

**VILLAGE OF BARTLETT**  
**VILLAGE HALL, 228 S. MAIN STREET**  
**COMMITTEE AGENDA**  
**May 5, 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
    2. #2026-06 681 Sandiego Place
  
5. **ADJOURNMENT**



**PLANNING & DEVELOPMENT SERVICES MEMORANDUM**

**26-25**

DATE: April 28, 2026  
TO: Paula Schumacher, Village Administrator  
FROM: Andrew Barna, Associate Planner *AB*  
RE: **(#26-02) DZ Boutique Winery**

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**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**

	<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 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.
2. The Planning and Zoning Commission held the required public hearing, reviewed the petitioner's requests, and **recommended approval** at their meeting on April 23, 2026 based on the above conditions and findings of fact.
3. The minutes from the Planning and Zoning Commission meeting and background information are attached for your review.



Village of Bartlett  
Planning and Zoning Commission Special Meeting  
April 23, 2026

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**(#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**

**The following exhibits were presented:**

**Exhibit A – Picture of Sign**

**Exhibit B – Mail Affidavit**

**Exhibit C – Notification of Publication**

The petitioners **Renata & Daniel Zagulski** 1106 Dorchester Ln, Bartlett and their attorney, **Mike Kelly** 118 W. Bartlett Ave., Bartlett came forward and were sworn in by **M. Werden**. **M. Kelly** stated that the petitioner is requesting a text amendment and special use permit for a wine tasting room at 338 S. Main Street. **R. Zagulski** stated that they have been residents in Bartlett for nearly 20 years and are proud to have a home in Bartlett as immigrants from Poland. My husband has been making wine for over a decade. He has passion and devotion to making wine. Our family and friends have the same passion for his hand-crafted wines. He has dedicated himself to learning this craft and improving techniques. We would love the opportunity to open this small wine tasting room here in Bartlett. The tastings would be by appointment with evening hours only. We want to create something unique and personal for our guests because our wines are hand crafted and made in small batches. We focus on quality and taste, and want to give our customers the best experience. We would like to also participate in community events with other tastings events and support other small businesses. We are starting small and would like to grow and one day expand with a larger location that is open full-time, but for now, we would have tastings by appointment only. It would mean such much to us to build a family business here in Bartlett.

**M. Werden** is there anything else like this close by or here in Bartlett? **A. Barna** there is no other micro-winery in the Village. **M. Werden** asked the petitioner, are you counting on word of mouth for advertising? This location is secluded. **R. Zagulski** we will advertise on social media. The tastings would be for small groups of 8-10 people. It is a small space. People can make an appointment for a tasting and if they like the wine, they can buy a bottle or a case to take home with them. **M. Werden** asked staff, would the text amendment only be for this location? **A. Barna** the text amendment would establish micro-winery as a special use in the B-3 zoning district and the special use permit would apply to this location only. **B. Bucaro** would this need a new liquor license class because it is just wine? **A. Barna** correct, a new liquor license would be drafted and the petitioners would have to apply for that if this request was approved. **B. Bucaro** we currently do not have that type of license. **A. Barna** correct. **C. Deveaux** asked the petitioner, will the entrance be located at the back? **D. Zagulski** yes, the entrance to the tasting room is in the back and we will add signs. **R. Zagulski** that is another reason why the tastings will be by appointment only. **C. Deveaux** how long will the tasting appointments last? **R. Zagulski** probably about an hour. **D. Zagulski** our vision is for this to be a place where couples can be comfortable, relax and take time to talk and have a glass of wine.



Village of Bartlett  
Planning and Zoning Commission Special Meeting  
April 23, 2026

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**J. Borkgren** asked the petitioner, where do you source the ingredients for your wines? **D. Zagulski** we have suppliers and it is seasonal. Sometimes we get whole grapes and other times we use crushed fruits. We keep it natural and simple with no large tanks or machinery. The wines are natural and hand crafted. **C. Deveaux** what is NSF approved equipment? **R. Zagulski** NSF is National Sanitation Foundation certified equipment. **J. Miaso** asked, what will be the pricing for the wines? **D. Zagulski** probably \$15-\$17 a bottle depending on what type of wine it is and where the fruit comes from. **J. Borkgren** will you charge a fee for the tastings? **R. Zagulski** yes, there will be a fee for the tastings to at least cover the costs. **G. Koziol** initially, you are asking for about 8 people to attend a tasting. What would be required to change that? **A. Barna** that would be reviewed as part of their occupancy permit. **G. Koziol** would they be locked in permanently at 8 people? **K. Stone** there is not a condition stating how many occupants are permitted. That is determined by the Fire District. **G. Koziol** I would hate to see this get locked in on a number when the business should be allowed to grow in the future. Hopefully, this will be successful and they will be looking for space for more occupants.

**M. Werden** opened the public hearing.

**Kinga Szkotak** 1643 Colfax Ct, Bartlett said, I own a business in Bartlett. I have tried this wine and this wine does not compare to wine at the store. The recipes are different. I think this is a unique business for Bartlett. I am excited for this.

**M. Sarwas** made a motion to pass along **a positive recommendation** to the Village Board to approve case **(#26-02) DZ Boutique Winery** at 338 Main Street for a text amendment to add micro-winery as a special use in the B-3 zoning district and a special use permit to allow a micro-winery subject to the conditions and findings of fact outlined in the staff report.

**Motioned by: M. Sarwas**  
**Seconded by: J. Miaso**

**Roll Call**

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

**The motion carried.**

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 marijuana use is small-scale, quiet and fully consistent with the character of the part of the Village of Bartlett. It provides a beneficial societal service by offering to the community a product which is a source of income. This type of use supports local economic development, creates jobs and contributes positively to the overall public convenience and general welfare.

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 signage, no large scale production, and no high-traffic operations. The marijuana use is low-impact, quiet and compatible with surrounding residential use. Light and noise levels are low and have no negative effects on nearby property.

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 regulations. The applicant has met all conditions set by the Planning & Zoning Commission and Village Board and to operate fully in compliance with all stated regulations.

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: \_\_\_\_\_

PRINT NAME: Penelope H. Sargent

DATE: 2/19/16

**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: Penelope H. Sargent

ADDRESS: 4126 Dunlop Ln  
Bartlett IL 60124

PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

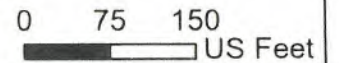
DATE: 2/19/16



Created by Bartlett GIS,  
March 2026

# Location Map

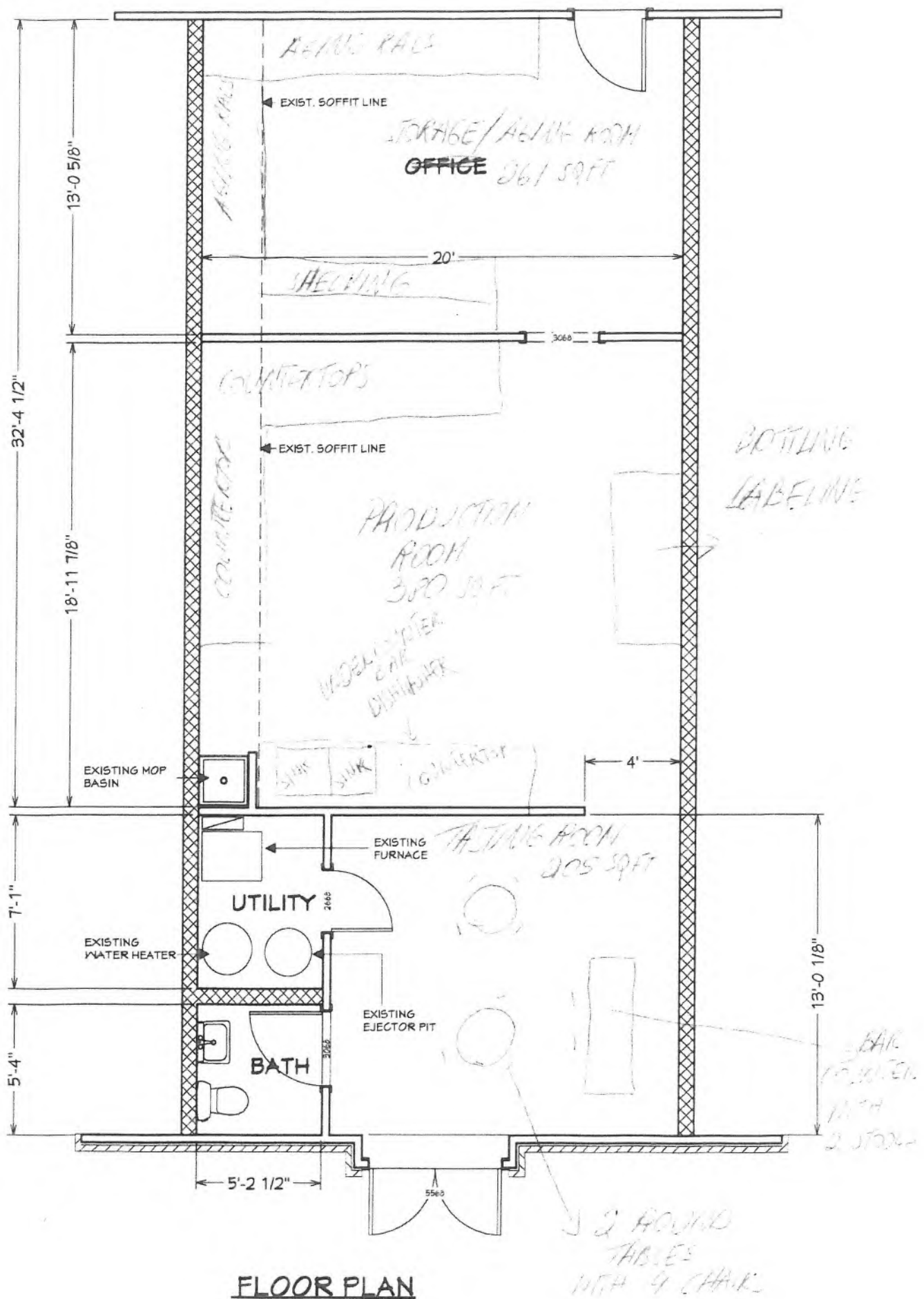
PIN # 06-34-414-069-0000



## Unit Location



**DZ Boutique Winery – 338 Main Street**



**FLOOR PLAN**



**PLANNING AND DEVELOPMENT SERVICES MEMORANDUM**  
**26-024**

DATE: April 28, 2026  
TO: Paula Schumacher, Village Administrator  
FROM: Brian Krause, Associate Planner *BK*  
RE: **(#26-06) 681 San Diego Pl**

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**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**

1. The Planning and Zoning Commission held the required public hearing, reviewed the petitioner's request for a Variation and **recommended approval** at their meeting on April 23, 2026 based on the following findings of fact:
  - 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.
2. The minutes from the Planning and Zoning Commission meeting and background material is attached for your review and consideration.



Village of Bartlett  
Planning and Zoning Commission Special Meeting  
April 23, 2026

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**(#26-06) 681 San Diego Pl**

Variation – accessory structure to project 4.3 feet into the required 5-foot side yard

**PUBLIC HEARING**

The following exhibits were presented:

**Exhibit A – Picture of Sign**

**Exhibit B – Mail Affidavit**

**Exhibit C – Notification of Publication**

The petitioner, **Monika Hernandez** 681 San Diego Pl came forward and was sworn in by **M. Werden**. **M. Hernandez** stated that she is requesting a variation to allow a lean-to structure on the property. Several years ago, we lost 2 large trees in our backyard due to the emerald ash borer. As a result, our yard no longer has natural shade. Because the rear of the home faces southwest, this area is exposed to direct sunlight for most of the day. The purpose of the lean-to is to provide much-needed shade for the backyard. This lean-to structure is the most practical solution. For the past 3 to 4 years since the structure has been in place, it has not impacted neighboring properties in terms of light, drainage or privacy. We have also spoken directly with our neighbors and they have expressed no concerns. This structure is intended solely for personal residential use.

**M. Werden** asked, has staff received any comments from the public regarding this? **B. Krause** no, we have not. **M. Werden** asked the petitioner, have any of your neighbors mentioned this structure to you? **M. Hernandez** the neighbor that is right next to this structure has no issues with this. In the photo it looks like it is being used for storage, but it is not. We usually just have a table and chairs there. **M. Werden** it is interesting how well the trees in the front of the property hide this. It does not look like a lean-to structure. When I was out there, I was amazed at how tastefully this was done. Normally, we would not want wooden structures that close to a property line in case of a fire. The neighbors next door do not have a problem with this structure and that speaks well of what you did. **B. Bucaro** do the shingles on the lean-to match the shingles on the house. **M. Hernandez** yes, everything matches. **B. Bucaro** in the photo, it looks like this area is being used for storage. Is that typical? **M. Hernandez** no, but because of it being winter, we put everything in the back. This is normally for a table and chairs to be away from the sun. **J. Borkgren** asked, why did you choose this particular location? **M. Hernandez** that spot was the most practical because we cannot do much with the backyard and the other side of the house is where the gate to get into the yard is located. **M. Werden** when I was there, it was a sunny day and I agree, to try to get out of the sun, this is a practical location. **J. Borkgren** I did notice on Google Earth in 2010, there were mature trees there. **M. Hernandez** yes, everyone on our block was affected by the emerald ash borer. **J. Borkgren** I see on your application that you had approved plans for this structure from an architect. **M. Hernandez** yes, that is correct. **C. Deveaux** does this lean-to touch your neighbor's fence? **M. Hernandez** no, it does not touch the fence.

**M. Werden** opened the public hearing.

**John Sedor** 699 San Diego Pl came forward and stated that he just wanted to commend the family. They have lived on the block for about 18 years and do a fantastic job with the upkeep of their home.



Village of Bartlett  
Planning and Zoning Commission Special Meeting  
April 23, 2026

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They have the nicest house in the neighborhood. The reason for the location of the lean-to is that this is the only area to walk out to the backyard. We live 3 houses down and walk the Prairie Path every day. The house looks amazing.

**M. Werden** I think it is meaningful that when the neighbors who are close by and look at the proposed changes are for it. **M. Sarwas** asked, is there a gutter that is coming off of the roof? **M. Hernandez** yes, there is a gutter. The downspout goes to our yard.

**J. Miaso** made a motion to pass along **a positive recommendation** to the Village Board to approve case **(#26-06) 681 San Diego Pl** for a variation for an accessory structure to project 4.3 feet into the 5-foot side yard subject to the conditions and findings of fact outlined in the staff report.

**M. Werden** closed the public hearing.

**Motioned by: J. Miaso**  
**Seconded by: M. Sarwas**

**Roll Call**

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

**The motion carried.**

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 130

Other: 630-588-6416 CAROL STREAM, IL

Variation Application OFFICE@CARRADUSLANDSURVEY.COM

## 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: Monika Hernandez

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: \_\_\_\_\_

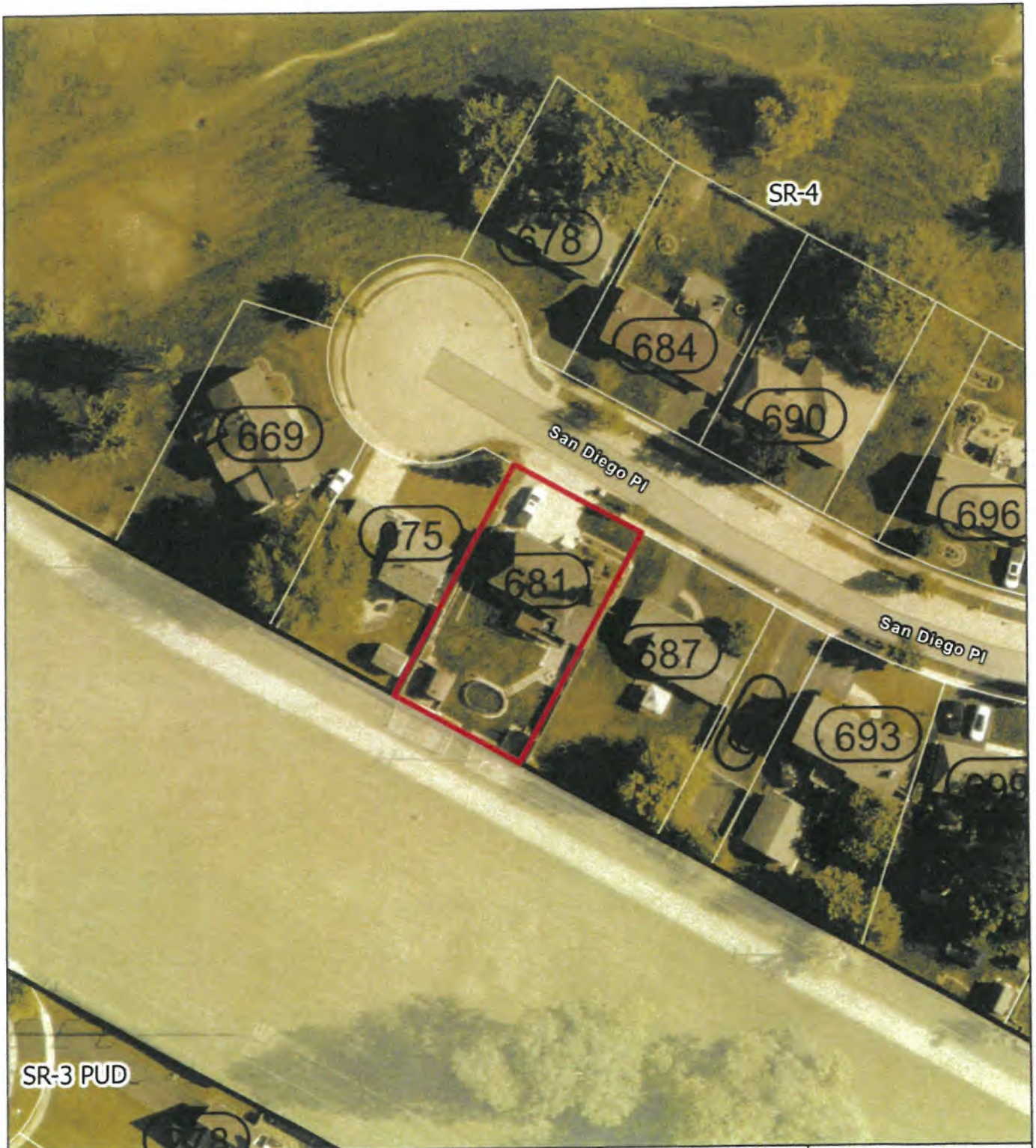
ADDRESS: \_\_\_\_\_

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

**SURVEY LEGEND**

- Monumentation Found
- Monumentation Set
- 1/4" = 100'
- 1/8" = 100'
- 1/16" = 100'

# PLAT OF SURVEY

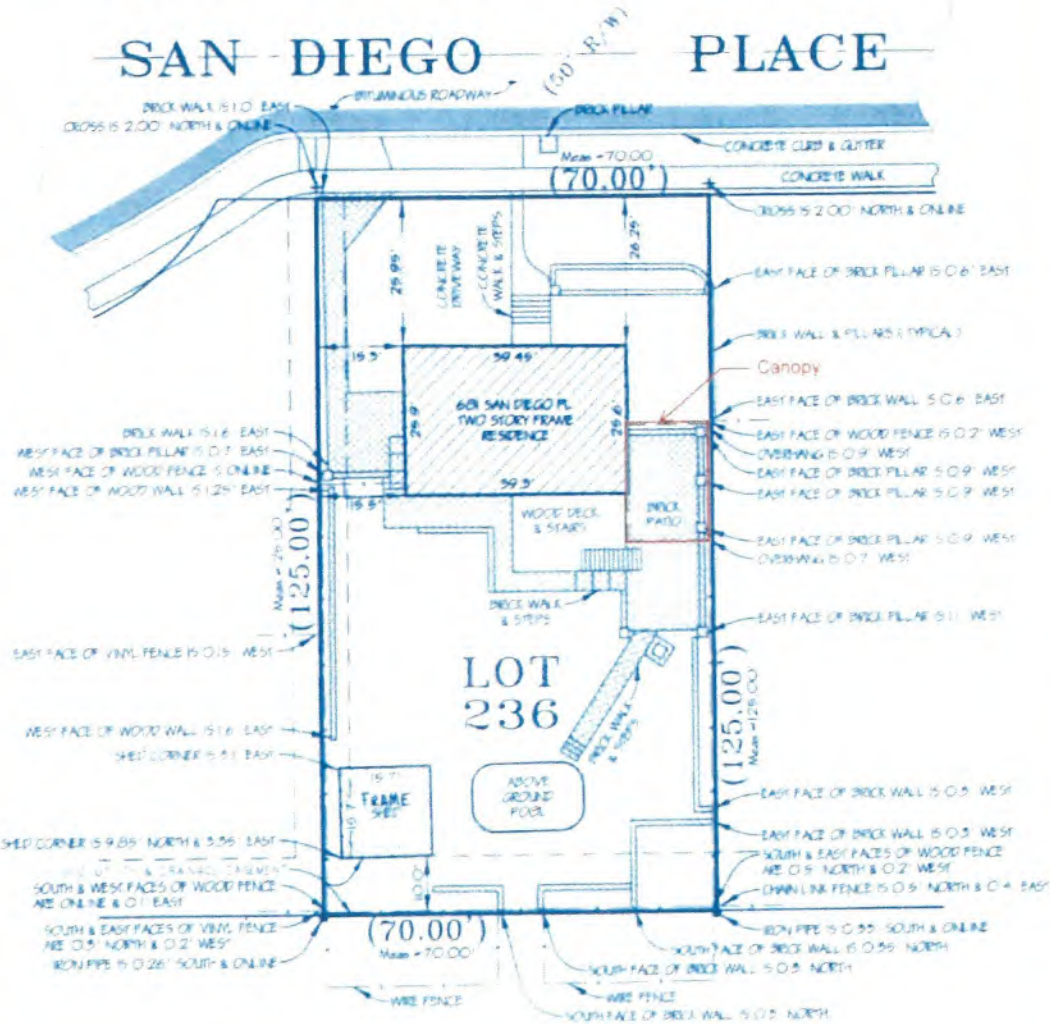
LOT 236 IN BARTLETT SUBDIVISION UNIT ONE-D, BEING A SUBDIVISION OF PART OF THE NORTHEAST QUARTER OF SECTION 2 AND PART OF GREENWAY NUMBER 4 AND VACATED LOTS AND STREETS IN A COUNTY PLACE UNIT TWO OF SECTION ONE, A SUBDIVISION OF PORTIONS OF THE NORTHWEST QUARTER OF SECTION 1 AND THE NORTHEAST QUARTER OF SECTION 2, ALL IN TOWNSHIP 40 NORTH, RANGE 9, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED OCTOBER 5, 1976 AS DOCUMENT R76-71777, IN DUPAGE COUNTY, ILLINOIS.

AREA OF SITE = 8,750 SQ FT



EXCISE ON THE NORTH WEST CORNER  
OF LOT 236 IS 3' 0" X 3' 0"

## SAN DIEGO PLACE



STATE OF ILLINOIS )  
COUNTY OF DU PAGE ) SS

THIS IS TO CERTIFY THAT I, ALLEN D. CARRADUS, A PROFESSIONAL LAND SURVEYOR, LICENSED IN THE STATE OF ILLINOIS, HAVE SURVEYED THE PROPERTY AS DESCRIBED HEREON AND THAT THE ANNEXED PLAT IS A CORRECT AND TRUE REPRESENTATION THEREOF AND THAT THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY.

SIGNED AND SEALED AT CAROL STREAM, ILLINOIS THIS 10th DAY OF February, A.D. 2022  
BY: *Allen D. Carradus*  
ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 35-2551  
MY LICENSE EXPIRES NOVEMBER 30, 2028

**NOTES**

1. All survey measurements are in feet and inches unless otherwise noted.
2. Compare the legal description, building lines and easements on other records with your deed. The insurance policy is the common law.
3. Contact your architect for additional setbacks and instructions on other matters.
4. Contact your engineer for additional setbacks and instructions on other matters.
5. Contact your contractor for utility setbacks prior to the start of any construction.
6. Considered to be a true and correct copy of the original survey.
7. All lot lines are shown as they exist on the ground.

**CARRADUS LAND SURVEY, INC.**  
Residential & Commercial Land Surveying Services  
191 S. Gary Avenue, Suite 180, Carol Stream, Illinois, 60188  
(850) 585-0416 (Fax) 653-7682 OFFICE@CARRADUSLANDSURVEY.COM

MONIKA HERNANDEZ  
DATE: 02/11/22 TIME: 4:11 PM

