upon the following:

- A. That the particular physical surroundings, shape or topographical condition of the specific property involved would result in a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of the regulations were carried out.
- B. That conditions upon which the petition for variation is based are unique to the property for which the variation is sought and are not applicable, generally, to other property within the same zoning classifications.
- C. That the purpose of the variation is not based exclusively upon a desire to make money out of the property.
- D. That the alleged difficulty or hardship is caused by the provision of this Title and has not been created by any person presently having an interest in the property.
- E. That the granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhoods in which the property is located.
- F. That the proposed variation will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion in the public streets, or increase the danger of fire, or endanger the public safety, or substantially diminish or impair property values within the adjacent neighborhood.
- G. That the granting of the variance requested will not confer on the applicant any special privilege that is denied by the provisions of this Title to other lands, structures or buildings in the same district.

A variation shall be recommended only if the evidence, in the judgment of the Planning & Zoning Commission, sustains all the conditions enumerated above.

Background material is attached for your review and consideration.

Sam Reaves
116 North Crest Ave
Bartlett, IL 60103

November 14, 2025

President and Board of Trustees of Bartlett

Dear President and Board of Trustees of Bartlett,

I'm Sam Reaves. I am applying for a variation request for an addition to my driveway. My family and I lived here for 20 years, and they have grown older, and we don't have the necessary driveway accessibility for our different work schedules. Our unique house placement is the reason why we need to apply for a variation, also our inability to park on the street overnight.

Thank you for your time. I hope you consider our request.

Sincerely,
Sam Reaves



VILLAGE OF BARTLETT VARIATION APPLICATION

For Office Use Only
Case # 25-15
RECEIVED
PLANNING & DEVELOPMENT
FEB 11 2026
VILLAGE OF BARTLETT

PETITIONER INFORMATION (PRIMARY CONTACT)

Name: Sam Reaves
Street Address: 116 N. Crest ave
City, State: Bartlett IL Zip Code: 60103
Email Address: _____ Phone Number: _____

Preferred Method to be contacted See Dropdown

PROPERTY OWNER INFORMATION

Name: Sam Reaves
Street Address: 116 N. Crest ave.
City, State: Bartlett, IL Zip Code: 60103
Phone Number: _____

OWNER'S SIGNATURE: [Signature] Date: 2/11/2026
(OWNER'S SIGNATURE IS REQUIRED or A LETTER AUTHORIZING THE PETITION SUBMITTAL.)

DESCRIPTION OF VARIATION REQUEST (i.e. setback, fence height) including SIZE OF REQUEST (i.e. 5ft., 10 ft.)

Variation to allow parking in front yard.
6 FT x 17 FT parking pad.

PROPERTY INFORMATION

Common Address/General Location of Property: 116 North Crest ave
Property Index Number ("Tax PIN"/"Parcel ID"): 0635110014
Acreage: 0.15
Zoning: See Dropdown (Refer to Official Zoning Map)

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

Attorney _____
Surveyor _____
Other _____

FINDINGS OF FACT FOR VARIATIONS

Both the Planning & Zoning Commission and the Village Board must decide if the requested variation is in harmony with the general purpose and intent of the Zoning Ordinance and if there is a practical difficulty or hardship in carrying out the strict letter of the regulations of the 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 particular physical surroundings, shape or topographical condition of the specific property involved would result in a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of the regulations were carried out.

The single wide driveway doesn't provide enough room for the amount of drivers we have. Parking on the street overnight is prohibited so we don't ~~have~~ have any other options for parking.

2. That conditions upon which the petition for a variation is based are unique to the property for which the variation is sought and are not applicable, generally, to other property within the same zoning classifications.

Our house is set in the middle of our property which gives ~~us~~ us less driveway space.

3. That the purpose of the variation is not based exclusively upon a desire to make more money out of the property.

It's not to make more money. We just need one extra spot to park a car.

4. That the alleged difficulty or hardship is caused by the provisions of this Title and has not been created by any person presently having an interest in the property.

This hardship is personal. It has been brought on by our inability to have accessible parking.

5. That the granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhoods in which the property is located.

This variation will only affect our personal property. It won't be impervious to our neighbors or these properties.

6. That the proposed variation will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion in the public streets, or increase the danger of fire, or endanger the public safety, or substantially diminish or impair property values within the adjacent neighborhood.

Decrease the public congestion because we won't have to park our cars on the street daily. We will also be out of the way of public works, snow plows, emergency vehicles, etc.

7. That the granting of the variance requested will not confer on the applicant any special privilege that is denied by the provisions of this Title to other lands, structures or buildings in the same district.

Our family has lived here for 20 years.

We have grown, we need more parking.

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: Sam Reaves

PRINT NAME: Sam Reaves

DATE: 11/14/2025

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: Sam Reaves

ADDRESS: 116 North crest ave

PHONE NUMBER: [REDACTED]

EMAIL: [REDACTED]

SIGNATURE: Sam J Reaves

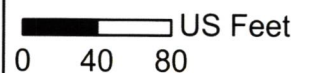
DATE: 11/14/2025



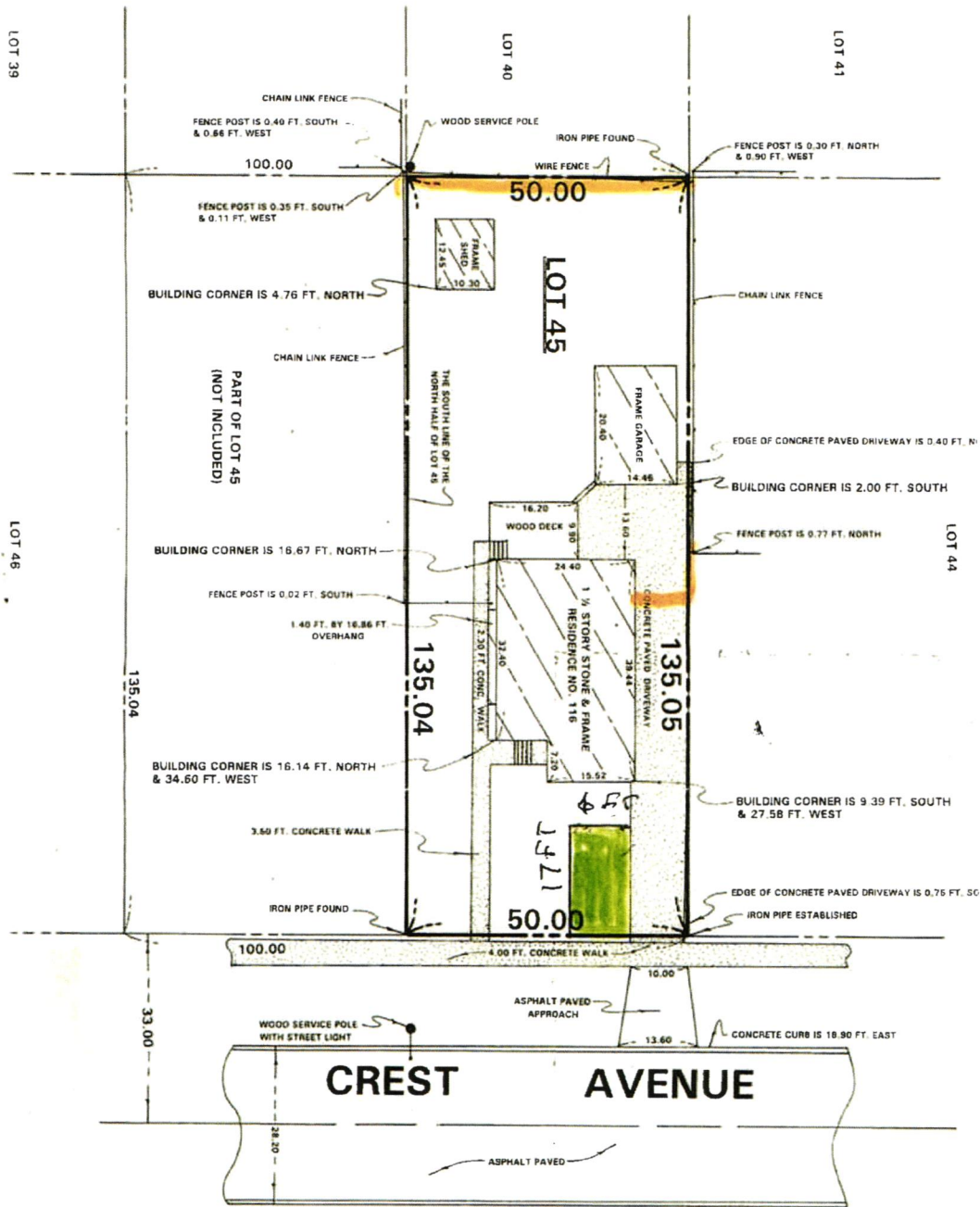
Created by Bartlett GIS
February 2026

116 N Crest Avenue

PIN # 06-35-110-014-0000



Proposed 17'x6' Parking Area



Existing Parking Area – 116 N Crest



Existing Parking Area – 116 N Crest



PLANNING AND DEVELOPMENT SERVICES MEMORANDUM
26-021

DATE: April 16, 2026
TO: The Chairman and Members of the Planning and Zoning Commission
FROM: Brian Krause, Associate Planner BK
RE: **(#26-06) 681 San Diego Pl**

PETITIONER

Monika Hernandez

SUBJECT SITE

681 San Diego

REQUEST

Variation – Canopy 4.3 feet into the side yard

DISCUSSION

1. The subject property is zoned SR-4, and is located in the Bartlett Subdivision Unit 1-D.
2. The petitioner is requesting a **variation** to allow a canopy and gutters to project 4.3 feet into the side yard. The Zoning Ordinance allows this structure to project a maximum of 2 feet into the required 5 foot side yard. This structure was built without a permit, and is 0.7 feet from the property line.
3. On December 5, 2025, a code enforcement officer inspected the property, and found numerous instances of work being done without a permit. The homeowner was notified of the violations and applied for all permits by December 30, 2026.
4. The homeowner was informed by Staff that they would have to move the canopy to meet the zoning code yard obstruction requirements. When asked about any alternatives, Staff informed the homeowner that to be granted a variance, each of the findings of fact need to be met. A variance application was submitted on April 1, 2026.

5. The fence located on the north side of the canopy will be reduced to 6 feet in height.

RECOMMENDATION

According to the provisions of the Zoning Ordinance, the Planning and Zoning Commission should render a decision based upon the following:

- A. That the particular physical surroundings, shape or topographical condition of the specific property involved would result in a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of the regulations were carried out.
- B. That conditions upon which the petition for variation is based are unique to the property for which the variation is sought and are not applicable, generally, to other property within the same zoning classifications.
- C. That the purpose of the variation is not based exclusively upon a desire to make money out of the property.
- D. That the alleged difficulty or hardship is caused by the provision of this Title and has not been created by any person presently having an interest in the property.
- E. That the granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhoods in which the property is located.
- F. That the proposed variation will not impair an adequate supply of light and air to adjacent property, or substantially increase the congestion in the public streets, or increase the danger of fire, or endanger the public safety, or substantially diminish or impair property values within the adjacent neighborhood.
- G. That the granting of the variance requested will not confer on the applicant any special privilege that is denied by the provisions of this Title to other lands, structures or buildings in the same district.

A variation shall be recommended only if the evidence, in the judgment of the Planning & Zoning Commission, sustains all the conditions enumerated above.

Background material is attached for your review and consideration.

03/23/2026

Monika Hernandez

681 San Diego Place

Bartlett, IL 60103



Subject: Variance Request for Lean-To Roof Structure

Dear President and Members of the Board of Trustees,

I am writing to respectfully request approval for a variance to allow the construction of a lean-to-roof structure on my property.

The purpose of this request is solely to provide shade and improve the usability of our outdoor space. This structure is not intended to generate income, but rather to enhance the comfort and enjoyment of our yard for person and family use.

We have made every effort to ensure that it will not negatively impact neighboring properties in terms of appearance, drainage, or obstruction. Instead, it will serve as a practical improvement that blends with the existing structure and environment.

We understand the importance of maintaining community standards and respectfully ask for your consideration in granting this variance.

Thank you for your time and consideration. Please let me know if any additional information or documentation is needed.

Sincerely,

Monika Hernandez

681 San Diego Place

Bartlett, IL 60103



VILLAGE OF BARTLETT VARIATION APPLICATION

For Office Use Only
Case # 26-06
RECEIVED
PLANNING & DEVELOPMENT
APR - 1 2026
VILLAGE OF BARTLETT

PETITIONER INFORMATION (PRIMARY CONTACT)

Name: MONIKA HERNANDEZ

Street Address: 681 SAN DIEGO PL

City, State: BARTLETT, IL

Zip Code: 60103

PROPERTY OWNER INFORMATION

Name: MONIKA HERNANDEZ

Street Address: 681 SAN DIEGO PL

City, State: BARTLETT, IL 60103

Zip Code: 60103

Phone Number: [REDACTED]

OWNER'S SIGNATURE: [Signature] Date: 3/23/26
(OWNER'S SIGNATURE IS REQUIRED or A LETTER AUTHORIZING THE PETITION SUBMITTAL.)

DESCRIPTION OF VARIATION REQUEST (i.e. setback, fence height) including SIZE OF REQUEST (i.e. 5ft., 10 ft.)

SETBACK (GUTTER/LEAN-TO-ROOF WITHIN 3FT OF PROPERTY LINE)

PROPERTY INFORMATION

Common Address/General Location of Property: 681 SAN DIEGO PL BARTLETT, IL 60103

Property Index Number ("Tax PIN"/"Parcel ID"): 01-07-210-003

Acreage: _____

Zoning: See Dropdown (Refer to Official Zoning Map) SR-4 ZONING

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

Attorney: _____

Surveyor: CARRADUS LAND SURVEY 191 S GARY AVE STE 180

Other: 630-588-0416 CAROL STEGAM, IL
OFFICE@CARRADUSLANDSURVEY.COM 60103

FINDINGS OF FACT FOR VARIATIONS

Both the Planning & Zoning Commission and the Village Board must decide if the requested variation is in harmony with the general purpose and intent of the Zoning Ordinance and if there is a practical difficulty or hardship in carrying out the strict letter of the regulations of the 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 particular physical surroundings, shape or topographical condition of the specific property involved would result in a particular hardship upon the owner, as distinguished from a mere inconvenience, if the strict letter of the regulations were carried out.

ANSWERS TO ALL QUESTIONS ATTACHED
ON A SEPARATE SHEET.

2. That conditions upon which the petition for a variation is based are unique to the property for which the variation is sought and are not applicable, generally, to other property within the same zoning classifications.
3. That the purpose of the variation is not based exclusively upon a desire to make more money out of the property.

Responses to all questions....

1) I understand that the first requirement of the variance application is to describe a hardship experienced by the property owner or a mere inconvenience.

When I moved into this property, there were many beautiful trees along our block and two very large trees in our backyard. Unfortunately, all the trees were removed due to the emerald ash borer disease. Since then, we have attempted on several occasions to replant trees, but due to the past weather conditions the trees we planted did not survive. As a result, our backyard now receives full sun from sunrise to sunset with absolutely no shade at all, due to the position of our home. This has made the yard very difficult to use for much of the day.

To address this issue, we constructed a lean-to roof attached to our house on the side yard. Unfortunately, we later learned that it was not placed according to the Village of Bartlett code. We have since taken responsibility for this oversight and complied with the Village's requirements by applying for the proper permit and paying the required double fee for not obtaining the permit beforehand. Additionally, we obtained an updated plat of survey for the property and submitted architectural plans as requested. The lean-to roof was reviewed and approved by the architect. The structure was built too close to the property line; however, it includes a gutter and downspout system that directs all water away from the neighboring property and into our backyard.

We respectfully request approval of the variance. The structure helps provide much needed shade in a yard that currently has none, and it was constructed according to the architect's plans. It also does not negatively impact our neighbor in any way.

Thank you for your time and consideration.

2) The conditions for this variance are unique to this property due to the layout and placement of the existing structure. The configuration of the building and available space makes the addition of lean-to-roof the most practical solution for weather protection and use of space. Because of the specific placement of the structure on the lot and the limited area available, complying strictly with the zoning requirements would prevent a reasonable improvement.

3) The requested variance is solely to allow the installation of a structure that will provide shade for our yard. It is not intended to generate income or increase the property's value in any way.

4) The hardship is due to the zoning regulations and how they apply it to our property. While we have already installed the lean-to-roof, the need for the variance is because of the setback and code requirements, not because of any unique action intended to create a hardship.

5) Granting this variance will not be detrimental to the public welfare or harmful to neighboring properties.

6) The proposed lean-to-roof will not impair light or air to adjacent properties, increase traffic congestion, create fire hazards, or endanger public safety. The improvement is small in scale and will not negatively affect nearby properties or property values.

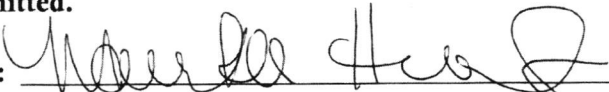
7) Granting this variance will not provide any special privilege that is denied to other properties in the area. The request is based solely on the specific conditions of this property.

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: 

PRINT NAME: MONIKA HERNANDEZ

DATE: 3/23/2026

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: _____

ADDRESS: _____

PHONE NUMBER: _____

EMAIL: _____

SIGNATURE: _____

DATE: _____



SR-3 PUD



Created by Bartlett GIS
April 2026

681 San Diego Pl

PIN # 01-02-210-003



0 25 50 US Feet



PLANNING & DEVELOPMENT SERVICES MEMORANDUM

26-22

DATE: April 16, 2026
TO: The Chairman and Members of the Planning and Zoning Commission
FROM: Andrew Barna, Associate Planner *AB*
RE: **(#26-02) DZ Boutique Winery**

PETITIONER

Renata Zagulski

SUBJECT SITE

338 Main St – Main Street Plaza

REQUESTS

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

SURROUNDING LAND USES

	<u>Land Use</u>	<u>Comprehensive Plan</u>	<u>Zoning</u>
Subject Site	Commercial	Commercial	B-3
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 hours of the winery are Sunday-Thursday, 9:00a.m. to 11:00p.m. and Friday-Saturday 9:00a.m. to 12:00a.m. At this time, the winery will only offer appointment-only tastings and production activities will 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 may be 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 **approval** of the petitioner's request for a text amendment and a special use permit subject to the following conditions and findings of fact.
 - A. All proposed signage shall require permits and approval from the Planning and Development Services Department prior to installation.
 - B. Building permits shall be required for all construction activities, and this Ordinance does not authorize the commencement of any work on the Subject Property. Except as otherwise specifically provided in writing in advance by the Village, no work of any kind may be commenced on the Subject Property pursuant to the approvals granted by this Ordinance unless and until all condition of this Ordinance precedent to that work have been fulfilled and after all permits, approvals, and other authorizations for the work have been properly applied for, paid for, and granted in accordance with all applicable laws and regulations.
 - C. The Barlett Zoning Ordinance, the Subdivision Ordinance, Village building codes, and all other applicable Village ordinances and regulations shall continue to apply to the Subject Property, and the development and use of the Subject Property must comply with all laws and regulations of the Village and all other federal, state, and local governments and agencies having jurisdiction.

- D. All business licenses, including liquor licenses, shall be applied for, paid for, and granted with the Village prior to operating this business.
- E. The special use permit shall not, be transferred to any person or entity other than the Petitioner without that person or entity first applying for and receiving the Village's approval of a new application for a special use permit. The applicant must apply for and receive a liquor license.
- F. Findings of fact (special use permit):
 - i. 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;
 - ii. That the proposed 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.
 - iii. 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.

Additional background material is attached for your review.

ab/attachments

General - PDS Team\memos 2026\022_DZBoutiqueWinery_pz.docx

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)

Land Use: Existing: Commercial

Proposed: 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



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-winery 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 handcrafted 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-winery 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. Zagulski

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. Zagulski

ADDRESS: 1106 Dorchester Ln
Bartlett IL 60103

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

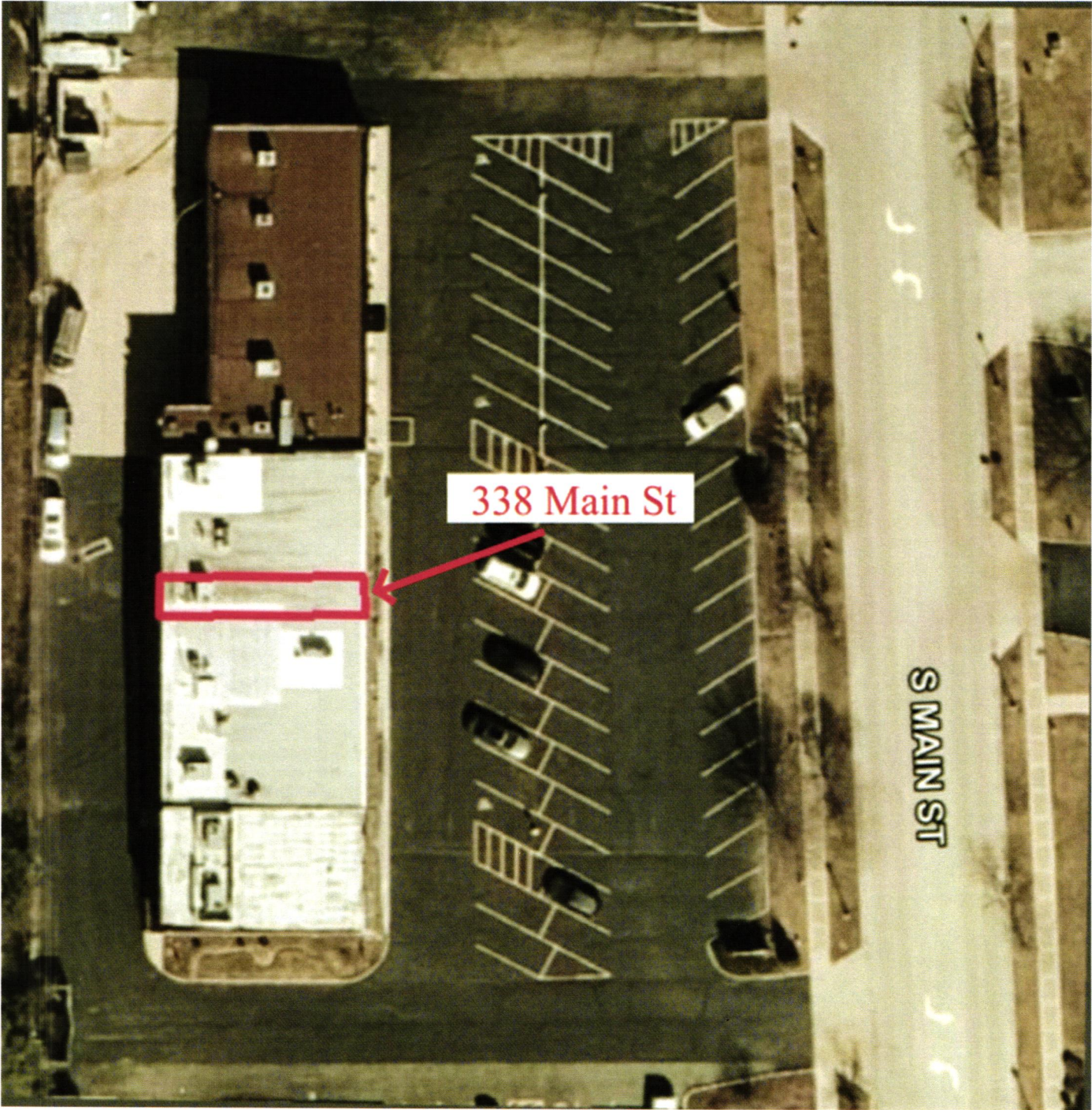
Location Map

PIN # 06-34-414-069-0000

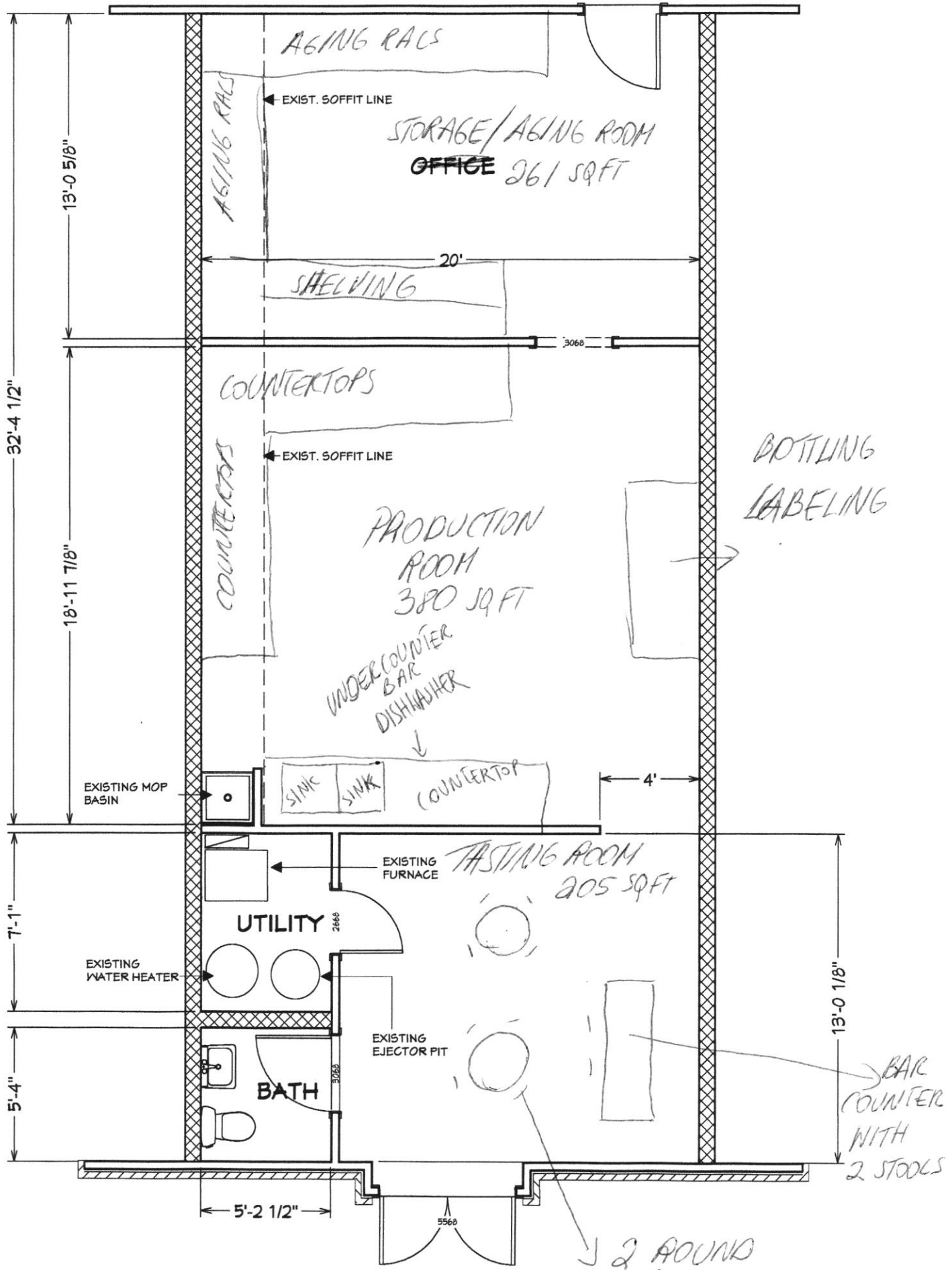


0 75 150
US Feet

Unit Location



DZ Boutique Winery – 338 Main Street



FLOOR PLAN