AGENDA

Planning, Building, and Development Committee

Tuesday, February 17, 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. January 15, 2026

III. NEW BUSINESS

A. Recommendation to Amend the Municipal Code Pertaining to Auto Repair Business License Requirements and Status on Auto Repair and Internet Auto Sales Businesses

B. Status Update Regarding Contractual Services for Plan Review and Inspection Services

IV. COMMENTS FROM THE PUBLIC

V. ADJOURNMENT

VI. NEXT VILLAGE BOARD MEETING

A. February 24, 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

January 15, 2026
02/17/26
Planning, Building, and Development Committee

Presenter:
Lead Department: Community Development

Executive Summary:

Recommended Action:

ATTACHMENTS:
- 2026-01-15 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, JANUARY 15, 2026

Members Present: Jack Sullivan, Chairman
Jamie Clar, Trustee

Members Absent: Esha Patel, Trustee

Others Present: Brian Townsend, Village Manager
Julie Fitzgerald, Director, Community Development
Parth Joshi, Planning Manager

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

APPROVAL OF MINUTES:

A motion was made by Trustee Clar and seconded by Trustee Sullivan to approve the minutes of the November 20, 2025, meeting of the Planning, Building & Development Committee.

All Ayes. **MOTION CARRIED**

CONSENT AGENDA:

NEW BUSINESS:

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

Mr. Joshi said this proposed code amendment is regarding the backlit colors in our Olde Schaumburg Centre. Trustee Clar brought up a concern with one of the businesses that installed a sign. The business is The Blissful Bay at 16 W. Schaumburg Road.

The code amendment is to regulate the colors of the backlit signs to be all white. Currently the code does not include that information. We do regulate the colors of the actual signs themselves. The OSCC Sign Code is meant to preserve the historic character of the area. We do allow for some colors, but they should not be garish. We have a list of colors they must pick from the code.

Staff completed research on this and surveyed all existing signs in the Olde Schaumburg Centre. It does look like there are a few signs (eight) that are internally illuminated signs, which is not compliant.

Staff provided a red line and included some legal steps which are included in the memo. Some businesses have logos internally illuminated so they don't meet the sign code. Another business's sign is completely internally illuminated with no permit records for that. The Blissful Bay sign does not comply with the approved sign plan because they didn't call out some pieces of their sign to be lit so there is some work to be done there. The Wells Fargo sign was approved to be backlit, so it was not approved in error but upon inspection the light appears to be internally illuminated.

In terms of amortization or legal non-conforming status there are three approaches the committee could take. The first we could go after businesses such as The Blissful Bay and the Eye Place, they were approved. Trustee Sullivan asked if these were all permitted. Mr. Joshi said Tennis 27, Eye Place and The Blissful Bay were permitted. Illinois Bone and Joint did not have a permit. Ms. Fitzgerald said there were some images included in the packet for reference. Some businesses were issued a permit for a backlit sign, but it was installed and it is coming out the front. Some of them didn't have a permit at all. They fall into 2 buckets – the ones installed either without a permit at all or in conflict with the permit and they don't meet the code. There are 8 of those signs. Trustee Sullivan said some of them are new businesses and operate in other areas so they should be aware of sign ordinances and permits. Ms. Fitzgerald said there is a mix. The only permit that was issued in error is the Chiro sign. That was staff's mistake. The West Side Children's Therapy and Illinois Bone and Joint Institute do not have permits. Illinois Bone and Joint Institute applied for a permit that was denied because it was internally illuminated, but the sign was installed anyway and went unnoticed. Trustee Sullivan mentioned that had been there for quite some time. Mr. Joshi said they applied for sign permits in 2017. Ms. Fitzgerald said Wells Fargo got a permit for their sign but what they installed is inconsistent with the permit. Trustee Sullivan asked what was wrong with that sign. Ms. Fitzgerald said it was internally lit. The current code reads that you can have an illuminated sign, but it either must be secondary lighting or backlit/halo. Trustee Sullivan asked if we were having conversations with any of the businesses. Ms. Fitzgerald indicated we have with Blissful Bay. Mr. Joshi said staff tried to get them to change the backlight that they have but they don't have that kind of programming, they would have to take it down, change the light and put it back. Trustee Sullivan said that was still easier than replacing the whole sign.

Ms. Fitzgerald said the ones that are either inconsistent with the permit or they don't have a permit, we can do enforcement action. The ones like Blissful Bay and Tennis 27 and Eye Place were issued permits and they meet the ordinance. There is a bit on the Blissful Bay that doesn't, but the lighting meets the code. Staff agreed that it does not meet the intent of what the Village strives to achieve in the Olde Schaumburg Centre. Trustee Clar said there were two of them – one facing north and one facing west and it is noticeable. Ms. Fitzgerald said they all have two. If you drive by and it's not lit, it's fine. There are some other options.

The ones that don't comply; didn't get a permit, or installed it inconsistent with the permit will be handled by staff administratively. Staff will let them know they have a certain amount of time to correct the sign. We also have local enforcement measures we can take. They can apply for a variation; they have that option like any business. But because they are so similarly situated to most of the other businesses, staff would recommend denial of

the variation. The only place where staff have recommended approval is Tony's, and they are a catalyst and anchor store which is set back far from the road. The ground sign is halo-lit but their wall sign received a variation as did Dominick's before it. Regarding the businesses that meet the codes, like Eye Place, Tennis 27, and Blissful Bay, there are a few options. You could pass this amendment and say they can't replace the sign, and they would become legal non-conforming. You could also pass an amortization period. Legal counsel is proposing a 2-year period. Lastly, you could choose to recommend using village funds to replace the sign and correct it. Staff is recommending approval of the code amendment and then need feedback on the options.

Trustee Sullivan said this can't happen after tonight. We must make sure of that. If we have to send an inspector out to check the signs, we have to make sure we don't put up signs that aren't conforming. Ms. Fitzgerald agreed. Trustee Sullivan said he did not have a problem with giving the businesses 2 years and seeing what happens. He felt some people will likely be angry, especially the ones that never got a permit and have been there for several years. Ms. Fitzgerald said that is an administrative function, but the committee can give feedback on what their outlook is. Staff can give them an extended period of time to correct that as well, or we could give them a shorter period of time. Typically, we try to work with businesses in situations like this. Trustee Sullivan said staff should issue citations to the businesses that put up the signs without permits. Trustee Clar agreed. Trustee Sullivan felt that if a business receives a citation, they will work with staff to get it straightened out. Ms. Fitzgerald said we typically put the business on notice first. If they are showing intent and moving towards compliance, we wouldn't issue a citation but if they are ignoring us or taking too much time then we can issue a citation and we would in that case. Trustee Sullivan said if it costs them money, they will try to figure out something. One of the nice things when we had the Olde Schaumburg Commission is that everything went through them, and they reviewed every aspect. Ms. Fitzgerald indicated the non-conforming signs were up when we had the commission. The commission was disbanded in 2019. The signs unfortunately went unnoticed. Trustee Clar said it is a big village; the inspectors have a lot of territory to cover and can't be everywhere. Trustee Sullivan said he thought the Illinois Bone and Joint Institute sign looked pretty good, but since it was daytime, it never crossed his mind that it wasn't backlit, or they didn't have a permit. He said we have to do something and felt 2 years was a good amount of time. The businesses that didn't get a permit must do so and work with the village to bring the signs up to code. From now on we must make sure that something like this doesn't happen. The signs are very delicate.

Ms. Fitzgerald asked if the committee was in agreement with light source and color – that it should be white. That is the proposal. Staff looked to see if we thought the Blissful Bay sign was offensive because it was on the background or the type of colors, but we don't think it's the background, we think it's the actual colors. The background likely makes it a bit worse. Trustee Clar said during the day it looks perfect. Staff thought about other things like the Tennis 27 sign which has been up for a while, the Eye Place sign is recent but those don't look quite as bad as the Blissful Bay sign. Trustee Clar agreed and said that one really caught his eye. Staff's recommendation is that they all would need to be white, so they are more consistent, and we aren't into policing the color when would be necessary if we allowed some colored lighting. Trustees Sullivan and Clar agreed.

Trustee Clar said give the ones that don't have permits a warning and a certain amount of time but don't give them any leeway. If they didn't get a permit, they know better. Illinois Bone and Joint Institute knows better, they have locations all over. Mr. Joshi said they did apply for a permit, but they were denied. Trustee Clar said that's even worse. Anything without a permit or that was denied he had no sympathy financial or otherwise. Code enforcement can't look up every sign in the village, they don't have time, it's not staff's fault. Ms. Fitzgerald added that the distinction here is that during the day it looks fine, and that is when the inspectors are out. Trustee Clar said white is fine and we shouldn't give any leeway to the businesses who did it without a permit or were told not to do it. They need to submit to Zoning and then the Village Board. He said he wouldn't vote for it. Years ago, we never would have approved anything like that. He wants to handle it delicately and correctly. If there are ones, we can investigate what it would cost to change the colors to make it right, perhaps we can reimburse them for the difference. We don't want to make a habit of it, but if the village made an error, it happens. Ms. Fitzgerald said the only one staff made an error on was the Chiro sign. Trustee Clar said the one he sent a picture of was not done in error and it was not the inspector's fault as they work during the day. Ms. Fitzgerald said the only thing that doesn't meet code on that particular sign is the scalp therapy spa is internally lit. The rest meets code because there is nothing in the current code that says you must have a white light. We regulate the colors of the sign and type of lighting. We ran this by legal counsel, and they concurred that the code doesn't say that you can't use a colored light source.

Trustee Clar said there are multiple levels here and we need to address each one. Trustee Sullivan agreed and said the ones that don't have a permit should be issued a citation now. Trustee Clar said the white is fine. Ms. Fitzgerald said we can inform businesses that they are out of compliance with their permit. Mr. Joshi said if they were submitting a revised drawing staff can evaluate what it would need to comply. Trustee Clar is concerned that someone else in the OSC would come in and compare what other businesses got. We don't want to give businesses any financial hardship, but we can't just let it go.

Ms. Fitzgerald said that's why we are recommending the 2-year amortization period. They would have to correct some things now but would have 2 years to correct the lighting. The other businesses with colored halo lighting would also have 2 years. Trustee Clar asked if that would be entered in OpenGov so it would flag staff in 2 years to verify and keep track. Ms. Fitzgerald confirmed that would be the case.

Trustee Clar said we pride ourselves in that we don't look like some of the other towns. Staff, boards and commissions have done a great job. There was some discussion on the various signs in the OSC. Trustee Clar said hopefully this doesn't happen again and said the ones without the permits and the ones that were denied, there's no problem with that the other ones we all agree we need to work with them. Ms. Fitzgerald said those fall into 2 categories, the one that was issued in error and the ones with the colored light source. The way the amortization works is that you give them some time, so they get some benefit from that sign. There are three options: you can pass the code and let the signs stay up until they can't maintain it anymore, you could have a 2-year amortization period where we put the businesses on notice, and they have 2 years to comply. If they don't comply within 2 years they get a citation. The third option would be that staff can approach the businesses and say the village is going to pay, we've passed a code, there is no

amortization period, it's non-conforming and the village would like to pay to correct the sign. That would be done in lieu of the amortization period. Trustee Sullivan said signs can vary in cost and can be very expensive. Trustee Clar agreed. Trustee Sullivan didn't think we want to do that. We would rather put it on them and give them an amortization period, citations and whatever else it takes to get them to correct it. Trustee Clar said that wasn't a bad idea and said the only thing is that after the 2 years if they don't conform, it's going to cost us legal fees and time, which could exceed $20,000-$30,000. Ms. Fitzgerald said we would start with our local adjudication process. That is not heavy legal fees, it's part of the retainer of the contract with KTJ, which is who we use for our prosecution. If it were to come to taking them to circuit court to get them to conform, then the legal fees would add up. Staff would start with local adjudication and issue fines through that process. Trustee Clar said adjudication is less expensive than going to circuit court, but our legal fees aren't cheap and ask if we pay hourly fees when counsel is at adjudication. Mr. Townsend said no, the hearing and prep for it is covered in the retainer. If there are cases that extend beyond that it gets treated as a separate matter and billed. Trustee Clar asked if they were to keep coming back would we get billed by the hour. Ms. Fitzgerald said no. Mr. Townsend agreed. Trustee Clar said if you take care of it now, it's done with and you aren't getting new businesses in there that are seeing these signs that are out of compliance. The question is how much is it going to cost to correct these signs, there aren't that many.

Trustee Sullivan said he likes the idea that we cite the ones that didn't get a permit and tell the rest about the 2-year amortization period and what will happen if they don't correct it in two years and just go with that. He believes one of these businesses will call the newspaper and try to make a big deal of it even though we are being as gentle as we can about getting this corrected. He doesn't want to do anything that would upset the apple cart too much. We have a plan right now – we can cite the businesses that put them up without a permit and tell them we will work with them to get their sign into compliance. The other ones have 2 years to comply. Ms. Fitzgerald clarified that we would give them 2 years to correct the colored light source. She added it is rare that staff moves immediately to a citation. We prefer to put the business on notice. If they are a repeat offender on a violation, that is different. Trustee Sullivan said he liked that approach. Trustee Clar said he somewhat agreed and questioned staff if someone comes in tomorrow or a month from now and we turn it down how do we explain why these are still up. Ms. Fitzgerald said staff would explain that legally we have an amortization period, they are legal non-conforming, and the code has changed.

Mr. Townsend said just to make sure everyone is clear on this, there are only 3 signs that we are at risk on. Those are the only ones that could potentially have a complaint. If the committee isn't comfortable with 2 years, or thinks the village has some responsibility to help them, we can make a financial contribution. We don't have to pay for the whole sign, but we could work something out with them so that it doesn't become a public relations nightmare. At the end of the day, the committee needs to tell staff what the vision of the Village Board is. If you want everything to be backlit with white, then we need to do this code amendment to make sure that is clear and concise for everyone – staff and applicants moving forward. As it pertains to the signs that have the color today, there are some that will move forward with the enforcement procedure which may be

uncomfortable, but we have enough evidence to show that they were at fault and the village wasn't for those three – Tennis 27, Eye Place, and Blissful Bay.

Trustee Clar asked how we catch it in the future if inspectors only work during the day. Ms. Fitzgerald said they're going to have to look closer or they're going to have to go out at night. Mr. Joshi said staff could request a simulated night view as part of the permit submittal and mention that it needs to be white. Even if an inspector misses it, we have the night view to go after them. Ms. Fitzgerald added that it would still need to be verified after installation.

Trustee Sullivan said he hated to give them money for the signs but if that makes it easier for staff that we could somehow reimburse part of the sign replacement for those 3 only. Trustee Clar said he would like to investigate that option. As long as it's not exorbitant, and it makes it simpler for staff. Ms. Fitzgerald asked for feedback on the Chiro One sign which was internally lit and is permitted. Trustee Clar said that is the one staff accidentally missed on review. Ms. Fitzgerald confirmed. Trustee Sullivan said if we want to make them change it, we would have to pay for it since we approved it. Ms. Fitzgerald said that typically what we would do is put them on notice and say it was issued in error, you can maintain it, but you can't replace the sign. Trustee Sullivan asked how long they have had the sign. Mr. Joshi indicated it's been in place since 2021.

Trustee Clar said mistakes happen. Trustee Sullivan said we are going to have to be more careful, and Trustee Clar agreed. There was discussion about how the signs are mounted.

Trustee Sullivan asked what staff needed from the committee tonight. Trustee Clar said the first thing was whether we are approving the color change to white, and that the committee is in agreement with. Trustee Sullivan said we are referring this amendment to the Zoning Board for a hearing. Ms. Fitzgerald said you have to refer the amendment and added the amortization period should be in the code amendment, so clarification of the amortization period is needed. Trustee Sullivan said he was fine putting it in at 2 years. Trustee Clar agreed, 2 years and white in color. He asked if we give the businesses that need part of the sign be given 2 years also. Ms. Fitzgerald said we give them 2 years on the elements like colored lighting but then the scalp therapy and spa we would put them on notice. We don't issue citations right away, but we would give them a certain number of days to fix it or tell us their plan for fixing it. Trustee Clar said do we want to approve the color and let Mr. Joshi investigate what would be involved or do we bite the bullet and make the recommendation. Trustee Sullivan said we are going to have to push it forward eventually, we can't hold it and do pieces at a time. Trustee Clar said he thinks 2 years from now we are going to be here dealing with the same thing because they will stall. Trustee Sullivan said it costs a lot of money to change signs.

Mr. Townsend said let's not get wrapped up in the details on this. The committee needs to tell staff what you want to see, and we'll figure out the means and methods to get it done. If that means having conversations with these businesses to see what they're willing to do and what they like we can bring that back and report it at a later time but for now we need to make sure we get this code amendment put in place so we can head this off. The other ones we can have more conversations with.

Trustee Clar asked if the motion was to change the color to white and give them 2 years. Ms. Fitzgerald confirmed. Trustee Clar said if you run into an issue or are getting kickback or there are some other suggestions we can bring this back again. There is no boilerplate solution for all of these. Mr. Townsend said, as Ms. Fitzgerald indicated earlier, if the business feels passionate about it, they can apply for a variation and go to the Zoning Board. Trustee Clar asked how much we charge to go to Zoning Board. Mr. Joshi said for a sign variation we charge $485. Trustee Sullivan said this is going to the Zoning Board and asked for a recommendation.

A motion was made by Trustee Clar and seconded by Trustee Sullivan to 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.

All Ayes. **MOTION CARRIED**

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

Mr. Joshi said there are two parts to this. One is staff is proposing to make some modifications to the existing project types and to add some new ones to the projects that can be approved administratively, such as building additions, parking lot improvements and façade changes. The second piece of this proposed code amendment is regarding amusement licenses which are required to go before a standing committee and the Village Board for approval as well as changes in ownership are required to go before a standing committee and Village Board for approval.

Mr. Joshi said there is a list of the ones we currently allow in the code. The common ones are building and commercial patio additions up to 500 square feet. They don't have to come to a standing committee. The other is minor changes to a building façade. Staff is recommending expanding the list. The first piece is modifying the building additions and commercial patio additions to go up to 750. We have in the past year received some interest from restaurants and building owners in having a larger patio but when they find out they are limited to 500 square feet based on staff level, they don't want to go through the Village Board process and generally cut down their proposal. There are two new ones staff are proposing to add. The first is site and parking lot expansions or modifications – up to 10% of the overall lot or 1 acre – whichever is less. This will provide some flexibility to accommodate minor site improvements for unique business operational needs including circulation and accessibility improvements. The second is reduction of up to 5 feet in the required foundation landscaping along no more than 25% of the building façade. This is a very common request staff receives from new developers. A lot of times staff has supported those for multiple reasons, whether they're exceeding planned quantities in other areas or a sidewalk adjacent to a building, pedestrian connectivity and other things like that. We did have 5 cases last year where the Zoning Board did recommend approval on some of the variations.

Staff would still complete a detailed review of the landscape plan and ensure they do not exceed that 25% threshold otherwise they would have to go back to Zoning Board. The

purpose of this is to provide flexibility to small to mid-size buildings in regard to their design while preserving the intent of the landscape code. There is an existing fee for minor amendments of $335. Most of the time staff doesn't collect that fee because the review is mainly associated with the building permit, so we are collecting the cost in that sense, however landscape changes do not require a permit. Staff is recommending amending the village's fee schedule to charge $1,908 for landscape modifications to a site that is in line with our current site plan fee. Typically, a landscape plan involves some sort of engineering review as well, so these are costs to recoup for those services, along with subsequent reviews and inspections.

Staff is proposing to streamline the amusement license process. Currently change in ownership of an amusement license as well as a new amusement license must go through this committee and Village Board. Staff is recommending eliminating that process by streamlining it. We already have a process in place where zoning, land use, safety, and security are being reviewed at a permit level. There are provisions in the code that the Village Manager can hold a hearing for troubled businesses as well to revoke or suspend their license. The purpose is to be more business friendly. Those are the two main code amendments presented to the committee for this item.

Trustee Sullivan said he didn't have a problem with this. He only asks one thing, if there is a problem case or something that staff believes may be a problem that it be routed through this committee so the committee could have some input on it. Ms. Fitzgerald said she could deny something that was a problem case. That is embedded in the code now. There is an appeal process to appeal the ruling of the Zoning Administrator. The Director of Community Development for the code is the Zoning Administrator. We just had someone who wanted to appeal but to her knowledge it had never really happened prior. There is that mechanism, if Ms. Fitzgerald were to deny something, they could appeal it. If she doesn't feel comfortable with something she will route things through.

Trustee Clar did not agree with the amusement licenses. He still would like to see that go through the process it does now. Mr. Townsend asked what was the reason for that as there have never been any questioned or objected to. There has never been an issue with anything. It is just creating work for the business to come before the committee. Mr. Townsend said if you feel strongly about it, we will do it, but he didn't know that it provided any value to the process. Trustee Clar asked if there has ever been one turned down by the Board. Ms. Fitzgerald said not that she was aware of. Trustee Sullivan said there have been instances where they have gotten in trouble after the fact, but that was different. Trustee Clar suggested maybe that is what he was thinking of because he knows there have been instances where we have had to pull the licenses. Ms. Fitzgerald said it was confusing for the businesses because of the timing of it too. They come in, they either must get Special Use for zoning on some of these, or by right they are allowed. They get their permits, they think they're ok and they're trying to navigate our process and work through these approvals and hire people and run their business. This is just one more thing they have to deal with.

Trustee Sullivan said he remembers two – a concert at Best Buy without a permit and another was a celebrity at a retail location. Ms. Fitzgerald clarified both of those instances

were Special Events – not amusements licenses. We have a robust Special Events process now.

Trustee Clar said he is more concerned about the ones we've had problems with afterwards, but if they were approved to begin with anyway it was a moot point. Ms. Fitzgerald said she wanted to be clear that the process for revoking the license goes to Mr. Townsend and it includes a hearing. We have had some of those in the last couple of years.

A motion was made by Trustee Clar and seconded by Trustee Sullivan to 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.

All Ayes. **MOTION CARRIED**

3. Recommendation to Amend Municipal Code Title 8 Relative to Fences on Residential Properties

Mr. Joshi said this is an amendment particularly for corner lots facing major thoroughfares in the village. Staff evaluated this code section and found some discrepancies in terms of interpretation. There are properties in the Village currently who either have gone through some variation process, or a fence permit was issued, and this code section needed some clean-up.

Staff is recommending a code amendment to allow for corner lots who abut manufacturing, business, or PUDs to have a fence that goes all the way up to their property line as long as they face a major thoroughfare. The negative impact of the visual of having a fence that close to a roadway is negated by the busy thoroughfare.

There are some properties in the Village that already have a fence. This only applies to properties that face major thoroughfares such as Higgins, Schaumburg, Wise, Roselle etc. The purpose of this is to provide flexibility and the ability for the residents to be able to use their yards productively.

Trustee Clar said it was a safety feature in some respects for families with small children and provided extra security and privacy. He said it made sense. Ms. Fitzgerald said it was kind of quirky because in their backyard the fence can go all the way to the road, but they can't really enclose it. Examples of properties were shared. Ms. Fitzgerald said after looking at it, it has been somewhat inconsistent over the years. If you're adjacent to a park, you are allowed to have a privacy fence. It doesn't make sense that the fence can come all the way to the property line, but you couldn't enclose it in because you would have to stop at the building line. We have this code so we preserve our open spaces and the open feel community but most of the multi-family isn't embedded in the interior of a neighborhood. Most times it's falling on a main roadway. It's a quirky section of the code. Different examples in the village were shared and discussed.

Ms. Fitzgerald stressed they needed to be adjacent to a major thoroughfare, so it won't impact that many properties in the village. They must back up to multi-family, commercial, or manufacturing and they are adjacent to the major thoroughfare. Ms. Fitzgerald said staff would need to include parks. Trustee Clar said they could include it in the motion to make it easier. Ms. Fitzgerald said this doesn't have to go to the Zoning Board.

A motion was made by Trustee Clar and seconded by Trustee Sullivan to 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 and add parks.

All Ayes. **MOTION CARRIED**

UNFINISHED BUSINESS:

CONTINUING ITEMS:

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

Ms. Fitzgerald said there are two – an auto body shop on Lunt, which added a service door to the east elevation. Also, the former Arby's on Golf Road is being transformed into A Thousand Tales bakery.

A motion was made by Trustee Clar and seconded by Trustee Sullivan 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 Clar and seconded by Trustee Sullivan to adjourn the meeting at 8:05 p.m.

All Ayes. **MOTION CARRIED**

NEXT VILLAGE BOARD MEETING: January 27, 2026

Respectfully submitted,

_____

Vicki Bloomer, Recording Secretary

VILLAGE OF SCHAUMBURG

AGENDA ITEM SUMMARY

Recommendation to Amend the Municipal Code Pertaining to Auto Repair Business License Requirements and Status on Auto Repair and Internet Auto Sales Businesses
02/17/26
Planning, Building, and Development Committee

Presenter: Director of Community Development and Code Enforcement Supervisor
Lead Department: Community Development

Executive Summary:

The purpose of this memo is to provide information regarding enforcement status efforts on auto repair and internet sales license requirements that were adopted originally in September 2022 and later amended in March 2025. An update on this issue was last provided to PBD in August 2025, at which time the committee requested an update in February.

The ordinance amendment approved in March 2025, limited businesses to having 1 storage container; however it grandfathered in businesses that already had 2 containers at the time the ordinance was passed. A list of locations that were grandfathered was included in the code. Inspections conducted by staff since August 2025, have revealed additional auto repair businesses with 2 storage containers that were not included in the March 2025, code amendments. This memo also contains a recommendation to amend the Municipal Code pertaining to these compliant locations being included with the other locations allowed to maintain 2 storage containers on site.

Recommended Action:

The Village Manager recommends, the Planning, Building, and Development Committee accept the item as information and recommend to the Village Board to amend the Municipal Code pertaining to Auto Repair Business License Requirements regarding Grandfathered Storage Containers.

ATTACHMENTS:
- Memo
- Ordinance

MEMORANDUM

Date: January 28, 2026
To: Village Manager
From: Director of Community Development and Code Enforcement Supervisor
For: Planning, Building, and Development Committee
Subject: Recommendation to Amend the Municipal Code Pertaining to Auto Repair Business License Requirements and Status on Auto Repair and Internet Auto Sales Businesses

Introduction

The purpose of this memo is to provide information regarding enforcement status efforts on auto repair and internet sales license requirements that were adopted originally in September 2022 and later amended in March 2025. An update on this issue was last provided to PBD in August 2025, at which time the committee requested an update in February.

The ordinance amendment approved in March 2025, limited businesses to having **1** storage container; however, it grandfathered in businesses that already had 2 containers at the time the ordinance was passed. A list of locations that were grandfathered were included in the code. Inspections conducted by staff since August 2025, have revealed additional auto repair businesses with **2** storage containers that were not included in the March 2025 code amendments. This memo also contains a recommendation to amend the Municipal Code pertaining to these compliant locations being included with the other locations allowed to maintain **2** storage containers on site.

Discussion

Enforcement Efforts
Since August 2025, staff completed inspections and issued citations to several locations relating to the license requirements of auto repair and internet auto sales businesses. The inspections resulted in additional citations being issued to **69** licensed locations. Staff verified **4** locations have complied since being issued a recent citation. Parking and exterior storage continue to be consistent violations for these businesses as well as using placards to properly identify their vehicles. The citations are scheduled for February and March hearing dates. Locations with continued and repeated violations may face high fines and a License Revocation/Suspension Hearing with the Village Manager. The village could also take steps to seek a court order to remove storage containers if a business does not comply.

License Type	**# Licenses**	**# Noncompliant**
Auto Repair	108	64
Internet Auto Sales	18	1
As of Jan 2026, **Total**	**126**	**65**

Jan 2026	**July 2025**	**Violation Type**
68	86	Placard Use
31	40	Vehicle Parking
23	39	Exterior Storage
12	24	Parking Lot Maintained
11	35	Dumpster Enclosure
8	13	Storage Container
7	7	Parking Lot Circulation
3	2	Fencing

Date: **January 29, 2026**
For: Planning, Building, and Development Committee
Subject: Recommendation to Amend the Municipal Code Pertaining to Auto Repair Business License Requirements and Status on Auto Repair and Internet Auto Sales Businesses

Storage Container Compliance

In March 2025, amendments to code section 129F Licensed Auto Repair/Online Auto Sales were approved by the Village Board in Ord 25-029. The amendments approved licensed auto repair businesses to maintain **1** storage container on site if the business was the only business operating on the property, the container was no taller than **9.6** ft and screened by a compliant **8**-foot fence. The list below identifies licensed auto repair locations issued a citation for violations relating to storage containers:

- 1024 Lunt Ave, Revive Auto Body & Repair Inc – Pending compliance - on the installation of a new fence to screen the **1** storage container on site, parking, and exterior storage. A citation issued in 2023 remains pending with a large fine in Adjudication and the next hearing is 3/4/2026. Permits applied for in 2023, to repair the exterior of the building and repave the parking lot have been completed as of January 2026.
- 1008 Lunt Ave, Savage Auto Repair – Complied.
- 731 Lunt Ave, Automoto Inc – Pending compliance on the removal of **1** storage container with a height exceeding **9.6** ft. Owner may remove the trailer's wheels to comply. Additional items pending compliance relate to using placards, exterior storage, and parking.
- 819 Estes Ave, Gerber Collision and Glass - Pending compliance on the removal of **2** sheds, and use of placards in the vehicles.
- 817 Albion Ave, Jerry's Collision Center – Pending compliance on the removal of **3** of the **4** storage containers, exterior storage, and fencing.

Staff continue to identify locations with storage containers that are not auto repair businesses and require their removal to avoid enforcement action. This is an ongoing violation throughout the manufacturing district that staff continue to enforce with property owners and tenants. The 3 locations below were recently identified to be in violation and are being investigated.

- 917 Lunt Ave
- 800 Lunt Ave
- 520 Morse Ave

The amendments approved **5** specific locations to maintain no more than **2** storage containers upon verification that requirements were met. These specific locations were listed in Appendix A of the ordinance. The status of these 5 locations is noted below:

1. 495 Estes Ave, DJ's Auto Service Inc - Compliant
2. 1007 Lunt Ave, BNC Quality Auto Body Inc - Pending compliance – on container locations, fencing, and removal of exterior storage.
3. 810 Estes Ave, Busa Auto Body LLC –Pending compliance – on removal of excessive exterior storage, parking, and striping. A citation issued in 2023 remains pending with a large fine in Adjudication and the next hearing is 3/4/2026.
4. 810 Lunt Ave, America's Auto Body Inc - Pending compliance - removal of 4 of the 6 containers on site, compliant fencing, and removal of exterior storage shelving.

5. 935 Lunt Ave, Ava Automotive LLC – Pending compliance - this business is no longer operating at this location, and the new tenant is not an auto repair business. Notice was made to the property owner to have both containers removed. Staff recommend a code amendment be approved that the location is no longer allowed to have 2 storage containers due to changes in use verified after approval was granted to this location.

Staff identified and confirmed there are additional locations with 2 storage containers that were compliant at the time and were not included in the approved amendments. Staff recommend a code amendment be approved to include these locations with the other locations. Both locations listed below remain the sole occupants of the property and compliant with all auto repair license and storage container requirements:

- 924 Morse Ave, Collision Service Center
- 895-899 W Wise Rd, Schaumburg Auto Body Inc

Staff recommend the following amendment to the Municipal Code pertaining to these locations. The text below identifies the redline changes proposed for a code amendment.

TITLE 11 - BUSINESS REGULATIONS
CHAPTER 129F: AUTO REPAIR/AUTO BODY AND INTERNET AUTO SALES

APPENDIX A:

- 495 Estes Avenue, Schaumburg, IL 60193. PIN: 07-33-201-076-0000
- 1007 Lunt Avenue, Schaumburg, IL 60193. PIN: 07-33-102-023-0000
- 810 Estes Avenue, Schaumburg, IL 60193. PIN: 07-33-200-020-0000
- 810 Lunt Avenue, Schaumburg, IL 60193. PIN: 07-33-201-071-0000
- 935 Lunt Avenue, Schaumburg, IL 60193. PIN: 07-33-102-042-0000 *No longer allowed to have 2 storage containers as of February 2026, due to changes in use verified after approval was granted to this location.*
  - *924 Morse Avenue, Schaumburg, IL 60193. PIN: 07-33-102-030-0000*
  - *895-899 W Wise Road, Schaumburg, IL 60193. PIN: 07-33-200-065-0000 and 07-33-200-066-0000*

Conclusion

Inspections conducted by Code Enforcement staff since August 2025 of currently licensed auto repair and online auto sales businesses revealed locations are not consistently compliant, particularly with the operational requirements of the license including the use of placards and exterior storage. Staff will continue with inspections and enforcement efforts including high fines and possible license revocation to ensure compliance with all requirements.

Recommendation

Staff recommend, the Planning, Building, and Development Committee recommend to the Village Board Amend the Municipal Code Pertaining to Auto Repair Business License Requirements.

PUBLICATION OF:

ORDINANCE NO. 26-___

AN ORDINANCE AMENDING TITLE 11, CHAPTER 129F OF THE SCHAUMBURG VILLAGE CODE REGARDING APPENDIX A – AUTO REPAIR/AUTO BODY AND INTERNET AUTO SALES

ADOPTED: _____, 2026

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

ORDINANCE NO. 26-___

AN ORDINANCE AMENDING TITLE 11, CHAPTER 129F OF THE SCHAUMBURG VILLAGE CODE REGARDING APPENDIX A – AUTO REPAIR/AUTO BODY AND INTERNET AUTO SALES

WHEREAS, the Village of Schaumburg is a home rule unit of local government pursuant to Article VII, Section 6 of the Illinois Constitution of 1970 and may exercise any power and perform any function pertaining to its government and affairs; and

WHEREAS, Title 11, Chapter 129F of the Schaumburg Village Code regulates Auto Repair, Auto Body, and Internet Auto Sales businesses; and

WHEREAS, in March 2025, the Village Board adopted amendments to Chapter 129F limiting storage containers for licensed auto repair businesses and identifying certain properties in Appendix A that were permitted to maintain no more than two (2) storage containers upon verification of compliance; and

WHEREAS, staff have since verified that certain additional locations were compliant with the applicable requirements at the time of the prior amendment but were inadvertently omitted from Appendix A; and

WHEREAS, staff have further verified that the property located at 935 Lunt Avenue is no longer occupied by an auto repair business and therefore no longer qualifies to maintain two (2) storage containers under Appendix A; and

WHEREAS, the President and Board of Trustees find that amending Appendix A of Chapter 129F as set forth herein is in the best interests of the Village and promotes consistent enforcement of the Village Code.

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

SECTION ONE: The recitals set forth above are hereby incorporated into this Section as though fully set forth herein.

SECTION TWO: Title 11, Chapter 129F, Appendix A of the Schaumburg Village Code is hereby amended to read as follows:

APPENDIX A
(Locations Permitted to Maintain No More Than Two (2) Storage Containers Subject to Compliance with Chapter 129F)

• 495 Estes Avenue, Schaumburg, IL 60193. PIN: 07-33-201-076-0000

• 1007 Lunt Avenue, Schaumburg, IL 60193. PIN: 07-33-102-023-0000

ORDINANCE NO. 26-___

AN ORDINANCE AMENDING TITLE 11, CHAPTER 129F OF THE SCHAUMBURG VILLAGE CODE REGARDING APPENDIX A – AUTO REPAIR/AUTO BODY AND INTERNET AUTO SALES

• 810 Estes Avenue, Schaumburg, IL 60193. PIN: 07-33-200-020-0000

• 810 Lunt Avenue, Schaumburg, IL 60193. PIN: 07-33-201-071-0000

• 924 Morse Avenue, Schaumburg, IL 60193. PIN: 07-33-102-030-0000

• 895-899 W Wise Road, Schaumburg, IL 60193. PIN: 07-33-200-065-0000 and 07-33-200-066-0000

The property commonly known as 935 Lunt Avenue, Schaumburg, Illinois, PIN: 07-33-102-042-0000, is hereby removed from Appendix A and shall no longer be permitted to maintain two (2) storage containers as of the effective date of this Ordinance.

SECTION THREE: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION FOUR: If any section, paragraph, clause, or provision of this Ordinance shall be held invalid, such invalidity shall not affect the remaining provisions of this Ordinance.

SECTION FIVE: This Ordinance shall be in full force and effect after its passage, approval, and publication in pamphlet form as provided by law.

AYES:

NAYS:

ABSENT:

PASSED AND APPROVED this _____ day of _____, 2026.

_____

Tom Dailly
Village President

ATTEST:

_____

Jane Lentino
Village Clerk

VILLAGE OF SCHAUMBURG

AGENDA ITEM SUMMARY

Status Update Regarding Contractual Services for Plan Review and Inspection Services
02/17/26
Planning, Building, and Development Committee

Presenter:
Lead Department: Community Development

Executive Summary:

At the March 2025 Planning Building and Development committee meeting Trustee Clar requested updates regarding the professional services contract for plan review and inspections. This information was requested to provide an opportunity to review expenditure status over the course of the year as opposed to mid-year or near the end of the fiscal year. In addition to a review of the budget and expenses, this memo will provide staffing updates and an overview of the new KPI's that are being tracked and the data that is being collected. Our consultant provides multi-disciplinary inspectors and plans examiners to supplement village staff with specialized expertise. The use of these contractual services also gives the village the financial flexibility to expand or decrease services as needed. Staff presented the last update at the September 2025, PBD meeting.

Recommended Action:

Informational

ATTACHMENTS:
- Memo

MEMORANDUM

Date: January 26, 2026

To: Village Manager

From: Ryan Franklin, Assistant Director of Community Development

Subject: Status Update Regarding TPI Contract Expenditures

For: Planning Building and Development Committee

Introduction

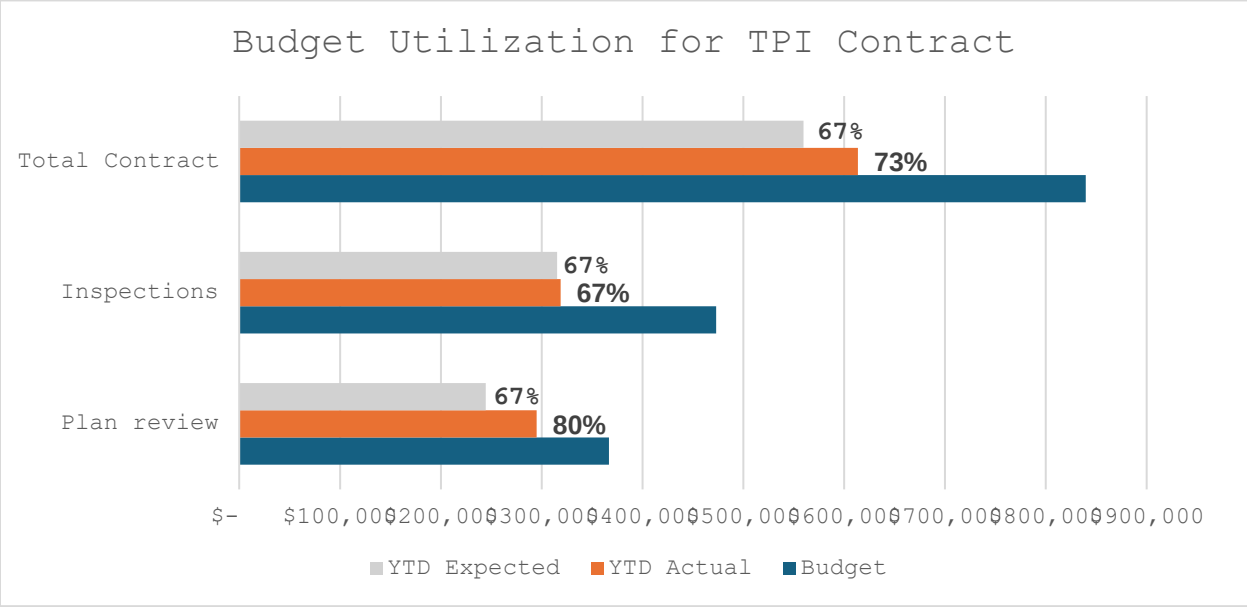
At the March 2025 Planning Building and Development committee meeting Trustee Clar requested updates regarding the professional services contract for plan review and inspections. This information was requested to provide an opportunity to review expenditure status over the course of the year as opposed to mid-year or near the end of the fiscal year. Staff presented an update on the TPI budget at the September 2025, PBD meeting. This memo is a follow up to the September update. In addition to a review of the budget and expenses, this memo will provide staffing updates and an overview of the new KPI's that are being tracked and the data that is being collected. Our consultant provides multi-disciplinary inspectors and plans examiners to supplement village staff with specialized expertise. The use of these contractual services also gives the village the financial flexibility to expand or decrease services as needed.

Discussion

Budget Analysis

The FY 26 approved budget includes $473,000 for supplemental inspection staff for construction inspections, customer services requests and special projects. The FY 26 budget also includes $366,597 for plan review; this is primarily used for commercial plan review. The total approved budget for inspections and plan review is $839,597. Staff did not request additional funds during the midyear budget amendment process.

Date: January 26, 2026,
Subject: Status Update Regarding TPI Contract Expenditures
For: Planning Building and Development Committee



The graph above compares the year-to-date (YTD) expenditures for plan review, inspections and the overall budget. In each category, the YTD actual is shown in orange, the YTD expected percentage of the budget is shown in gray, and the overall budget is shown in blue. The YTD for the total contract is approximately $613,698, which is 73% of the total contract. This is 6% over the YTD expected percentage. The YTD actual for inspections is approximately $318,674, which is 67% of the budget for inspections, which is on budget. The YTD actual for plan review is approximately $295,024, which is 80% of the budget for plan review. This is 13% over the YTD expected percentage of the overall budget for plan review.

Overall, the YTD actual is 6% above the approved budget. Staff used monthly averages to estimate the invoices for the remainder of the fiscal year. It is anticipated the overall contract will exceed the budget by 8% ($67,167), which is within the Village Manager's spending authority. In the event invoices for the remaining months exceed the monthly averages used in the estimate, staff will need to request approval of an increase to the contract from PBD in April 2026. This overage is due to months of fire plan review and the number of large commercial projects that require inspections.

Below are key observations regarding the expenditure and the approach that staff are taking to keep the expenses as close to the approved budget as possible.

Commercial plan review –The new plans examiner began in late June; as part of his initial training he started reviewing revisions for most large commercial projects that were initially reviewed by our consultant. He is now completing the initial reviews for small and large commercial projects in addition to PRG reviews, which include providing preliminary comments for zoning/development projects. We will need to monitor his workload in relation to the KPI for

timeliness. While he has been able to handle a significant portion of the plan review, we anticipate continuing to utilize the consultant to manage fluctuations in application volume and provide specialized expertise for complex technical submittals.

Fire plan review - All fire plans are currently being reviewed by our consultant due to a recent vacancy. The cost for fire plan review for November and December was approximately $30,000. Staff did not budget funds for fire plan review, since the position was filled at the beginning of the fiscal year. Staff anticipate a continued need for outsourced fire plan review for the remainder of the fiscal year to maintain operational efficiency while the new plans examiner completes requisite technical training.

Commercial inspections - There are several large commercial construction projects underway (Andretti Karting, Village Hall, Fresh Market, Block 1 at Veridian and Crossroads Plaza). While the vacant building inspector position was filled in July 2025, the new inspector has ICC certification for residential inspections only. He has not passed the examination for the commercial certification. As a result, our commercial inspections are exclusively conducted by our consultants.

Staffing Updates

Plans Examiner – The village plans examiner that completed most of the fire reviews resigned in October 2025. The village hired a new plans examiner in February 2026. All fire plans have been sent to our consultant since November. Fire plans will continue to be sent to our consultant until our new plans examiner is trained.

Building Inspector – The long-time commercial building inspector retired in December 2024. This position was not filled until late May 2025. The goal was to hire an inspector that could complete commercial inspections right away. However, our new building inspector currently holds ICC certification for residential inspections. Our inspector is close to passing the test for certification but has been unsuccessful. The Building Official is implementing a study plan with the inspector to help obtain the commercial certification in the near future. We will continue to utilize our consultants for complex commercial inspections while our inspector gains experience and certifications.

Permit Navigator - This year's budget included this new position with the core function of assisting customers with navigating the permit process. The goal is to improve customer communication and proactively help customers navigate the permitting process. This position was filled in August, and our permit navigator has hit the ground running. She has helped several applicants that needed additional assistance during their permit process. Some of the notable projects that she assisted with include: Casey's, Rohrman Honda, Experior, Panda Express, The District Block 1, Indiyanna, Almost Home and Farmer's Milk. These were projects that required additional assistance either

to navigate the process due to applicants being unfamiliar with development regulations and processes, or due to having unique challenges associated with the projects.

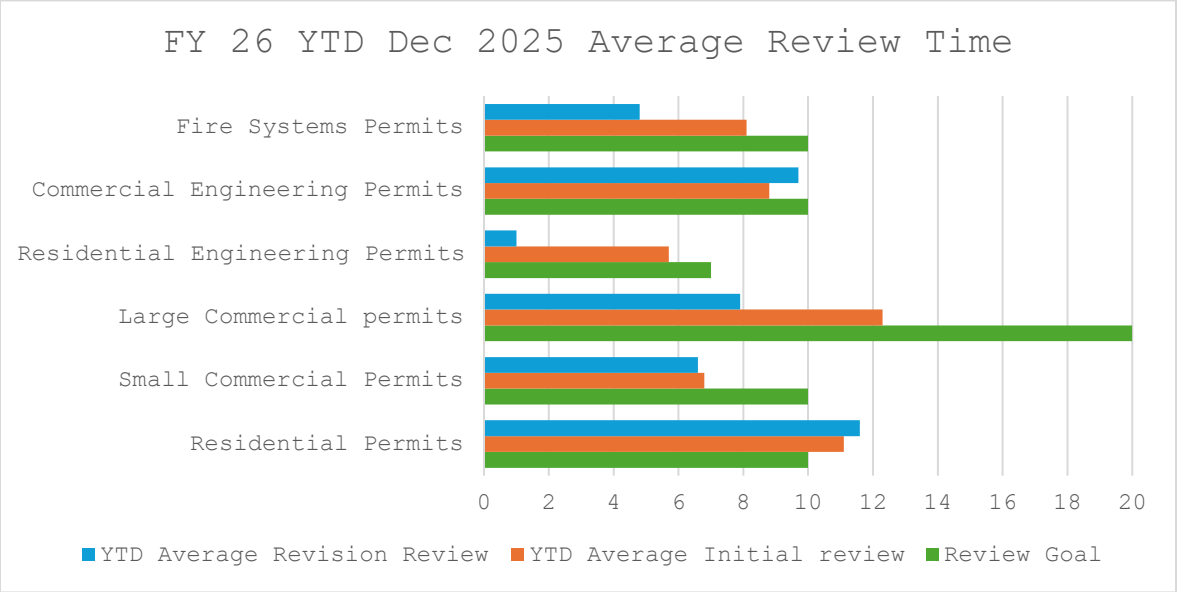
Associate Planner – This year's budget also included this new position to perform non-structural residential plan reviews (prefabricated sheds, patios, fences) to reduce workload for Building Plans Examiners. This position will offset the time that the assistant director allocated to the planning division. This position was filled in July and our associate planner has been trained on all non-structural permit reviews by the fall. He has reviewed more than 60 permits to date. Due to his start date and training all of his permit reviews have taken place outside of peak permit season. The Associate Planner will complete all reviews for non-structural residential permits when peak permit season begins. This will allow the residential plans examiner to focus on meeting the KPI for the more complex permits. Last year we issued **534** non-structural permits during the peak permit season. This will create capacity for our Residential Plans Examiner, since these reviews will now be completed by the Associate Planner.

Key Performance Indicators - Updates

KPIs are tracked for each department to assess the efficiency and effectiveness of village programs and activities. The goal is to continuously improve service delivery and provide core services in the most effective manner possible. This fiscal year modifications were made to the KPIs to capture total review time of initial review and subsequent revisions. Additionally, staff are now tracking revision rates to identify potential trends regarding denials; we are also measuring customer satisfaction through survey results.

Below is a status update on the KPIs and other measures:

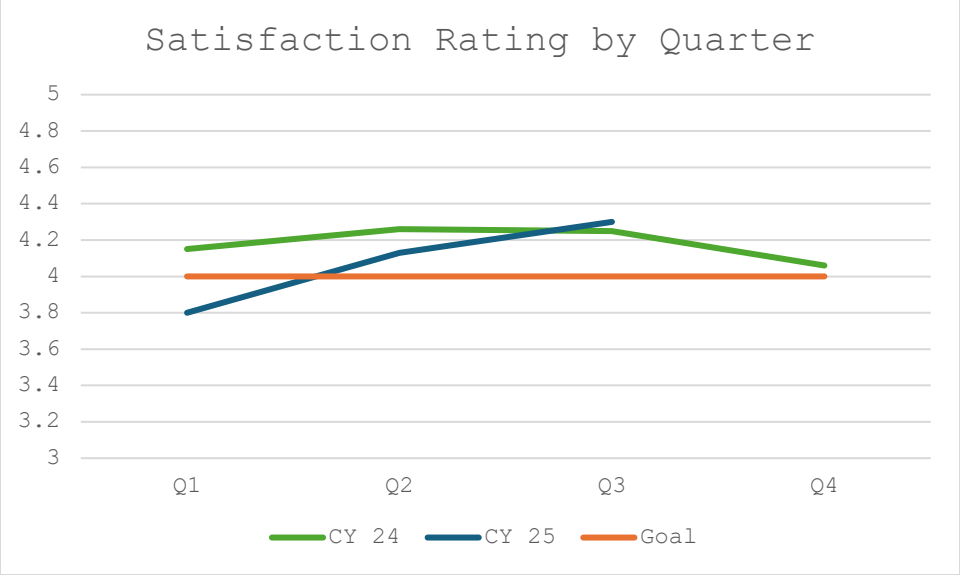
Revision Time - Plan review KPI's were modified to track review times for revisions. Since May staff have been tracking the review time for revisions in addition to the review time for the initial reviews. The attached chart shows that the average review times for all permits are within the KPI except for residential plan review. It is anticipated that this will improve with the addition of the Associate Planner to complete nonstructural reviews.



Overall Time– Last fiscal year the KPIs measured the time from the submittal of the permit to delivery of the first plan review comments. The KPIs included processing time (i.e. entering data, checking for contractor licenses, payment verification) in addition to plan review time. Since May 2025, staff began measuring overall time for permits in addition to the new revision time KPI. The information will be used to identify what portions of the process add the most time and to evaluate for process improvements. Total time measures all time from permit submission to permit issuance. This includes the time the application is with staff and the time with the applicant, including the time it takes an applicant to pay the fee. Sometimes the permit will be ready, and the applicant will wait to pay, or is still working on securing contractors. Staff is working on a calculation that will deduct staff review time from the overall time. The chart below shows the overall times by permit type, in weeks.

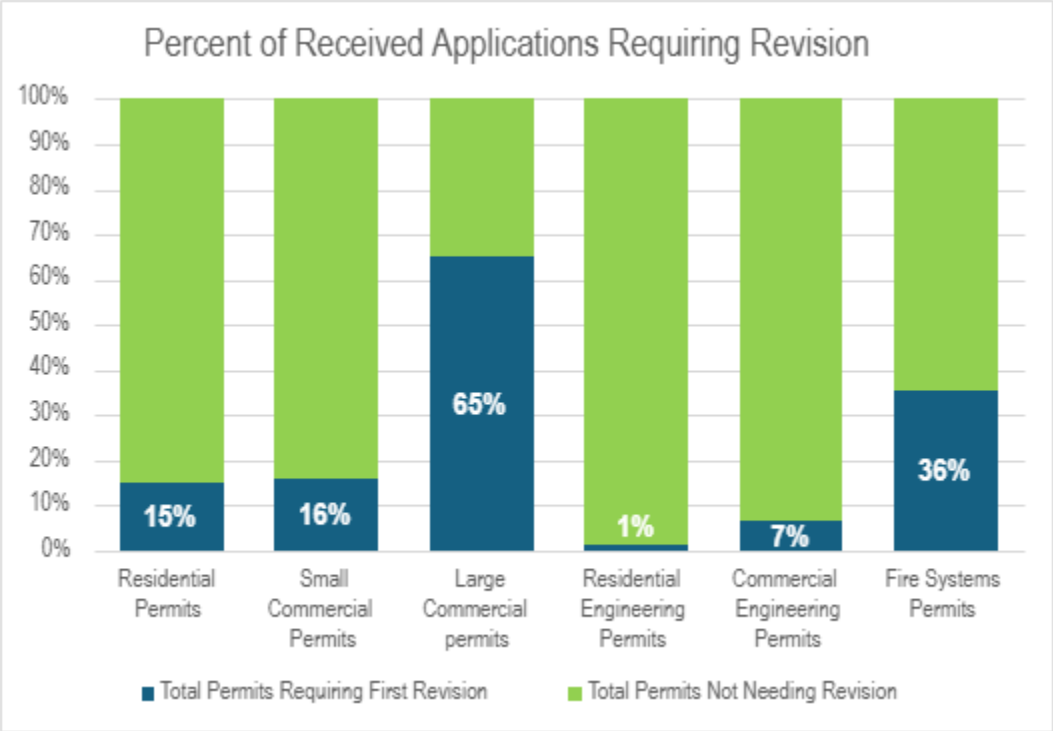
Type	Weeks
Residential New Construction	16.69
Residential Building	4.05
Commercial New Construction	6.44
Commercial Alterations – Large	11.92
Commercial Alterations – Small	3.50
Land Development – Residential	2.00
Land Development - Commercial	5.79
Fire	6.09

Customer Satisfaction Measure – Customer surveys have been collected to measure overall satisfaction with the permitting process. This KPI is based on survey results. An average satisfaction rate of 4 on a scale of 1 to 5 is the target for this KPI. This KPI is reported quarterly due to limited survey responses. The survey results for the first quarter (January- March) indicated a satisfaction rate of 3.8, which is just below the target of 4.0. The survey results for the second quarter (April-June) indicate an overall satisfaction rate of 4.13, which meets the KPI. The survey results for the third quarter (July- August) indicate an overall rate of 4.3, which meets the KPI.



Revision Rate Measure - Staff started collecting data on revision rates to identify trends related to the accuracy and compliance of submittals. This data will allow the village to determine if clarification of requirements may be necessary; however, a target percentage for revisions rates will not be established. Establishing a target percentage could inadvertently discourage plans examiners from denying plans that do not meet code. The end goal would be to provide clear directions to applicants about village requirements resulting in a trend of fewer required revisions. The attached graph shows the revision rates for permits received since May. Approximately 65% of large commercial plan reviews are revisions; 36% of the fire plans plan review are revisions. The rates drop significantly for other permits.

With the initial data collected, staff will analyze permit types with high revision rates, such as commercial, to determine if specific permit types within this category have higher denial rates. Staff will also review comment letters to identify recurring themes that lead to permit denials and the need to resubmit revised plans. Based on these findings staff may modify the information provided to applicants to minimize the need for revisions.



In conclusion, using a consultant for plan review and inspections is an effective way to increase efficiency and supplement village staff. The YTD expenses exceed the budget by approximately 6%, primarily because we rely on them for large commercial plan reviews and commercial inspections. We anticipate consultant expenses will decrease, as new staff gain experience and expertise. The addition of the Permit Navigator and the Associate Planner are improving the experience for applicants and will help staff meet the KPI's for plan review. Staff will continue to monitor the data to make recommendations on improvements to the permitting process.

Recommendation

Informational

VILLAGE OF SCHAUMBURG

AGENDA ITEM SUMMARY

February 24, 2026
02/17/26
Planning, Building, and Development Committee

Presenter:
Lead Department: General Government

Executive Summary:

Recommended Action: