AGENDA

Planning, Building, and Development Committee

Thursday, January 15, 2026
7:00 PM
Temporary Village Hall
1000 E. Woodfield Rd.
Schaumburg, IL 60193

VILLAGE OF SCHAUMBURG
PROGRESS THROUGH THOUGHTFUL PLANNING

A G E N D A

I. CALL TO ORDER

II. APPROVAL OF MINUTES

A. November 20, 2025

III. NEW BUSINESS

A. Recommendation to Amend the Municipal Code pertaining to Olde Schaumburg Centre Signs

B. Recommendation to Amend the Municipal Code pertaining to Administrative Approvals, Amusement Licenses and Fee Schedule

C. Recommendation to Amend Municipal Code Title 9 Relative to Fences on Residential Properties

IV. CONTINUING ITEMS

A. Administrative Amendment and Exception Update for December (2025) – Informational

V. COMMENTS FROM THE PUBLIC

VI. ADJOURNMENT

VII. NEXT VILLAGE BOARD MEETING

A. January 27, 2026

In compliance with the Americans with Disabilities Act and other applicable Federal and State laws, the meeting will be accessible to individuals with disabilities. Persons requiring auxiliary aids and/or services should contact the Village Manager's Office at 847.923.4705, preferably no later than five days before the meeting.

VILLAGE OF SCHAUMBURG

AGENDA ITEM SUMMARY

November 20, 2025
01/15/26
Planning, Building, and Development Committee

Presenter:
Lead Department: Community Development

Executive Summary:

Recommended Action:

ATTACHMENTS:
- 2025-11-20 PBD Minutes.doc

I have reviewed the Minutes, and they correctly represent the action taken by the Committee.

PLANNING, BUILDING & DEVELOPMENT COMMITTEE
VILLAGE OF SCHAUMBURG
TEMPORARY VILLAGE HALL
1000 WOODFIELD ROAD EXECUTIVE CONFERENCE ROOM
THURSDAY, NOVEMBER 20, 2025

Members Present: Jack Sullivan, Chairman
Jamie Clar, Trustee
Esha Patel, Trustee

Others Present: Andrew Buckwinkler, Assistant to the Village Manager
Julie Fitzgerald, Director, Community Development
Debbie Parran, Code Enforcement Supervisor
Vicki Bloomer, Office Supervisor, Community Development
Ricky Lundquist, Management Analyst

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

APPROVAL OF MINUTES:

A motion was made by Trustee Esha Patel and seconded by Trustee Jamie Clar to approve the minutes of the October 16, 2025, meeting of the Planning, Building & Development Committee.

All Ayes. **MOTION CARRIED**

CONSENT AGENDA:

NEW BUSINESS:

1. Biannual Cable TV Report - Informational

Mr. Lundquist said complaints are slightly down and distribution is pretty equivalent across the providers. Highest type of complaint received is exposed wire, with the largest influx of complaints received in the spring. Trustee Sullivan requested a continued biannual update on this topic.

A motion was made by Trustee Jamie Clar and seconded by Trustee Esha Patel to accept as informational.

All Ayes. **MOTION CARRIED**

2. Annual Amusement License Renewals - Informational

Ms. Parran said annual amusement licenses are permitted to be approved administratively for renewal for the following year. Staff reviewed the 23 current establishments with an annual amusement license to ensure there were no outstanding issues that would prevent

renewal for the annual amusement license. Staff recommended approval on all of them. The evaluation included researching unresolved complaints, violations, and enforcement action.

A motion was made by Trustee Esha Patel and seconded by Trustee Jamie Clar to accept as informational.

All Ayes. **MOTION CARRIED**

3. Status on Short-Term Rental Licenses - Informational

Ms. Parran said there were amendments approved in December 2024 regarding short-term rental licenses. Since then, staff have been enforcing those provisions of the code. The provisions involve prohibiting short-term rental licenses from being within 750 feet of a currently licensed location, prohibiting ownership by corporate entities or LLCs, and deeming existing short-term rental properties that were lawfully operating as a legal non-conforming use. Those include the properties that were approved but also located within 750 feet of another approved short-term rental licensed location or they were owned by a corporate entity.

Staff reported on this in May 2025 and noted there were 38 locations that were determined to be compliant and 9 others that were not compliant. Their applications for short-term rental licenses were denied at that time. Most of the 9 re-applied for a 30+ day rental license. There were 21 of the 38 at the time that were either too close to another licensed location or were owned by a corporate entity.

Up to October 2025 we have 40 approved short-term rental licenses. One location at 117 Andrew Lane had their license suspended in August due to multiple police calls for service involving loud parties and nuisance complaints. Inside of complying with the suspension, the owner opted to pay a fine and surrender his short-term rental license. He subsequently reapplied for a 30+ day rental license, which he was approved for.

Currently we have 1 application that remains pending for inspection approval and another has been denied due to it being owned by a corporate entity plus it was within 750 feet of 2 other licensed short-term rental properties.

Between April and October 2025 Community Development issued 4 citations after monitoring online short-term rental websites. Some were advertising without a license, some were advertising over allowed occupancy, or making major plumbing repairs without a permit.

The Police department also provided information for the committee's review. There were 18 calls for service, 9 calls involved parking or loud parties/noise. Other calls for service included intoxicated subjects, sex offense and suspicious incidents. The 6 citations that were issued included 5 for parking at 1514 Chatham, and 1 for a loud party at 117 Andrew. 2 of the parking citations have since been paid, the rest are currently in collections.

There were 3 At Risk Nuisance letters issued by Police; 1 for 1514 Chatham relating to the parking tickets and loud parties. The owner has since installed a noise control device that alerts him when the noise level goes up. There have been no further violations at this location.

The second At Risk Nuisance letter was issued to 1213 Somerset due to several subjects heavily intoxicated resulting in calls to the Police department. The Police were also called when the subjects began banging on neighbors' doors. The owner of the property was contacted and they in turn contacted Airbnb. Airbnb cancelled the remainder of the reservation. The owner now screens their guests and only accepts reservations from guests with a positive review. There have been no subsequent issues at this property.

The third At Risk Nuisance letter was issued to 1146 Tiverton for 10 vehicles and a U-Haul truck parked with people moving furniture and film equipment from the residence. They had been filming a movie at the property. There was another call for suspicious behavior and when police arrived, there was no activity, and no one answered the door. There have been no further abatement actions taken.

There was a Nuisance Property letter for a loud party at 117 Andrew Lane which resulted in a license suspension and ultimately surrender of the short-term rental license.

Staff have made improvements to our approval process, especially when determining the location issue. Staff have created a GIS map including all licensed and pending locations, showing which are grandfathered, making determining whether an applicant is within 750 feet of a licensed property easy. The map is real-time and updated immediately when needed.

Staff will continue to renew applications for short-term rental and coordinate efforts with the Police department to ensure non-compliant matters are resolved promptly. Trustee Sullivan asked if the owners were aware of the fact that staff were watching them. Ms. Parran indicated they were and added Code performs annual inspections on all short-term rentals. Trustee Clar mentioned this was the second time an owner surrendered their short-term rental license due to issues.

Ms. Parran said the Planning division gets calls for which staff create CSRs when a potential buyer is interested in purchasing a property to use as a short-term rental, they request to find out if the location is currently available for a short-term rental license. Staff replies noting that the information provided is what it is at that time and is subject to change at any time. The first thing staff checks is the ownership and location.

Trustee Clar asked if we require a copy of the lease. Ms. Parran indicated we do not. Staff can request it when we need it, but it is not required. If a case goes through the adjudication process, the judge backs us as well. Trustee Clar said at some point we should talk to Legal about cutting this off and setting a limit to how many we allow in the village. Ms. Fitzgerald said staff have discussed the number of properties and noted that the number of them is holding steady around 40. Staff thought with the regulations put in place (750-foot requirement and can't be owned by a corporate entity) that would limit it. The number of short-term rental licenses is not growing but it's not shrinking.

Trustee Sullivan requested another update on this item in 6 months and requested that staff continue to monitor. Ms. Fitzgerald said that if staff believe we see a trend that would warrant a change in code, we can bring it back sooner, otherwise staff will return in 6 months.

A motion was made by Trustee Jamie Clar and seconded by Trustee Esha Patel to accept as informational.

All Ayes. **MOTION CARRIED**

UNFINISHED BUSINESS:

CONTINUING ITEMS:

1. Administrative Amendment and Exception Update for October (2025) – Informational

Ms. Fitzgerald said Panda Express at the Crossroads development needed to add a 27 square foot riser room. H-Mart wanted to add additional east facing windows.

A motion was made by Trustee Esha Patel and seconded by Trustee Jamie Clar to accept as informational.

All Ayes. **MOTION CARRIED**

DEFERRALS:

COMMENTS FROM THE PUBLIC:

COMMENTS FOR THE GOOD OF THE ORDER:

ADJOURNMENT:

A motion was made by Trustee Jamie Clar and seconded by Trustee Esha Patel to adjourn the meeting at 7:20 p.m.

All Ayes. **MOTION CARRIED**

NEXT VILLAGE BOARD MEETING: December 9, 2025

Respectfully submitted,

_____

Vicki Bloomer, Recording Secretary

VILLAGE OF SCHAUMBURG

AGENDA ITEM SUMMARY

Recommendation to Amend the Municipal Code pertaining to Olde Schaumburg Centre Signs
01/15/26
Planning, Building, and Development Committee

Presenter: Parth Joshi, AICP, Planning Manager
Lead Department: Community Development

Executive Summary:

Trustee Clar raised a concern about signs installed in the Olde Schaumburg Centre (OSC) District, particularly related to colors and illumination of the wall signs installed by a recently opened business in the Village called Blissful Bay at 16 W. Schaumburg Road.

Sign regulations for the Olde Schaumburg Centre are established to regulate the location, size, placement, and certain features of signs in the district for the purpose of maintaining the integrity and enhancing the historical character of the area. The regulations are intended to encourage compatibility between the signs and the architecture of the district, promote the preservation of the area, and be in keeping with guidelines of the OSC Design Manual. Chapter 155 of the zoning code includes provisions for signs in the Village and sections 155.200 through 155.218 includes regulations specifically for OSC signs.

This memo summarizes the existing OSC sign code allowance, a summary of all the existing wall signs in the OSC district, and a recommendation to amend the sign code regarding light source color.

Recommended Action:

Village Manager recommends that the Planning, Building, and Development committee recommend the Village Board approve an amendment to Municipal Code pertaining to light colors for Olde Schaumburg Centre signs, and refer the sign code amendment to the Zoning Board of Appeals for public hearing.

ATTACHMENTS:

- Memo
- OSC Sign Photos.pdf

MEMORANDUM

Date: December 18, 2025

To: Village Manager

From: Parth Joshi, AICP, Planning Manager

Subject: Recommendation to Amend the Municipal Code pertaining to Olde Schaumburg Centre Signs

For: Planning Building and Development Committee

Introduction

Trustee Clar raised a concern about signs installed in the Olde Schaumburg Centre (OSC) District, particularly related to colors and illumination of the wall signs installed by a recently opened business in the Village called Blissful Bay at 16 W. Schaumburg Road.

Sign regulations for the Olde Schaumburg Centre are established to regulate the location, size, placement, and certain features of signs in the district for the purpose of maintaining the integrity and enhancing the historical character of the area. The regulations are intended to encourage compatibility between the signs and the architecture of the district, promote the preservation of the area, and be in keeping with guidelines of the OSC Design Manual. Chapter 155 of the zoning code includes provisions for signs in the Village and sections 155.200 through 155.218 includes regulations specifically for OSC signs.

This memo summarizes the existing OSC sign code allowance, a summary of all the existing wall signs in the OSC district, and a recommendation to amend the sign code regarding light source color.

Discussion

The OSC sign code includes regulations including but not limited to material, lettering styles, lettering sizes, colors and illumination. Sign colors must be complementary and harmonious with the color scheme of the building which the sign identifies. Contrasting colors are appropriate as long as they do not detract from the architectural integrity of the building or the area. The use of garish, brilliant, or fluorescent colors is prohibited. In addition, wall signs are allowed to be illuminated by either gooseneck lights, ground lights that are completely concealed from view, or are individually mounted, backlit, channel letters where the source of such backlighting must be internal to each letter and must illuminate the wall to which they are attached. Internal illumination (i.e. LED mounted individual channel letters) of signs is prohibited.

Below is a night image of the Blissful Bay wall sign.



The business is located in an in-line tenant space 16 W. Schaumburg Rd, within the Schoolhouse Square shopping center located at the northwest corner of Roselle and Schaumburg Road. Per code, each business is permitted to have one (1) wall sign per street frontage. In addition, if a tenant abuts a street but possesses a main pedestrian access along the rear or side of the structure from a rear parking area, a second wall sign is permitted. Therefore, Blissful Bay received approval of two (2) sign permits (25-00289 and 25-00290) in May, 2025. The installed signs do not comply with the approved sign permit drawings for two elements: they didn't call out the decorative swoosh and the bottom letters "Scalp Therapy & Spa" to be lit. Below is a night view of the sign submitted and approved as part of the permits.



As mentioned, the OSC sign code regulates the colors of the signs and how it can be illuminated (gooseneck, backlit/halo lit, etc.). However, the lighting section doesn't specify the colors of the illumination, only that it needs to be internal to the letter. The night view appearance of the backlit illumination and the composition of the Blissful Bay sign makes it appear to be neon. Although the colored lighting complies with the code, it does not meet the intent of the OSC sign regulations.

Consistent with the intent and purpose of the OSC sign code, staff is recommending a code amendment to limit the lighting source for all wall signs to be white in color. Doing so will create a cohesive and uniform appearance of signs in the OSC district, maintain historic compatibility, reduce visual clutter, and minimize light spill and glare. Staff is not recommending to impose any

additional requirements on the color of signs as doing such would limit the ability for businesses to promote their brand.

Proposed Redline

§ 155.210 ILLUMINATION.

(A) Illumination of Signs:

(2) Wall signs may be illuminated by either gooseneck lights, ground lights that are completely concealed from view, or are individually mounted, backlit, channel letters; provided that any backlighting or light source used for illumination shall be white (Pantone 000C) in color, where the source of such backlighting shall be internal to each letter and shall illuminate the wall to which they are attached.

Summary of existing signs

To aid in the research of impact on existing businesses with the proposed code amendment, staff inspected all commercial wall signs in the OSC District to determine if they are compliant. Attached to your packets are night images of all the wall signs in the OSC district. Below is a summary of the survey.

		Notes
Total backlit signs	42	
Total internally illuminated signs (not permitted in the OSC District)	8	Chiro One (2 signs), Westside Children's Therapy (2 signs), Illinois Bone and Joint Institute (2 signs), Wells Fargo (2 signs)
Total number of approved permits for internally illuminated signs	2	Chiro One (permits 21-00784 and 21-00785 issued in error)
Total number of unauthorized (no-permit on file) internally illuminated signs	4	Westside Children's Therapy, Illinois Bone and Joint Institute
Total number of approved sign permits, but not-in-compliance	4	Blissful Bay (swoosh and tagline not in compliance), Wells Fargo (internally illuminated)
Total number of signs compliant with current code, but will require to be changed with the proposed white backlit code change	6	Blissful Bay (2 signs), Tennis 27 (2 signs), The Eye Place (2 signs)

Based on the inspection results, staff is proposing to undertake the following steps for compliance-

- **Enforcement** – permit records indicate that a sign permit does not exist for the Westside Children's Therapy and Illinois Bone and Joint Institute wall signs. Both these businesses have 2 wall signs each based on their building setup. The wall signs for Illinois Bone and Joint Institute are internally illuminated, whereas only the logo in the Westside Children's Therapy sign is internally illuminated. In addition, the decorative swoosh and the "Scalp Therapy & Spa" in the Blissful Bay are also not compliant. Lastly, the two approved wall sign permits for Wells Fargo indicated the signs would be halo lit; however, based on staff inspection, the channel letters are internally illuminated. Therefore, staff will notify these businesses to remove their existing signs or modify parts of their existing signs for compliance. The Illinois Bone and Joint Institute wall sign will require complete removal.
    - Please note, Tony's Fresh Market received sign variations to have internal illuminated LED channel letters. Westside Children's Therapy, Illinois Bone and Joint Institute, and Blissful Bay would have the option to apply for variations, but those businesses don't have the same anchor tenant characteristics as Tony's. They are situated similar to most other businesses within the OSC which meet the sign ordinance, making justification for a variation challenging and therefore, staff would not recommend approval should they pursue a variation
- **Amortization or Legal Nonconforming Status**
    - Since the current code does not include limitations on the color of light sources in the OSC district and sign permits for Blissful Bay, Tennis 27, and The Eye Place were approved, an amortization period will be required for these signs to conform. Staff worked with Village legal counsel and recommends a 2-year amortization period from the date of the adoption of an ordinance. The timing of the proposed amortization depends on the investment in the sign and the expected lifespan of the sign and/or components, while still allowing the Village to achieve the intended cohesive visual appearance. In addition, the proposed 2-year window will establish a reasonable expectation and avoid indefinite nonconformities and ensure the code change is implemented consistently and effectively.
    - The Village, at its own expense, make modifications or replace the signs to comply with the proposed code amendment immediately. Should the businesses choose this option, then the need for an amortization will no longer be required. Staff worked with Village legal counsel on this option to evaluate potential legal impacts on the Village (i.e. taking the benefit of installing colored backlit away from a business). Legal Counsel confirmed that such step would not be considered a taking since the businesses would be allowed to advertise their business.

- Alternatively, the Village could decide to allow the colored lighted signs to remain, but not allow replacement. They would become legal nonconforming and could be maintained, but not replaced.

Recommendation

Staff recommends that the Planning, Building, and Development committee recommend the Village Board approve an amendment to Municipal Code pertaining to light colors for Olde Schaumburg Centre signs, and refer the sign code amendment to the Zoning Board of Appeals for public hearing.


TENNIS 27
107


THE EYE PLACE
113


THE EYE PLACE


TIMOTHY GRANT JEWELRY
10
REPAIRS DONE
ON PREMISES


ORTHODONTICS


FURLEY & VOLK ORTHODONTICS


OBERWEIS


OBERWEIS


ILLINOIS BONE
& JOINT INSTITUTE


ILLINOIS BONE
& JOINT INSTITUTE


EYES on
SCHAUMBURG
140B


BUSHIDO
JAPANESE MARTIAL ARTS
(630) 400-6121


Umbrella TEA HOUSE
OPEN


Sweet Reserve
CAFE & BAKERY


F45


BONEFISH


TONY'S
Fresh Market


BAKERY


LIQUOR


WELLS FARGO


WELLS FARGO


WELLS FARGO


Blissful Bay
SCALP THERAPY & SPA


Blissful Bay
SCALP THERAPY & SPA


9ROUND
KICKBOXING FITNESS
OPEN


OraMax
ORAL SURGERY CENTER


KIDS FIRST
PEDIATRIC DENTISTRY


CHILDREN'S THERAPY


LUNA FLOWERS


SHAWARMA STOP
OPEN


RUNNING SHOES
MILE
RUNNING
OPEN


chiro one
wellness centers

DENTIST	

VILLAGE OF SCHAUMBURG

AGENDA ITEM SUMMARY

Recommendation to Amend the Municipal Code pertaining to Administrative Approvals, Amusement Licenses and Fee Schedule
01/15/26
Planning, Building, and Development Committee

Presenter: Parth Joshi, AICP, Planning Manager
Lead Department: Community Development

Executive Summary:

Schaumburg, like many other communities, allows administrative approvals of minor plan amendments to approved site plans, as long as a property will still meet code requirements upon project completion. Administrative approvals (minor amendments) allow for faster and more predictable decision-making for routine or low-impact requests and are also more business-friendly without negatively affecting community aesthetics.

Section 154.51 of the zoning code includes a list of projects which can be approved administratively by the Village Manager or designee. Staff proactively evaluate common project requests which cannot be approved administratively but that a public hearing or meeting is required. The Village last updated this code section in 2013. Staff is proposing a code amendment to modify the existing projects which can be approved administratively and add new types of projects to this section of the code.

As part of the evaluation, staff is also recommending an amendment to allow amusement licenses to be issued administratively. The Village requires all new amusement establishments to obtain a license upon approval from a standing committee and Village Board. Staff is proposing a code amendment to eliminate the need for standing committee and Village Board approval of these licenses.

Recommended Action:

Village Manager recommends that the Planning, Building, and Development committee recommend the Village Board approve an amendment to Municipal Code pertaining to Administrative Approvals, Amusement Licenses and Fee Schedule, and refer the code amendment to the Zoning Board of Appeals for public hearing.

ATTACHMENTS:

- Memo

MEMORANDUM

Date: December 19, 2025

To: Village Manager

From: Parth Joshi, Planning Manager, AICP

Subject: Recommendation to Amend the Municipal Code pertaining to Administrative Approvals, Amusement Licenses and Fee Schedule

For: Planning Building and Development Committee

Introduction

Schaumburg, like many other communities, allows administrative approvals of minor plan amendments to approved site plans, as long as a property will still meet code requirements upon project completion. Administrative approvals (minor amendments) allow for faster and more predictable decision-making for routine or low-impact requests and are also more business-friendly without negatively affecting community aesthetics.

Section 154.51 of the zoning code includes a list of projects which can be approved administratively by the Village Manager or designee. Staff proactively evaluate common project requests which cannot be approved administratively but that a public hearing or meeting is required. The Village last updated this code section in 2013. Staff is proposing a code amendment to modify the existing projects which can be approved administratively and add new types of projects to this section of the code.

As part of the evaluation, staff is also recommending an amendment to allow amusement licenses to be issued administratively. The Village requires all new amusement establishments to obtain a license upon approval from a standing committee and Village Board. Staff is proposing a code amendment to eliminate the need for standing committee and Village Board approval of these licenses.

Discussion

Administrative Amendments

Below is a summary of existing projects that can be approved administratively –

- Building additions less than 500 square feet
- Commercial patio additions less then 500 square feet
- Installation of ground-mounted utility and mechanical equipment
- Minor changes to a building facade
- Designation of parking spaces for short-term parking
- Reduction to parking requirements by 20%

Staff is proposing to modify the existing projects as follows to provide additional flexibility to businesses who wish to construct a bigger building and patio. These types of additions are often proposed to be in-line with industry standards for operational needs for a business.

- Building additions less than 750 square feet
- Commercial patio additions less than 750 square feet

In addition, staff is proposing to add the following projects to be approved administratively –

- **Site and parking lot expansions or modifications of up to 10% of the overall lot or 1 acre, whichever is less.** This will provide flexibility to accommodate minor site improvements for business operational needs, circulation improvements, or accessibility requirements without altering the intensity or character of the site. A site maintenance or land development permit is still required for construction of these types of projects to ensure compliance with all applicable codes and provisions of Village code.
- **Reduction of up to 5 feet in the required foundation landscaping along no more than 25% of the total length and width of a building façade or 100 linear feet, whichever is less, given the total greenspace of the lot is 20% or more.** Reduction in foundation landscaping is a common request for new and redevelopment projects. In 2025, the Zoning Board of Appeals (ZBA) and Village Board (VB) recommended approval of five (5) cases which included this variation to the zoning code. Exceeding overall quantity of plantings, exceeding the minimum required greenspace, addition of sidewalks for safety and pedestrian connectivity, operational needs such as outdoor patio or playground, pre-existing condition and tight sight constrains were reasons to support such variations.

Amending the code to add the proposed project type under administrative amendments will provide flexibility for small to mid-size buildings in regards to building design and site constraints while preserving the intent of the landscaping standards by maintaining the majority of required plantings along the building perimeter. The purpose of the proposed maximum linear feet is to deter large buildings from providing 25% in foundation landscaping as it could significantly impact the landscape aesthetics.

Fees

The current fee for a minor amendment is $335. The majority of the existing projects which can be approved administratively require either a building, site maintenance or land development permit, which covers the cost of staff review; therefore, an applicant does not get charged twice. However, landscape modifications to a property complying with the criteria for a minor amendment does not require a permit. The proposed reduction in foundation landscaping would fall under this category. A modified landscape plan with greenspace calculations would be required to be submitted for staff's review. Because of the general nature of a landscape review, potential

subsequent reviews and a final landscape inspection, staff is proposing to add a new fee of $1,908 to the Village's fee schedule for the review of reduction in a building's foundation landscaping. This fee is in-line with the current site plan amendment fee which typically covers reviews from all disciplines including engineering and building. A request to reduce foundation landscaping could potentially include reviews from other disciplines.

Amusement Licenses

Section 113.03 of the municipal code regulates amusement and entertainment licenses. The Village currently requires all new licenses for amusement establishments to be approved by a standing committee and Village Board. Change in ownership of an existing amusement establishment is also required to go through the same process.

Staff is proposing to streamline this process by eliminating standing committee and Village Board review for new or amended licenses to an administrative process. Staff has existing mechanisms in place to ensure that a proposed amusement establishment complies with zoning/land use, life-safety, security, and operational impacts through the permitting process. In addition, staff is also proposing to remove the annual review and presentation of amusement licenses to a standing committee. Similar to general business licenses, the code includes provisions to handle enforcement and standards for amusement license suspensions or revocations, should an applicant or business have unresolved compliance. In that case, the Village Manager could hold a hearing to consider suspending or revoking a license. Shifting the review will result in improved efficiency while maintaining appropriate oversight and being business friendly.

Conclusion

The proposed code amendments relative to administrative approvals for site plans, associated fees, and modifications to the amusement license process will reduce processing time, eliminate duplicative review and provide greater predictability for applicants, while still allowing the Village to impose conditions necessary to protect public health, safety, and welfare. Upon a positive recommendation from this committee, staff would schedule a public hearing and present a code amendment to the Zoning Board of Appeals for changes to section 154.51 – administrative amendments, as next steps. Changes to Chapter 113 regarding amusement licenses will be presented to the Village Board.

Recommendation

Staff recommends that the Planning, Building, and Development committee recommend the Village Board approve an amendment to Municipal Code pertaining to Administrative Approvals, Amusement Licenses and Fee Schedule, and refer the code amendment to the Zoning Board of Appeals for public hearing.

VILLAGE OF SCHAUMBURG

AGENDA ITEM SUMMARY

Recommendation to Amend Municipal Code Title 9 Relative to Fences on Residential Properties
01/15/26
Planning, Building, and Development Committee

Presenter: Todd Wenger, PLA, ASLA, Senior Planner
Lead Department: Community Development

Executive Summary:

The Community Development Department continues to review and draft amendments to our residential zoning code requirements to improve customer relationships by reviewing village ordinances that are frequently misinterpreted, commonly approved for variations, or simply to allow owners more reasonable use of their properties. Misunderstood code requirements create confusion for property owners and contractors alike. Staff believes that our residential fencing requirement along major throughfares is one such ordinance that could benefit from an amendment.

Recommended Action:

The Village Manager recommends that the Planning, Building, and Development Committee recommend the Village Board approve an amendment to Title 9, Chapter 102, Section 102.10 (D) of the Municipal Code pertaining to Fences on residential properties.

ATTACHMENTS:

- Fence_Code_Amendment_Report_Final.docx
- Fence Code Amendment Ordinance.docx

MEMORANDUM

Date: January 5, 2026

To: Village Manager

From: Todd Wenger, PLA, ASLA, Senior Planner

Subject: Recommendation to Amend Municipal Code Title 9 Relative to Fences on Residential Properties

For: Planning Building and Development Committee

Introduction

The Community Development Department continues to review and draft amendments to our residential zoning code requirements to improve customer relationships by reviewing village ordinances that are frequently misinterpreted, commonly approved for variations, or simply to allow owners more reasonable use of their properties. Misunderstood code requirements create confusion for property owners and contractors alike. Staff believes that our residential fencing requirement along major throughfares is one such ordinance that could benefit from an amendment.

Discussion

Chapter 102 of the municipal code includes provisions for fences. The village permits various types of fences to be erected on residential properties such as perimeter fencing, area fencing, etc. There is one area of the fence code that staff believes should be revised for greater flexibility and allowance. Below is a discussion of the proposed fence code change and a brief explanation of why the amendment is warranted.

The proposed amendment would allow fences to be erected on the property line instead of the building setback line for corner lots along major throughfares in cases where the property abuts multifamily, commercial, or industrial development. This is already permitted for single family residential properties on corner lots if the corner lot has a side yard that is immediately adjacent to a lot that has a rear yard that abuts such thoroughfares.

Corner lots are unique in nature as they are situated at an intersection of two roadways. Corner lots technically have two front yards, in which the main front of the house is considered a "front yard" and the other is considered a "corner side yard". Currently, all corner side yard homes must adhere to the Section 102.10 (D) which states the following:

> *"A six-foot (6') solid or semiopen fence will be allowed in residential districts along property lines only contiguous to parks, recreational areas or schools, to property zoned or used for multifamily, manufacturing uses, business uses or office uses or if a parking lot abuts a single-family residence to provide screening for both light and noise. If a single-family residence abuts the following thoroughfares: Irving Park Road, Higgins Road, Golf Road, Schaumburg Road, Roselle Road, Bode Road, Wise Road, Plum Grove Road, Springinsguth Road, Meacham Road and Jones Road north of Higgins Road, such above-referenced fence will be allowed only on that property side or sides that abut the thoroughfare, but shall not extend*

> *beyond the building line on either street side; but if a corner lot has a side yard that is immediately adjacent to a lot that has a rear yard that abuts such thoroughfares named above, then said referenced fence would be allowed to extend to the front of the building."*

Staff believes that this section of the code should be amended to allow a privacy fence to extend the length of the common property line with the multifamily or commercial property. During staff's evaluation of this proposal, it has been determined that this section of the code has been applied inconsistently over the years. There are instances of fences for single family properties that abut multifamily PUDs where the fence for a corner lot has been allowed to extend to the main thoroughfare. Below are three illustrations to depict different scenarios for reference –

- **Existing (code compliant)** single-family home on a corner lot (1124 Carriage Ln) with a side yard, shown in orange, immediately adjacent to a lot that has a rear yard, shown in red, that abuts a major thoroughfare (Wise Rd)



- **Existing (non-code compliant)** single-family home on a cornet lot (1150 N. Crest Ct) with a side yard immediately adjacent to a lot of a multi-family development, that abuts a major throughfare (Wise Rd)



- **Proposed** fence code amendment (similar to the exhibit above) where a single-family home on a corner lot (4 W. Beech Dr) with a side yard immediately adjacent to a lot of a multi-family development, that abuts a major throughfare (Roselle Rd)



The purpose of this code amendment is to allow residents greater flexibility, safety and use of their properties, but to limit the location of a fence given the existing setback contradicts the purpose. Therefore, staff believes that a corner side yard fence extending out to the property line while abutting multi-family, commercial and industrial zoned properties is warranted. The impacts of a fence in a corner side yard are minimized when along a major thoroughfare.

Fences located in corner side yards not adjacent to a major thoroughfare may have significant impact on the neighborhood and aesthetics of the community. For those reasons, staff is recommending that only those major throughfares already identified in the code be allowed.

Proposed Redline

> "A six-foot (6') solid or semiopen fence will be allowed in residential districts along property lines only contiguous to parks, recreational areas or schools, to property zoned or used for multifamily, manufacturing uses, business uses or office uses or if a parking lot abuts a single-family residence to provide screening for both light and noise. If a single-family residence abuts the following thoroughfares: Irving Park Road, Higgins Road, Golf Road, Schaumburg Road, Roselle Road, Bode Road, Wise Road, Plum Grove Road, Springinsguth Road, Meacham Road and Jones Road north of Higgins Road, such above-referenced fence will be allowed only on that property side or sides that abut the thoroughfare, but shall not extend beyond the building line on either street side; ~~but if a corner lot has a side yard that is immediately adjacent to a lot that has a rear yard that abuts such thoroughfares named above, then said referenced fence would be allowed to extend to the front of the building."~~
>
> *Exceptions: Said referenced fence would be allowed to extend to the front of the building if 1) a corner lot has a side yard that is immediately adjacent to a lot that has a rear yard that abuts such thoroughfares named above, or 2) If a corner lot has a side yard that is immediately adjacent to a rear or side yard of a multifamily, commercial, or industrial property that abuts such thoroughfares named above.*

Conclusion

The proposed fence code amendment allows residents greater flexibility regarding the use of their properties as well as increased safety to install privacy fencing in their corner side yards along major throughfares.

Recommendation

Staff recommends that the Planning, Building, and Development committee recommend the Village Board approve an amendment to Municipal Code pertaining to Fences on residential properties.

PUBLICATION OF:

ORDINANCE NO. 26-_____

AN ORDINANCE AMENDING TITLE 9, CHAPTER 102, SECTION 102.10(D) OF THE SCHAUMBURG VILLAGE CODE RELATIVE TO FENCES ON RESIDENTIAL PROPERTIES

ADOPTED: JANUARY 27, 2026

PUBLISHED IN PAMPHLET FORM PURSUANT TO AUTHORIZATION AND DIRECTION OF THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF SCHAUMBURG ON JANUARY 28, 2026

ORDINANCE NO. ____

AN ORDINANCE AMENDING TITLE 9, CHAPTER 102, SECTION 102.10(D) OF THE SCHAUMBURG VILLAGE CODE RELATIVE TO FENCES ON RESIDENTIAL PROPERTIES

WHEREAS, the Village of Schaumburg, as a home rule unit of local government as provided by Article VII, Section 6 of the Illinois Constitution of 1970, has the authority to exercise any power and perform any function pertaining to its government and affairs, except as limited by Article VII, Section 6 of the Illinois Constitution of 1970; and

WHEREAS, the Village of Schaumburg currently regulates the location and type of fences that can be erected on residential properties, and desires to make certain amendments to said regulations; and

WHEREAS, the Village of Schaumburg finds it in the best interests of the Village to amend the Village Code to provide for the same;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF SCHAUMBURG:

SECTION ONE: The recitals above shall be and are hereby incorporated in this Section 1 as if restated herein.

SECTION TWO: That Title 9 (General Regulations), Chapter 102 (Fences), Section 102.10(D) (Residential Districts) is hereby amended to read in its entirety as follows:

> "A six-foot (6') solid or semiopen fence will be allowed in residential districts along property lines only contiguous to parks, recreational areas or schools, to property zoned or used for multifamily, manufacturing uses, business uses or office uses or if a parking lot abuts a single-family residence to provide screening for both light and noise. If a single-family residence abuts the following thoroughfares: Irving Park Road, Higgins Road, Golf Road, Schaumburg Road, Roselle Road, Bode Road, Wise Road, Plum Grove Road, Springinsguth Road, Meacham Road and Jones Road north of Higgins Road, such above-referenced fence will be allowed only on that property side or sides that abut the thoroughfare, but shall not extend beyond the building line on either street side.
>
> Exceptions: Said referenced fence would be allowed to extend to the front of the building if: 1) a corner lot has a side yard that is immediately adjacent to a lot that has a rear yard that abuts such thoroughfares named above; or 2) if a corner lot has a side yard that is immediately adjacent to a rear or side yard of a multifamily, commercial, or industrial property that abuts such thoroughfares named above."

ORDINANCE NO. ____

AN ORDINANCE AMENDING TITLE 9, CHAPTER 102, SECTION 102.10(D) OF THE SCHAUMBURG VILLAGE CODE RELATIVE TO FENCES ON RESIDENTIAL PROPERTIES

SECTION THREE: This Ordinance shall be in full force and effect, after passage, approval and publication as required by law.

AYES:

NAYS:

ABSENT:

PASSED AND APPROVED this _____ day of _____, 2026.

_____
Village President

ATTEST:

_____
Village Clerk

VILLAGE OF SCHAUMBURG

AGENDA ITEM SUMMARY

Administrative Amendment and Exception Update for December (2025) – Informational
01/15/26
Planning, Building, and Development Committee

Presenter: Parth Joshi, AICP, Planning Manager
Lead Department: Community Development

Executive Summary:

The Community Development Department provides a monthly update on administrative amendments and exceptions that were approved the previous month. As stipulated in the Zoning Ordinance, administrative amendments are minor site, landscaping, or façade deviations from approved plans and are approved at the staff level. Similar to administrative amendments, administrative exceptions are approved at the staff level, and allow for minor changes to sign locations (such as a wall sign relocation from one building façade to another) or allow for an additional wall sign in lieu of a permitted ground sign for properties with frontage on expressways.

The following items were approved:

- MA2509-02 / C-Auto Body / 1008 Lunt Ave/ Addition of a door on the east elevation
- MA2510-03 / A Thousand Tales / 522 W. Golf Road / Facade and site modifications to modify the existing entrance of the restaurant and install eight (8) arched openings. New staining to match branding of the business on existing brick. Site changes include adjustment to the foundation landscaping to accommodate the arched wall and new main entrance.

Recommended Action:

Information only

VILLAGE OF SCHAUMBURG

AGENDA ITEM SUMMARY

January 27, 2026
01/15/26
Planning, Building, and Development Committee

Presenter:
Lead Department: General Government

Executive Summary:

Recommended Action: