

AGENDA
Municipal Services Committee
August 24, 2026
6:00 P.M. – Council Chambers

- 1. Call to Order & Roll Call**
- 2. Establishment of Quorum**
- 3. Old Business**
- 4. New Business**
 - a. [PZC-26-14](#) - Variation (402 Plainfield Road – Pramveer Singh) - A petition from Pramveer Singh for variations from Darien Zoning Ordinance to permit the construction of a walk-in cooler with a zero side yard setback on the west side of the convenience store located at 402 Plainfield Road, Darien IL 60561 (PIN 09-27-206-009)
 - b. [Ordinance](#) - Amending Title 4 (Building Regulations), Chapter 3 (Sign Code) to allow electronic message centers by-right, subject to certain development standards.
 - c. [Discussion](#) – Amendments to Title 7, Health and Sanitation, of the City Code (RE: Storage of LRS Bins).
 - d. [Ordinance](#) - Adoption of updated model building and related codes.
 - e. Minutes – [July 27, 2026](#) Municipal Services Committee
[August 3, 2026](#) Municipal Services Committee
- 5. Director’s Report**
- 6. Next scheduled meeting – September 28, 2026**
- 7. Adjournment**

AGENDA MEMO
MUNICIPAL SERVICES COMMITTEE
AUGUST 24, 2026

CASE

PZC-26-14

Variation

402 Plainfield Road – Pramveer Singh

ISSUE STATEMENT

A petition from Pramveer Singh for variations from Darien Zoning Ordinance to permit the construction of a walk-in cooler with a zero side yard setback on the west side of the convenience store located at 402 Plainfield Road, Darien IL 60561 (PIN 09-27-206-009)

GENERAL INFORMATION

Petitioner/Owner:	Pramveer Singh (G2M Darien Inc / Infinity Sales)
Property Location:	402 Plainfield Road
PIN Number:	09-27-206-009
Existing Zoning:	Single Family Residence District (R-2)
Existing Land Use:	Gas Station / Mini Mart
Comprehensive Plan:	Commercial
Surrounding Zoning & Land Uses	
North:	Single Family Residence District (R-2); Park
East:	Single Family Residence District (R-2); Residential
South:	Single Family Residence District (R-2); Library
West:	Single Family Residence District (R-2); Veterinarian Office
Size of Property:	0.52 Acres
Floodplain:	N/A
Natural Features:	N/A
Transportation:	The site is served by four existing driveways, with two providing access from Plainfield Road and two providing access from Clarendon Hills Road.

ATTACHMENTS

- 1) LOCATION MAP & AERIAL IMAGE
- 2) PLAT OF SURVEY
- 3) SITE PLAN
- 4) EXTERIOR ELEVATIONS
- 5) INTERIOR ELEVATIONS
- 6) JUSTIFICATION LETTER
- 7) EXAMPLES OF EXTERIOR COOLERS (BY PETITIONER)
- 8) PUBLIC COMMENTS
- 9) LANDSCAPE AND FENCING DETAIL (BY PETITIONER)

BACKGROUND

The subject property is located at the northwest corner of Plainfield Road and Clarendon Hills Road within the Single Family Residence District (R-2) and is developed with an existing fuel station, mini mart, and canopy. According to DuPage County tax assessor records and historic aerial photos, the existing fuel station, mini mart, and canopy were originally constructed in 1960 (see Attachments 1 and 2), prior to the incorporation of the City of Darien. The residential zoning

is the result of the property's annexation into the City.

Over the last several years, the petitioner, the new owner of the property, has proactively reinvested in the former Citgo station, completing façade enhancements, installing new signage, and addressing long-standing site repairs and improvements. Collectively, these upgrades have modernized the property and materially improved its appearance and condition from that of the prior ownership.

In March of this year, the City Council approved a text amendment request by the petitioner to add an additional Class E license, which allows for the sale of beer and wine for off-premise consumption. The petitioner currently holds a Class E Liquor License and has indicated the walk in cooler will be for cooled products, which includes beer and wine.

ANALYSIS

The petitioner proposes constructing an approximately 10-foot by 38-foot walk-in cooler addition along the west side of the existing mini mart (see Attachment 3 – Site Plan). The proposed cooler would be located directly on the west property line, resulting in a zero-foot side yard setback. The project also includes the construction of a new refuse enclosure adjacent to the walk-in cooler to replace the existing enclosure, and bring the property further into compliance with other requirements of the Zoning Code.

Architecture and Parking: The proposed addition is located on the west side of the existing mini mart (see Attachment 4 – Exterior Elevations). While the cooler will be visible from Plainfield Road, it will not be visible from Clarendon Hills Road. The petitioner has indicated that the exterior of the cooler will be finished with materials that are architecturally compatible with the existing mini mart. Although the cooler will remain lower than the existing roofline, the City has no adopted commercial architectural design standards. The improvement is intended to expand refrigerated storage for the existing business and does not increase customer floor area or alter traffic circulation on the site.

Variation: Variation: Section 5A-7-5 of the Darien Zoning Ordinance requires a minimum 10-foot side yard setback for buildings in the B-1 Neighborhood Convenience Shopping District. The petitioner proposes constructing a walk-in cooler addition directly on the west property line, resulting in a zero-foot side yard setback; therefore, a variation is required.

Non-conforming Use Considerations: While the existing fuel station, mini mart, and canopy predate the current Zoning Ordinance, approval of the requested variation would authorize the proposed building expansion into the required side yard. Therefore, the addition would be a permitted improvement under the terms of the approved variation and would not create an unlawful expansion of a nonconforming building or use.

Site Plan Review: City staff has reviewed the petitioner submitted documents and staff does not have any review comments on the site plan. The proposal for a piece of auxiliary equipment the plan review will be conducted by the Building Department following zoning approval.

Justification Narrative: The petitioner provided a justification letter (see Attachment 6) which states the hardship to the site's pre-existing, nonconforming condition, which predates current zoning regulations and was not caused by current ownership. It states the cooler addition would expand refrigerated beer selection while preserving retail floor space, and that the design is compatible with the existing building. The letter also notes the adjacent property owner supports the project, and frames the requested relief as a reasonable accommodation rather than a special privilege. Staff notes that this reasoning is consistent with the general intent of the comprehensive plan, which is to permit and support commercial activity, and that the requested relief would facilitate continued commercial operation of the property. Examples of the other exterior coolers for commercial uses were included by the petitioner for reference (see Attachment 7).

Recommended Conditions of Approval: If the Planning, Zoning, and Economic Development Commission consider endorsing the petition, staff recommend the following conditions of approval:

- 1. Prior to building permit issuance, the owner/builder shall submit a landscape plan for review and approval by the Community Development Director to provide additional landscaping around the new walk-in cooler and refuse enclosure.**

The walk-in cooler shall be finished with materials that are architecturally compatible with the existing mini mart or otherwise screened from view from Plainfield Road, to the satisfaction of the Community Development Director.

- 2. All approved landscaping shall be installed prior to final inspection and shall be subject to a one-year maintenance bond.**

For reference, the criteria the Planning and Zoning Commission and City Council votes on for City Variation requests are included below.

Variation Criteria:

The City may grant variations based on the finding-of-fact that supports the following criteria outlined below by the City to be the most relevant to the subject property situation.

- a) The property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations in the zone.*
- b) The plight of the owner is due to unique circumstances.*
- c) The variation if granted will not alter the essential character of the locality.*
- d) Essential Need: The owner would suffer substantial difficulty or hardship and not mere inconvenience or a decrease in financial gain if the variation is not granted.*
- e) Problem with Property: There is a feature of the property such as slope or shape or change made to the property, which does not exist on neighboring properties, which makes it unreasonable for the owner to make the proposed improvement in compliance with this title. Such feature or change was not made by the current owner and was not known to the current buyer at the time of purchase. f) Smallest Solution: There is no suitable or reasonable way to redesign the proposed improvements without incurring substantial difficulty or hardship or reduce the amount of variation required to make*

such improvements.

- g) Create Neighbor Problem: The variation, if granted, will not cause a substantial difficulty, undue hardship, unreasonable burden, or loss of value to the neighboring properties.*
- h) Create Community Problem: The variation, if granted, may result in the same or similar requests from other property owners within the community, but will not cause an unreasonable burden or undesirable result within the community.*
- i) Net Benefit: The positive impacts to the community outweigh the negative impacts.*
- j) Sacrifice Basic Protections: The variation, if granted, will comply with the purposes and intent of this title set forth in subsection 5A-1-2(A) of this title and summarized as follows: to lessen congestion, to avoid overcrowding, to prevent blight, to facilitate public services, to conserve land values, to protect from incompatible uses, to avoid nuisances, to enhance aesthetic values, to ensure an adequate supply of light and air, and to protect public health, safety, and welfare.*

PZC MEETING AUGUST 5, 2026

The Planning, Zoning and Economic Development Commission held a public hearing for this item on August 5, 2026. The petitioner and members of the public were present.

Two public comments were received prior to the public hearing. One related to an objection to future alcohol sales at the mini-mart, and one in support of the petition, with outlined concerns (see Attachment 8). Staff informed the resident that wrote the first public comment that a liquor license for the sale of beer and wine for off-premise consumption had already been approved in March of this year, and that no changes on use would occur as a result of the proposed project. The issues outlined in the second comment letter were made conditions of approval – see below.

Following staff's report, the petitioner addressed the Commission and answered questions. The Commission discussed screening, fencing, and architectural design concerns.

Following deliberation, the Commission voted 4-1 to recommend approval of the petition to City Council, with the following conditions of approval:

- 1. Prior to building permit issuance, the owner/builder shall submit a landscape plan for review and approval by the Community Development Director to provide additional landscaping around the new walk-in cooler and refuse enclosure.**

The walk-in cooler shall be finished with materials that match the existing mini mart or otherwise screened from view from Plainfield Road, to the satisfaction of the Community Development Director.

- 2. A solid, six-foot-high perimeter fence, without gaps, shall be maintained along the west property line. Any damage or deterioration shall be repaired or the fence replaced to maintain continuous screening.**
- 3. A new plat of survey with the proposed addition drawn on it shall be provided prior to building permit issuance.**

4. All approved landscaping shall be installed prior to final inspection and shall be subject to a one-year maintenance bond.

APPLICATION UPDATES

Following the PZEDC meeting, the petitioner provided a landscaping and fence detail to address the Commission's concerns. The area directly adjacent to the proposed cooler addition is currently fenced with a privacy fence, and the petitioner intends to modify but continue fencing this area, screening the new cooler addition. The petitioner has also stated that nearby area is already landscaped, and proposes that the landscaping condition be modified to allow additional landscaping to be planted in other areas of the property, as shown in Attachment 9.

DECISION MODE

The Municipal Services Committee will review this item at its meeting on August 24, 2026.

MEETING SCHEDULE

Planning and Zoning Commission
Municipal Services Committee
City Council

August 5, 2026
August 24, 2026
September 7, 2026

ArcGIS Web Map

DuPage Web Mapping Application - DuPage County, Illinois



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mi

DuPage County
Information Technology Department / GIS Division
421 N County Farm Rd.
Wheaton, IL 60187

Phone: 1(630)407-5000
Email: gis@dupageco.org

DuPage Maps Portal
<https://www.dupagemaps.arcgis.com/arcgis>

This map is for assessment
purposes only.

DuPage County Web Site
<http://www.dupagecounty.org>



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- DuPage County
- Townships
- Sections
- Quarter Sections
- Half Quarter Sections

Regional County Boundaries

- COOK
- KANE
- KENDALL
- LAKE

SCHMIDT'S PLAT OF LOT ONE

BEING A PART OF THE NORTHEAST QUARTER (NE¹) OF SECTION TWENTY-SEVEN (27), TOWNSHIP THIRTY EIGHT (38) NORTH, RANGE ELEVEN (11) EAST OF THE THIRD PRINCIPAL MERIDIAN, IN DOWNERS GROVE TOWNSHIP, DU PAGE COUNTY, ILLINOIS.

STATE OF ILLINOIS)
COUNTY OF DU PAGE)

REDUCED 20%

STATE OF ILLINOIS)
COUNTY OF DU PAGE)
APPROVED, by the Board
of Supervisors of Du Page County, Illinois, this 19th day of
May A.D. 1959.

This instrument
No. 923778
was filed for record in the Records Office of Du Page
County aforesaid, on the 20th day of May
A.D. 1959, at 10:15 o'clock A.M.

Lawrence H. Hinder
Recorder.

Attest: *William J. Weymann*
County Clerk.

Oliver C. Schmidt
Chairman

STATE OF ILLINOIS)
COUNTY OF DU PAGE)
APPROVED, by the DuPage County Building and Zoning Committee, this 18th day of May A.D. 1959.

Charles L. James
Chairman.

STATE OF ILLINOIS)
COUNTY OF DU PAGE)
APPROVED, BY THE
Du Page County Health Department, this 18th day of May
A.D. 1959.

C. L. Meyer
Public Health Engineer.

STATE OF ILLINOIS)
COUNTY OF DU PAGE)
I, Clarence V. Wagemann,
County Clerk of Du Page County,
Illinois, do hereby certify that there are no delinquent general taxes, no
unpaid current general taxes, no unpaid forfeited general taxes, and no
redeemable tax sales against any of the real estate included on the annexed
plat. I further certify that I have received all of the statutory fees in
connection with the annexed plat.

Given under my hand and the
Seal of the County Court at Wheaton, Illinois, this 14th day of
May A.D. 1959.

Clarence V. Wagemann
County Clerk.

STATE OF ILLINOIS)
COUNTY OF DU PAGE)
This is to certify
we, CHARLES C. SCHMIDT
and AMELIA A. SCHMIDT, are the owners of the property
shown and described on the annexed plat and have caused the
same to be surveyed and platted as shown for the uses and
purposes therein set forth, and we hereby acknowledge and
adopt the same under the style and title hereon shown.
Dated this 14th day of May A.D. 1959.

Charles C. Schmidt
Amelia A. Schmidt
Owners.

STATE OF ILLINOIS)
COUNTY OF DU PAGE)
I, D. J. AUBLE
a Notary Public in and for
said County in the State aforesaid, do hereby certify that
CHARLES C. SCHMIDT and AMELIA A. SCHMIDT,
personally known to me to be the same persons whose names
are subscribed to the foregoing instrument as such owners,
appeared before me this day, in person and acknowledged
that they signed and delivered the said instrument as their
own free and voluntary act for the uses and purposes
therein set forth, and they hereby acknowledge and
adopt the same under the style and title hereon
shown.

Given under my hand and Notarial Seal this
14th day of May 1959.

D. J. Auble
Notary Public.

STATE OF ILLINOIS)
COUNTY OF DU PAGE)
I, O. B. Dold, County Superintendent
of Highways of Du Page County, Illinois, do
hereby certify that the annexed plat has been examined by me and found to comply
with the highway requirements as set forth in the regulations governing plat of
subdivided land adopted by the Board of Supervisors of Du Page County, Illinois.
Dated at Wheaton, Illinois, this 14th day of May A.D. 1959.

O. B. Dold
County Superintendent of Highways.

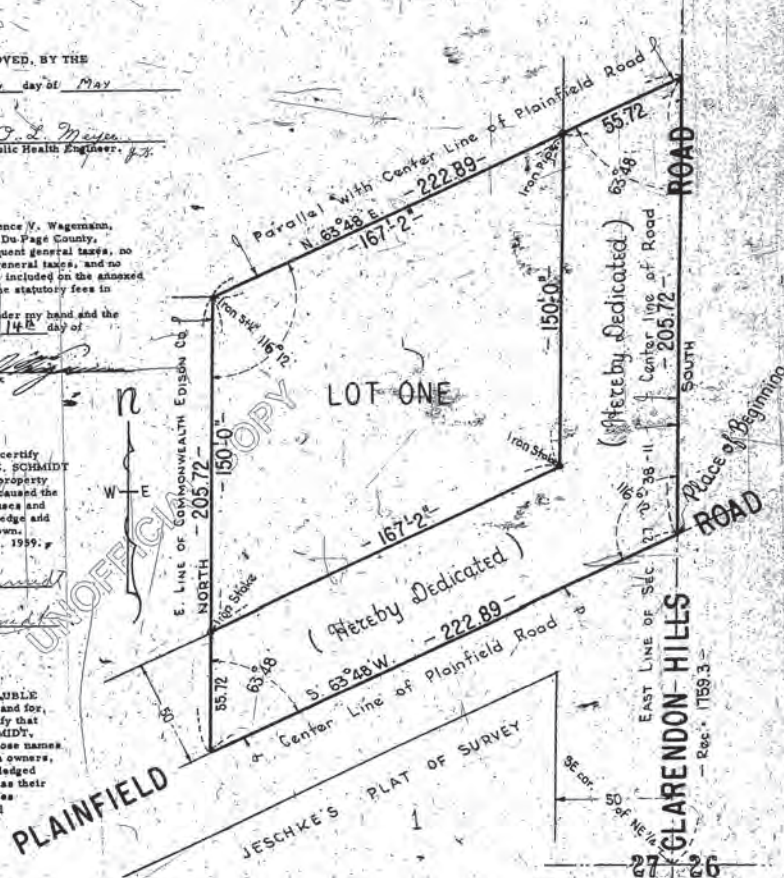
STATE OF ILLINOIS)
COUNTY OF DU PAGE)
I,
Commissioner of Highways of Downers
Grove Township, do hereby certify that all matters pertaining to the High-
way requirements as prescribed in the regulations governing plats adopted
by the Board of Supervisors of Du Page County, insofar as they pertain
to the annexed plat have been complied with.
Dated this 14th day of May A.D. 1959.

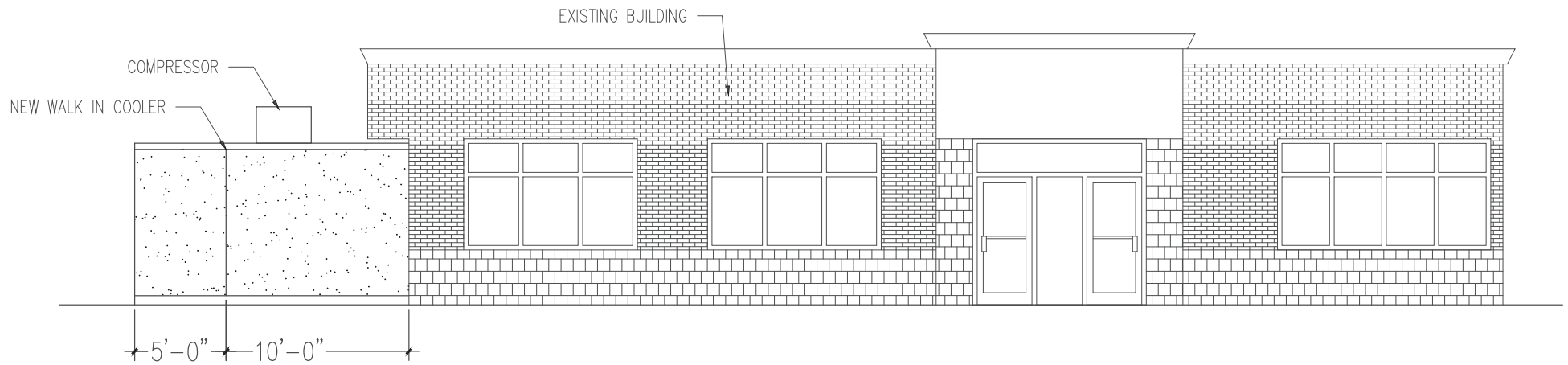
Commissioner of Highways.

STATE OF ILLINOIS)
COUNTY OF DU PAGE)
This is to certify that I, Harold F. Steimbacher, an Illinois Land Surveyor, have surveyed the above property as shown on the annexed
plat which is a correct representation of said survey. All distances are in feet and decimal parts thereof except where indicated as being in
feet and inches. The tract of land included on the annexed plat is described as follows:
That part of the Northeast quarter of Section 27, Township 38 North, Range 11 East of the Third Prin-
cipal Meridian described by Beginning at the point of intersection of the center line of the Public Highway known as Plainfield
Road with the East line of said Northeast quarter (being the center line of the Public Highway known as Glarendon Hills Road)
said point of intersection being by record, 1759.3 feet North of the Southeast corner of said Northeast quarter and running thence
South 63° 48' West along said center line of Plainfield Road, 222.89 feet; thence North, parallel with the East line of said North 63°
48' East, and along the East line of a tract of land owned by Commonwealth Edison Company, 205.72 feet; thence North 63°
48' East, parallel with the center line of said Plainfield Road, 222.89 feet to the East line of said Northeast quarter; thence
South along said line, 205.72 feet to the Place of Beginning, in Downers Grove Township, Du Page County, Illinois.

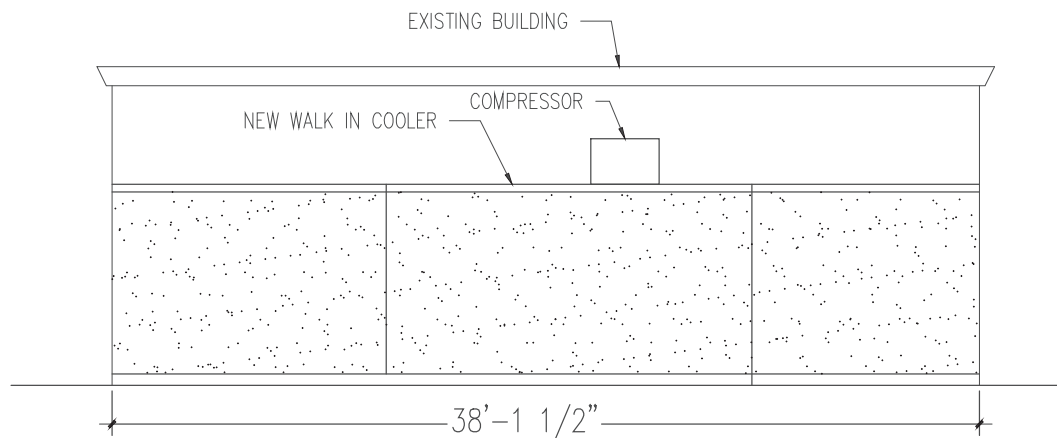
Wheaton, Illinois, May 14, 1959.
HAROLD F. STEIMBACHER
CIVIL ENGINEER AND SURVEYOR
110 North West Street, Wheaton, Ill.

Harold F. Steimbacher
Illinois Registered Land Surveyor, Certificate 113.

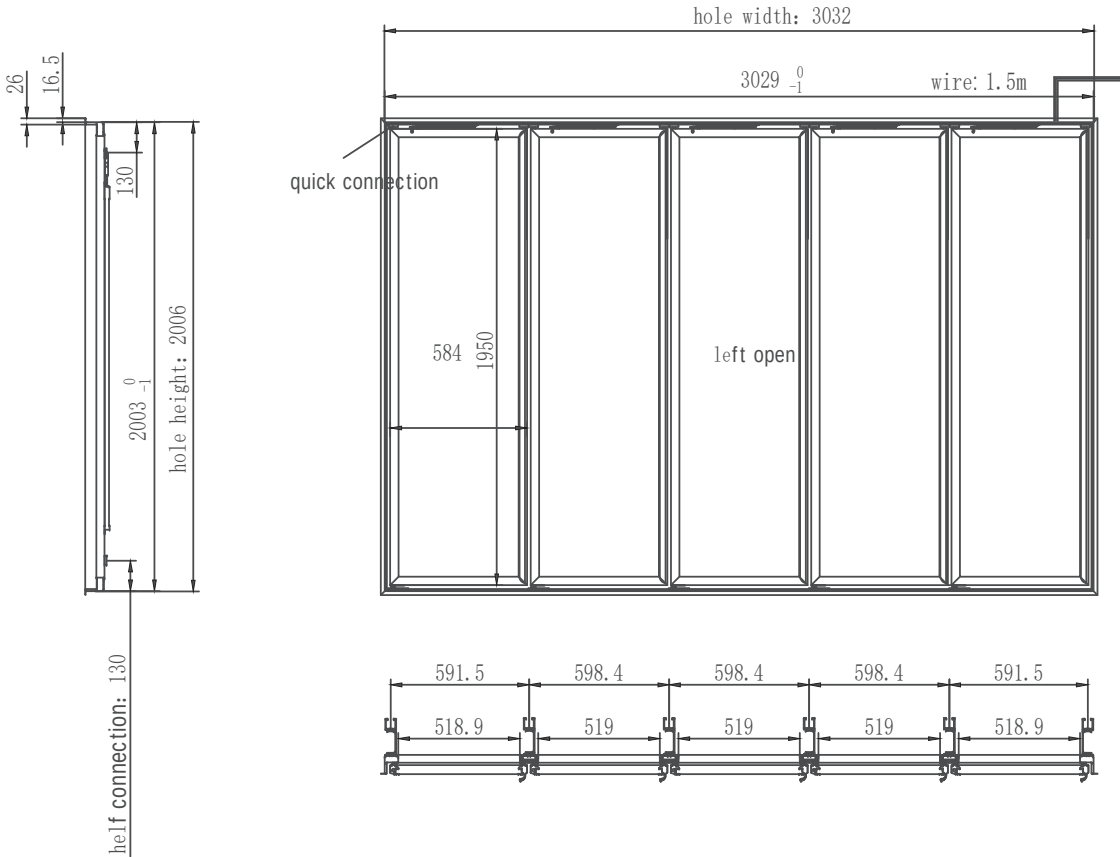




FRONT ELEVATION



WEST ELEVATION



- Technical requirements:
1. The door frame profile has large flanges around it.
 2. The glass door is a full-length handle door profile with a heating wire on the frame.
Refrigerated hollow double-layer glass, electric heating + white glass, argon gas filling according to the order notes,
Directly connected to the power supply, voltage 110V/60Hz, 0-5 degrees in the cabinet.
 3. The door shaft quick installation parts on the glass door are docked, with 90-degree limit stops and automatic return.
 4. The door frame reserves left and right interchangeable holes. When the glass door is interchanged left and right, the corresponding accessories need to be purchased separately.
 5. The door frame is installed with a V-shaped waterproof LED light, about 1.5m long.
 6. The door frame pressure resistance and insulation test meet the relevant standards of our company.
 7. The door frame has shelf fixings, the base is fixed, and the bracket is equipped with accessories, 2 pieces/column.

			设计		审核		客户代号	
			Design		Check		Client code	
			工艺		批准		图样代号	
			Technolog		Approved		Drawing Number	冷藏5门框
标记	更改描述	日期	标准化		日期		图样名称	3032*2006
Sign	Change Description	Date	Standardizing		Date		Pattern Name	
					阶段标记	重量	比例	
					Stage Marker	Weight	Proporting	
							共 页 (Total Page)	第 页 (Page)

July 16,2026

Request for Variance – (402 Plainfield Rd, Darien, IL)

To the Planning and Zoning Commission,

We respectfully request approval of the variances required for the proposed improvements to our property.

The existing building was constructed well before the City of Darien's current zoning and development regulations were adopted. As a result, the site is legally existing but does not conform to many of today's development standards. These are pre-existing conditions that were not created by the current ownership.

Our proposed improvement is to modify the west side of the building to construct a walk-in beer cooler with a cave-style display. This addition is important to the continued operation of our business because it allows us to expand our refrigerated beer selection without sacrificing valuable retail floor space needed for general grocery merchandise. Preserving interior retail space enables us to better serve our customers while improving the overall shopping experience.

The proposed cooler has been designed to complement the existing building and will maintain a clean, attractive, and uniform appearance. We take great pride in the presentation of both our property and the products we offer, and we are committed to ensuring that the addition enhances the overall appearance of the site.

The requested variances are not intended to create a special privilege but rather to allow a reasonable improvement to a property that predates the current zoning regulations. The project will not negatively impact neighboring properties or alter the character of the area. In fact, we have discussed the proposal with the adjacent property owner, who has expressed full support for the project and has no objections to the planned addition.

The requested variances relate to the following sections of the Darien Municipal Code:

- Section 5A-4-3-1(A)
- Section 5A-7-2-6(B)
- Section 5A-7-2-7
- Section 5A-10-7(A) and (B)
- Section 5A-11-5

We respectfully ask for your consideration and approval of these variances. We believe this project represents a thoughtful investment in the property that will improve our business while maintaining compatibility with the surrounding neighborhood.

Thank you for your time and consideration.

Sincerely,

Pramveer Singh
Go2Market
(402 Plainfield Rd, Darien, IL)









Ryan Murphy

From: ROBERT Enterprises <rhw1@comcast.net>
Sent: Wednesday, August 5, 2026 11:22 AM
To: Ryan Murphy
Subject: Re: Case No. PZC-26-14

Ryan

My name is Robert Whaley, and I reside at 7221 Clarendon Hills Road. I received a notice of a variation request for the property at 402 Plainfield Road, namely the Convenience Store/Gas Station located on the Northwest corner of Plainfield and Clarendon Hills Road.

I would respectfully request that if the variance is approved, that this walk in cooler project in no way, shape or form, "opens the door" now or at any time in the future, for current or future owners, the opportunity to request any type of licensing for them to sell any type of any liquor, and is duly recorded.

Thank you for allowing our input.

Sincerely

Robert Whaley

Ryan Murphy

From: Steve Morris <steve@darienanimalclinic.net>
Sent: Wednesday, August 5, 2026 5:40 PM
To: Ryan Murphy
Cc: veer@go2stores.com
Subject: Neighbor Comment in Support — PZC-26-14, 402 Plainfield Road (Walk-In Cooler Variation)

Chairman and Members of the Planning, Zoning and Economic Development Commission,

I am writing regarding Case PZC-26-14, the petition of Pramveer Singh for a zero side yard setback variation to permit a walk-in cooler addition on the west side of the convenience store at 402 Plainfield Road. I am the Hospital Administrator of Darien Animal Clinic at 404 Plainfield Road, the property immediately west of and adjacent to the proposed addition.

We support the petition. The current ownership has invested meaningfully in this property over the past several years, and the improvements have been good for this corner. We have no objection to the cooler addition or to the replacement refuse enclosure.

Our support is offered with four requests, which we would ask the Commission to attach as conditions of approval alongside the conditions already recommended by staff:

1. Screening along the west property line. A six-foot privacy fence currently runs along the west line adjacent to our property. We ask that this fence be maintained and extended along the full length of the west side of the addition, continuing south to approximately the new refuse area. Our clients walk leashed pets along this frontage to enter and exit the clinic, and continuous screening keeps the service side of the cooler and refuse enclosure out of view.

2. Pet safety. Continuous fencing along that line is also a safety matter for us. A gap between the end of the existing fence and the refuse enclosure creates an additional escape route for a dog that slips a leash in our parking area. We would ask that any fencing be continuous, without gaps at the building corners.

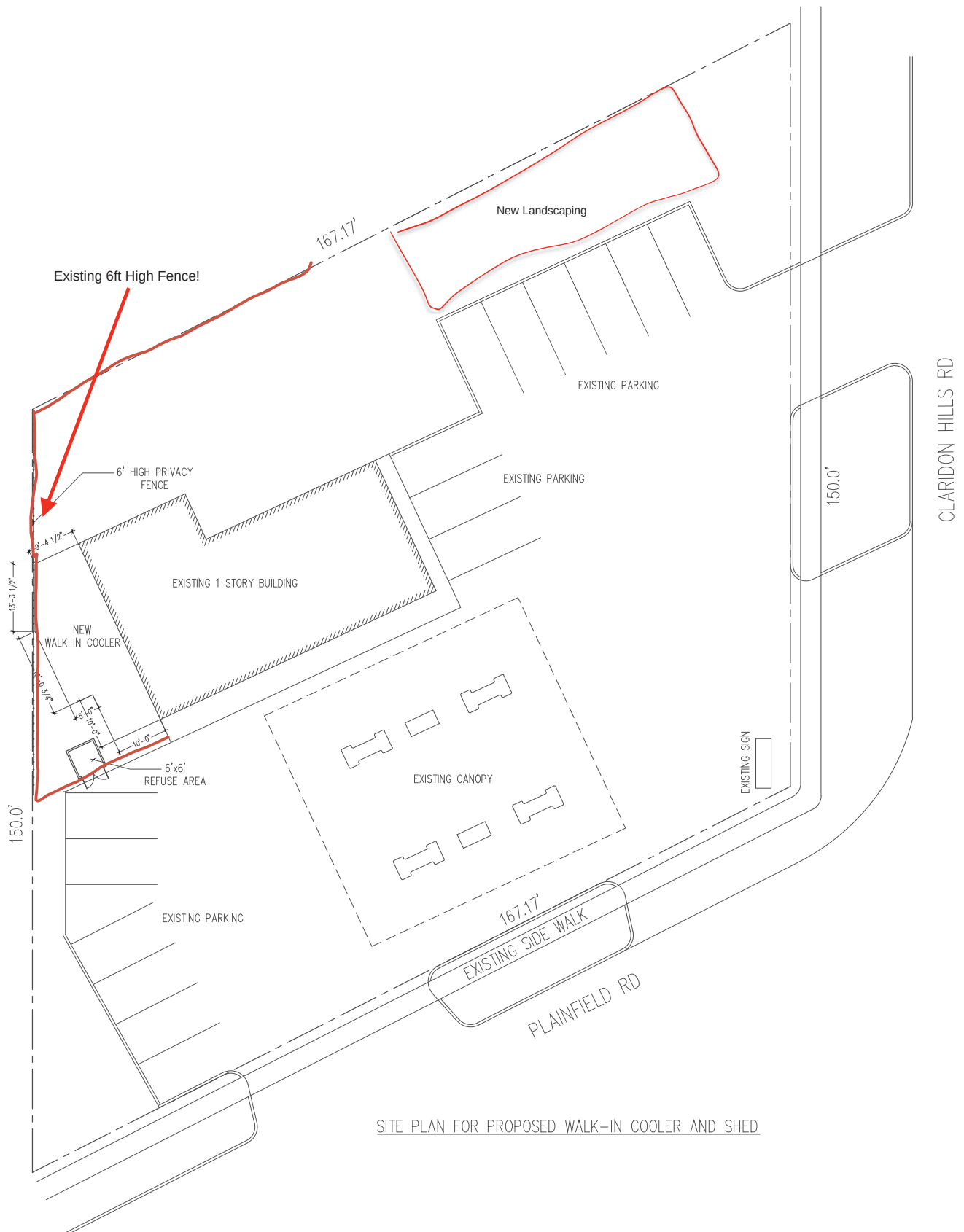
3. Property line confirmed by survey. Because the addition is proposed directly on the property line with a zero-foot setback, and because a masonry cooler is effectively a permanent structure, we ask that the west property line be staked and confirmed by a current survey before construction, and that no portion of the structure, footings, roof overhang, gutters, downspouts, compressor, or fencing encroach past that line. Once built, an encroachment is very difficult to correct for either of us.

4. Architectural treatment of the west elevation. The submitted west elevation shows the cooler in a material distinct from the existing brick mini mart. Staff's recommended condition addresses compatibility as viewed from Plainfield Road; we ask that the same standard apply to the west elevation, since that face is the one our clients and staff see every day from our property. Finish materials architecturally compatible with the existing building, plus the landscaping already contemplated in staff's condition, would fully address our concern.

For the record, the petitioner's justification letter states that the adjacent property owner has expressed full support with no objections. We do support the project, and we want to be precise that our support is conditioned on the four items above.

We appreciate the Commission's consideration and are glad to be a good neighbor to this business.

Respectfully,
Steve Morris, CVPM, CVBL
Darien Animal Clinic · 404 Plainfield Rd, Darien, IL 60561 · 630-655-1888



AGENDA MEMO
MUNICIPAL SERVICES COMMITTEE
AUGUST 24, 2026

ISSUE STATEMENT

An ordinance amending Title 4 (Building Regulations), Chapter 3 (Sign Code) to allow electronic message centers by-right, subject to certain development standards.

ATTACHMENTS

1) PROPOSED ORDINANCE REVISIONS

BACKGROUND/DISCUSSION

Currently, retail and commercial developments in Business Districts are only permitted to have manual changeable copy signs (with vinyl or acrylic letter messages manually changed by hand) on any ground signs and monument signs. Gas stations are permitted to have electronic price signage, and banks/financial institutions are permitted to have temperature/time and message board signage. Other businesses do not have special allowances.

In recent years, the City has approved numerous variations allowing electronic message centers. This includes, but is not limited to:

- Chucks BBQ on Cass Avenue
- The Indian Prairie Public Library
- The marquee at Cass and Plainfield jointly operated by the property owner and the City.
- Culver's Restaurant on Plainfield Road.

Following the recommendation of the Planning, Zoning and Economic Development Commission and Municipal Services Committee, the City Council approved a motion on August 3, 2026 authorizing staff to research and prepare amendments to the sign code to allow electronic message centers by-right.

Staff's research showing adjacent jurisdiction's requirements is below (see table).

Municipality	EMCs Allowed?	General Approach
Darien	No	Prohibited; requires a sign variation.
Woodridge	Yes	Permitted on qualifying monument and marquee signs, subject to design and operational standards.
Westmont	Yes	Permitted by right in most commercial, office, industrial, and institutional districts; Special Use Special use required when adjacent to residential zoning.
Downers Grove	No	Prohibits electronic message centers as a standard commercial sign type.
Bolingbrook	Yes	Permitted only for qualifying development signs within unified developments meeting frontage and ownership requirements.

PROPOSED ORDINANCE REVISIONS

The proposed ordinance revisions are attached (see Attachment 1), and are modeled primarily after Westmont and Woodridge codes.

A summary of the proposed text amendments is included below:

- Manual changeable copy continues to be allowed on up to 40% of ground sign area, with uniform lettering and a locking case.
- Electronic message centers allowed on up to 40% of ground sign area.
- Special Use required when the sign abuts a residential zoning district.
- Static messages only; no video, animation, flashing, or transitions.
- Messages may change no more than once every 30 seconds.
- Must meet lighting limits and include adjustable dimming.
- Photometric plans may be required by the Zoning Officer.

DECISION MODE

This item will be reviewed at the August 24, 2026 Municipal Service Committee meeting.

ALTERNATE CONSIDERATION

As directed by the Committee.

ATTACHMENT 1 – PROPOSED ORDINANCE REVISIONS

4-3-10: PERMITTED SIGNS IN ZONING DISTRICT:

(A) Signs In The Residential Districts:

1. All signs, flags and pennants are prohibited in residential districts except for those enumerated in sections [4-3-8](#) and 4-3-9 of this chapter.
2. Within residential planned unit developments for which the approved site plan allows nonresidential land uses, the signs allowed within such nonresidential uses shall comply with other provisions of this sign code relating to the type of use allowed (e.g., business zone, office zone, industrial zone).
3. Permanent residential development signs at major entrances designed to identify a residential subdivision or planned unit development and containing no commercial advertising, constructed of material which is the same or of a more permanent nature than the material used in the development with a maximum of thirty two (32) square feet per side.
4. Exempt signs.
5. Temporary signs.

(B) Signs In The Business Districts:

1. All signs permitted in residential districts.
2. Wall signs not to exceed two (2) square feet of wall signage for each linear foot of business building frontage, up to a maximum of five hundred (500) square feet. The wall signs shall be placed upon the same side of the building that is considered the business building frontage. A commercial building with frontage on two (2) or more streets shall be permitted an additional one square foot of wall signage for the side of the business building facing the second street for each linear foot of building facing the second street.
3. Not more than one ground sign per street frontage is permitted. ~~Manual changeable copy signs not exceeding forty percent (40%) of the sign area may be included on a ground sign, provided that all individual letters shall be uniform in height, style, and color, and provided the message is enclosed in a locking case.~~ The area of a permitted ground sign shall be limited to sixty (60) square feet per side. The highest point on such ground sign shall not exceed twelve feet (12') above grade.
4. [Electronic message centers and manual changeable copy signs.](#)
 - (a) [Manual changeable copy signs not exceeding forty percent \(40%\) of the sign area may be included on a ground sign, provided that all individual letters shall be uniform in height, style, and color, and provided the message is enclosed in a locking case.](#)
 - (b) [Electronic message centers. Electronic message centers may be incorporated into ground signage as follows:](#)

(1) Special Use Required. When the subject lot's street side yard or interior side yard abuts a residential district, a Special Use shall be required.

(2) The electronic message board component of a sign shall not exceed 40 percent (40%) of the sign area.

(3) Electronic message board signs shall contact static messages only, shall constant in intensity and color, and shall not display flashing, animation, illusion of movement, or similar displays.

(4) Live or pre-recorded video is prohibited.

(5) Messages must instantaneously change; no transitions or frame effects are allowed.

(6) Messages may not change more than once every thirty (30) seconds.

(7) Hours of operation. Electronic message boards shall be turned off during all hours the business is closed, except that they may be illuminated beginning one (1) hour prior to the business's scheduled opening.

(8) Electronic message board signs are subject to compliance with maximum light intensity and illumination regulations of this Title.

(9) Dimming capabilities. Electronic message board signs shall be equipped with dimmer controls that can be adjusted.

(10) Photometric plan. The zoning officer may require applicants to submit photometric plans demonstrating compliance with this subsection as a condition to the issuance of a sign permit.

4 5. Not more than one gasoline point of sale price sign per street abutting a gasoline filling station, with a maximum sign size of no more than four feet (4') in any direction. No gasoline price sign shall be closer than four feet (4') from the front or corner side property line and shall be no closer than thirty feet (30') from any interior or rear property line.

(C) Signs In The Office And The Office, Research And Industrial Districts (O And OR&I):

1. Identification signs, provided that such signs are not larger than sixteen (16) square feet in size.

2. Wall signs not to exceed one square foot of wall signage for each linear foot of building front or space unit frontage.

3. Not more than one ground sign per street frontage is permitted. The area of a ground sign shall be limited to sixty (60) square feet per side. The highest point on such ground signs shall not exceed six feet (6') above grade.

AGENDA MEMO
MUNICIPAL SERVICES COMMITTEE
AUGUST 24, 2026

ISSUE STATEMENT

Discussion related to amendments to Title 7, Health and Sanitation, of the City Code (RE: Storage of LRS Bins)

ORDINANCE

BACKGROUND/OVERVIEW

In March 2026, City staff reviewed existing storage requirements for residential refuse and recycling containers, contained in Section 7-1-5(B) of the City's Code, with an Administrative Hearing Officer for the purpose of determining their enforceability. Following this review, staff were informed that the regulations were not enforceable as intended, due to the fact that standardized bins and/or totes provided by the City's franchised waste hauler, Lakeshore Recycling Systems (LRS), could easily be construed as the "City-approved container" described in the Code.

Staff developed ordinance revisions that clarify that LRS bins and other trash cans, recycling containers and compost bins shall be located in a prefabricated enclosure of a certain size, with the ability of the Community Development Director to approve alternatives.

MUNICIPAL SERVICES COMMITTEE – APRIL 27, 2026

The Municipal Services Committee reviewed this item at its meeting on April 27, 2026. Staff presented the item, and no members of the public were present. Following staff's report, the Committee discussed whether or not the ordinance should be revisited by the Council, as it was adopted prior to the City receiving scavenger waste removal service from LRS, and residents subsequently being issued standardized waste, recycling and green waste totes/bins. Committee members observed how many of the issues the ordinance was originally adopted to address have been solved by the new LRS totes/bins. Following deliberation, the Committee voted 2-1 on a motion recommending approval of the ordinance to the City Council.

CITY COUNCIL – MAY 4, 2026

The City Council considered this item at its meeting on May 4, 2026. Following discussion, the Council did not support the ordinance as recommended by the Committee and directed staff to return with additional ordinance options for further Committee discussion.

ORDINANCE OPTIONS

In response to Council direction, staff has identified three ordinance options for the Committee's consideration. A summary of each option is provided below.

Option A) Performance Standards for Storage Bin (Rejected by Council). Retain the general framework of the original ordinance as adopted, but remove references to a specific product or brand in favor of general size and shape standards that any conforming enclosure would need to meet.

Option B) Citywide Front-Yard Allowance. Permit the LRS bin, as the City-approved container, to be stored in the front yard or street side yard. The bin would be required to be pulled back from the curb up the driveway to the greatest extent possible on non-collection days,

consistent with the Code (no further than five feet from the garage or front wall of the home, and placed at least five feet or more from any property line).

Option C) Conditional Front-Yard Allowance. Permit the LRS bin to be stored in the front or street side yard, only where no level, usable interior side yard exists on the property. The bin would be required to be pulled back from the curb up the driveway to the greatest extent possible on non-collection days, consistent with the Code (no further than five feet from the garage or front wall of the home, and placed at least five feet or more from any property line).

DISCUSSION

Staff have fielded a number of resident contacts and complaints since the ordinance revisions were introduced, several of whom report having already incurred several thousand dollars in expenses to level a side yard and/or purchase the pre-manufactured enclosure product previously identified in the ordinance. Staff is bring this it to Committee for discussion and clear direction on which ordinance option should be brought forward to the City Council for consideration.

DECISION MODE

The Municipal Services Committee will discuss this item at its meeting on August 24, 2026.

AGENDA MEMO
MUNICIPAL SERVICES COMMITTEE
AUGUST 24, 2026

ISSUE STATEMENT

Adoption of updated model building and related codes.

ORDINANCE

OVERVIEW

In early 2025 the City of Darien adopted the following codes:

Adopted Codes
2021 International Residential Code (One and Two-Family Dwellings)
2021 International Building Code (Commercial, Multi-Family Residential Dwellings)
2021 International Mechanical Code
2020 National Fire Protection Association National Electrical Code (aka, Electrical Code)
2014 Illinois State Plumbing Code
2024 International Fire Code
2021 International Property Maintenance Code
Illinois Energy Conservation Code (current)

The Illinois Capital Development Board recently notified the City that we must also adopt the 2021 International Existing Building Code to comply with state laws passed in 2024. A simple ordinance text amendment has been prepared by staff to comply with the direction from the State.

The ordinance text amendment will amend Section 4-1-4-1 to read as follows:

4-1-4-1: ADOPTION OF BUILDING CODE AND EXISTING BUILDING CODE:

There **are** hereby adopted and incorporated by reference as part of this section, the **codes** entitled “the 2021 International Building Code” and “**the 2021 International Existing Building Code**”, **copies** of which are on file in the office of the City.

No significant impacts are anticipated as a result of the adoption of this code, as it primarily aligns the City's existing regulations with requirements already in effect under state law.

DECISION MODE

The Municipal Services Committee will review this item at its meeting on August 24, 2026.

MINUTES
CITY OF DARIEN
MUNICIPAL SERVICES COMMITTEE
Monday, July 27, 2026

PRESENT: Alderman Thomas Belczak – Chairman, Alderman Ted Schauer

ABSENT: Alderman Ralph Stompanato

OTHERS: Mr. Dan Gombac – Director, Mr. Ryan Murphy – City Planner

Establish Quorum

Chairperson Thomas Belczak called the meeting to order at 6:00 p.m. at the City of Darien City Hall, 1702 Plainfield Road, Darien, Illinois. Chairperson Belczak declared a quorum present. Mr. Dan Gombac, Director, submitted for the record supplemental information provided by Alderman Ralph Stompanato regarding his notes on each item on the agenda.

Old Business

There was no old business to discuss.

New Business

- a. **PZC-26-9 (Variation)** - Bryan Wozny – 1623 Golfview Drive - A petition from Bryan Wozny for a variation from Section 5A-7-2-6(A) of the City Code to permit an enclosed patio within the rear yard of 1623 Golfview Drive, Darien IL 60561 (PIN 09-33-112-028).

Mr. Ryan Murphy, City Planner, reported that the subject property is located on the north side of the golf course and the petition was regarding an attached legal, non-conforming deck. He stated that the petitioner would construct a screened-in patio enclosure, as well as replace the whole deck, and reported that his justification included golf balls preventing the use of his property. He further stated that the petition would comply with zoning and would bring the property to conformance with the variation. Mr. Murphy reported that the Planning, Zoning, and Economic Development Committee recommended approval of the petition with a 5-0 vote.

The Committee expressed their lack of issue with the petition.

Mr. Gombac confirmed there would be no drainage issues.

Alderman Schauer made a motion, seconded by Alderman Belczak to approve PZC-26-9 (Variation) - Bryan Wozny – 1623 Golfview Drive - A petition from Bryan Wozny for a

variation from Section 5A-7-2-6(A) of the City Code to permit an enclosed patio within the rear yard of 1623 Golfview Drive, Darien IL 60561 (PIN 09-33-112-028).

Upon voice vote, the MOTION CARRIED UNANIMOUSLY 2-0.

Mr. Gombac noted for the record that the listed petitioner in the packet would be changed from Mark Garber to Bryan Wozny on this item.

- b. PZC-26-10 (Sign Variation) - 541 Plainfield Road – DM Darien RF, LLC - Petition from DM Darien RF, LLC for a variation from Section 4-3-10-(B)-3 of the City's Sign Code to permit an electronic messaging sign instead of a manual changeable copy sign for a remodeled Culver's ground sign located in the B-2 Community Shopping Center Business District at 541 Plainfield Road, Darien IL 60561 (PIN 09-27-207-032).**

Mr. Murphy reported that the sign contractor had submitted the petition, and that there is currently a manual sign that they wanted to bring to today's standards. He stated that a variation would be required, but this was an item previously allowed at other establishments. He further stated that staff and the PZEDC had recommended approval, adding that they should adhere to city recommendations of having the sign run every 30 seconds and from 6 a.m. until close.

The petitioner stated that Culver's would want to bring the sign up to date with other locations, and that they would have a remodel in the near future that would coincide with the update. He stated that they would be flexible about the hours, confirming that most locations shut their signs off at close. He further stated that the sign would be used for restaurant advertising and community engagement, consistent with their other signs in the Chicago area.

Chairperson Belczak questioned if they would be changing just the monument sign and not the footprint.

The petitioner confirmed that the footprint would remain the same.

Mr. Murphy reported that the PZEDC recommended this item for approval unanimously. He further reported that they had requested staff to research signs by right and an ordinance update.

Chairperson Belczak stated that they should review that as a council.

Alderman Schauer made a motion, seconded by Alderman Belcak to approve PZC-26-10 (Sign Variation) - 541 Plainfield Road – DM Darien RF, LLC - Petition from DM Darien RF, LLC for a variation from Section 4-3-10-(B)-3 of the City's Sign Code to permit an electronic messaging sign instead of a manual changeable copy sign for a remodeled Culver's ground sign located in the B-2 Community Shopping Center Business District at 541 Plainfield Road, Darien IL 60561 (PIN 09-27-207-032).

Upon voice vote, the MOTION CARRIED UNANIMOUSLY 2-0.

Mr. Gombac reported that the PZEDC would like to see the ordinance updated to today's standards, as electronic signs are more common now. He stated that the motion would be to further research, including the national standard on timing for electronic signs and to determine what other municipalities are doing. He further stated that the City Council shouldn't look at this item anymore as it is regulated.

There was some discussion regarding electronic signs at gas stations.

Mr. Murphy reported that the PZEDC had recommended the motion for approval unanimously.

Alderman Belczak made a motion, seconded by Alderman Schauer to request staff to seek City Council authorization to research and prepare amendments to the sign code allowing electronic message centers.

Upon voice vote, the MOTION CARRIED UNANIMOUSLY 2-0.

- c. **PZC-26-11 (Variation) - Cynthia Haney – 1008 Juniper Lane - A petition from Cynthia Haney for a variation from Section 5A-5-11(A) of the City Code to permit a recreational vehicle within the front yard of 1008 Juniper Lane, Darien IL 60561 (PIN 09-27-308-015).**

Mr. Murphy reported that the petition would be to park an RV in the front yard, adding that the petitioner stated it would be hard to place on the side due to pine trees and the sloping of the lot. He reported that the PZEDC voted with a failed motion 0-5, and that the petitioner updated the justification letter after with additional photos showing the camper screened by two evergreen trees. He further stated that there were additional site constraints including overhead utility lines, shed, drainage ditch and limited alternative parking. Mr. Murphy stated that if the Committee found it agreeable, the petitioner would move the RV to the side yard if the trees were dead or removed in the future. He further stated that staff recommended that if the item were approved, they limit the length of the trailer to 25 feet, and that the petitioner had proposed that the variation be null and void if the trees were to be removed or dead. Mr. Murphy reported that there had been two public comments, one neighbor in support and another sharing concerns.

Alderman Schauer questioned why the one neighbor had been in support.

Mr. Murphy stated that they also had an RV, so they wanted to support a similar circumstance.

There was some clarification as to where the tree is located on the subject property.

Mr. Gombac reported that the petitioner had concerns that the property would be unsightly if the tree was raised.

Ms. Cynthia Haney stated that it would damage the tree as she would have to remove 15 feet of branches to fit the RV. She stated that they way the house is angled, the side is in full view of

Juniper, and her neighbor is not understanding that it's a matter of where she can park it, not if she can park it.

Chairperson Belczak questioned how her car could get to the side and not the RV.

Ms. Haney stated that the camper was too large and it was difficult to back it in. She stated that the pine tree doesn't allow for the full length of the trailer to be on the side.

There was some clarification regarding the photos Ms. Haney provided.

Alderman Schauer gave some background on the subject ordinance. He stated that if this petition passed, there would be a precedent to have these variations all the time.

Ms. Haney stated that there were no sidewalks in her neighborhood, and that the length of the trailer would be close to the power lines. She questioned if the spirit of the ordinance is to limit visibility to neighbors.

Alderman Schauer gave a past example on Greenbriar Lane where a resident took extreme matter to comply. He stated that no matter the result, there would always be an issue.

Mr. Gombac stated that similar requests had come in and the simple answer from staff is no.

There was some clarification on the side yard setbacks.

Chairperson Belczak questioned if the subject RV had been in violation the entire life of the ordinance.

Ms. Haney stated that she bought the home in 2019, and that corner lots pose a unique situation for ordinance compliance. She stated that she would uphold the spirit of the ordinance with the pine tree screening her property.

Chairperson Belczak stated that she could remove the pine tree, that others have taken dramatic steps to come to compliance. He stated that she would need better justification as to why she couldn't comply with the code.

Mr. Gombac provided some background on the subject ordinance, and he stated that in the end multiple government associations agreed that the side or rear yard would be the best solution.

Alderman Belczak made a motion, seconded by Alderman Schauer to approve PZC-26-11 (Variation) - Cynthia Haney – 1008 Juniper Lane - A petition from Cynthia Haney for a variation from Section 5A-5-11(A) of the City Code to permit a recreational vehicle within the front yard of 1008 Juniper Lane, Darien IL 60561 (PIN 09-27-308-015).

Upon voice vote, the MOTION FAILED 0-2.

AYES: None

NAYS: Belczak, Schauer

d. Minutes – May 26, 2026 Municipal Services Committee.

There was no one in the audience wishing to present public comment.

Alderman Schauer made a motion, seconded by Alderman Belczak to approve the May 26, 2026 Municipal Services Committee Meeting Minutes.

Upon voice vote, the MOTION CARRIED UNANIMOUSLY 2-0.

Director's Report

There was some discussion regarding the sign ordinance update.

Mr. Gombac reported that the storms have been pushing back the timeline for the Plainfield Road wall project. He reported that they would be pushing into October, with plantings most likely going in in the spring.

Mr. Gombac announced that there would be a Special Meeting on Monday, August 3, 2026 at 6:40 p.m. regarding a Public Works project.

Next Scheduled Meeting

Chairperson Belczak announced that the next meeting is scheduled for Monday, August 24, 2026.

ADJOURNMENT

With no further business before the Committee, Alderman Schauer made a motion, seconded by Alderman Belczak to adjourn. Upon voice vote, the MOTION CARRIED UNANIMOUSLY, and the meeting adjourned at 6:53 p.m.

RESPECTFULLY SUBMITTED:

X

Thomas Belczak
Chairman

X

Ted Schauer
Alderman

X

Ralph Stompanato
Alderman

MINUTES
CITY OF DARIEN
MUNICIPAL SERVICES COMMITTEE SPECIAL MEETING
August 3, 2026

PRESENT: Alderman Thomas Belczak – Chairman, Alderman Ralph Stompanato, Alderman Ted Schauer

ABSENT: None

OTHERS: Mr. Dan Gombac – Director

Establish Quorum

Chairperson Thomas Belczak called the meeting to order at 6:42 p.m. at the City of Darien City Hall, 1702 Plainfield Road, Darien, Illinois. Chairperson Belczak declared a quorum present.

New Business

- a. Motion – Authorizing to purchase a deploy a web-based, work order management software, for the Municipal Services/Public Works Department service platforms, with Brightly Software Inc, in an amount not to exceed \$40,745.83.**

Mr. Dan Gombac, Director reported that the software previously used had been from 2010 for work orders, and had gone through multiple buyouts. He reported that the software had not offered reliable customer support and was difficult to use in the field for Public Works. He further reported that they had looked at two new vendors, Brightly and OpenGov, and had asked other municipalities what worked for them. Mr. Gombac reported that the awarded vendor would provide optimal savings for tasks such as vehicle maintenance updates, JULIE readings, fuel master system, and much more. He reported that OpenGov would have cost a significant amount more for features that wouldn't be necessary. He further reported that records would be stored through the chosen vendor, and would coincide with permitting and inspections. Mr. Gombac reported that there would be a five-year non-binding contract, and the software would be public-facing, allowing for direct resident communications and more efficient configurations and timing. He further reported that funds would be available and there would be a surplus option, and that he is confident the program would meet their needs.

There was some clarification regarding the difference between the two vendor options.

There was no one in the audience wishing to present public testimony.

Alderman Schauer made a motion, seconded by Alderman Stompanato to approve a Motion authorizing to purchase a deploy a web-based, work order management software, for the

Municipal Services/Public Works Department service platforms, with Brightly Software Inc, in an amount not to exceed \$40,745.83.

Upon voice vote, the MOTION CARRIED UNANIMOUSLY 3-0.

Mr. Gombac requested that Chairperson Belczak forward the request to Mayor Marchese for that evening's City Council meeting.

ADJOURNMENT

With no further business before the Committee, Chairperson Belczak declared the meeting adjourned at 6:53 p.m.

RESPECTFULLY SUBMITTED:

X

Thomas Belczak
Chairman

X

Ted Schauer
Alderman

X

Ralph Stompanato
Alderman