

Public participation is invited. When called upon, please approach the microphone and state your name. Kindly limit your remarks to 3 minutes.

VILLAGE OF VILLA PARK
Village Hall, Board Chambers
20 South Ardmore Avenue
Villa Park, IL 60181

Zoning Board Of Appeals (ZBA)

September 9, 2026

6:00 PM

Chair Person: Rodney Pate

Commissioners: Wanda Ackermann, Vicki Flaskamp, Troy Clampit, Richard Gonzales, Jason Jarrett, Deborah Cain

Board Liaison: President Kevin Patrick

Staff Liaison: Brandon Nolin, AICP, Director of Community and Economic Development, Rachel Leedom, Planner

- 1. Call to Order - Roll Call**
- 2. Approval of Minutes**
 - a. Approval of Minutes from August 12, 2026
- 3. Public Hearing - Old Business**
- 4. Public Hearing - New Business**
 - a. ZBA-26-21 - 20 S. Ardmore Ave. - Variation
 - b. ZBA-26-22 - 11 W. Home Ave. - Variation
 - c. ZBA-26-23 - 42 W. Home Ave. - Variation
 - d. ZBA-26-24 - 100 W. Home Ave. - Variation
 - e. ZBA-26-25 - Julia Park - Variation - **Continue to October 14, 2026**
 - f. ZBA-26-26 - Text Amendment - Food Truck and Food Truck Court
- 5. Public Comments on Non-Agenda Items**
- 6. Adjournment**

The Villa Park Village Hall is subject to the requirements of the Americans with Disabilities Act of 1990. An elevator is operational at the north side entrance to the Village Hall during normal work hours and also during evenings. Individuals with special needs are requested to contact the Village's Compliance Officer at (630) 834-8500 so that reasonable accommodations can be made for those persons.



**Village of Villa Park
Zoning Board of Appeals
August 12, 2026**

CALL TO ORDER BY THE CHAIRMAN

Chairperson Pate called the meeting of the Zoning Board of Appeals to order at 6:00 p.m.

I. ROLL CALL AND DECLARATION OF A QUORUM

Commissioners Present Flaskamp, Jarrett, Clampit, Cain, Gonzales, Chairperson Pate (6)

Commissioners Absent: Ackermann

Staff/Liaison Present: Planner Rachel Leedom, Analyst Kristin Karl

A Quorum was present.

II. APPROVAL OF MINUTES

Commissioner Cain moved to approve the minutes from July 8, 2026

The Motion was seconded by Commissioner Flaskamp

Voice Vote:

AYES: (5)

NAYS: None (0)

The motion carried.

III. Public Hearing – Old Business

None

IV. Public Hearing - New Business

a. ZBA-26-12 -105 W. Saint Charles – Special Use- Petitioner: Irshad Khanlodi



Rachel Leedom presented - The Petitioner is seeking a Special Use to permit a drive-through window for the restaurant at 105 W. Saint Charles Rd. Section 6.1, Table 6-1: Use Table, permits a drive-through facility in the MX-3 Zoning District with a Special Use permit.

Background - A Special Use permit is needed to create a drive-through window for the restaurant (coffee shop) use located at the subject property. The drive-through window would be placed on the rear of the property with waiting vehicles queuing along the east side of the building. The parking lot would have one way entry/exit onto St. Charles Rd. and have an additional two-way drive aisle on Yale Ave.

Commissioners concerns were that they would have problems with the traffic flow.

Motion was made by Commissioner Jarret *to approve Case ZBA 26-12, a request for a Special Use for a Drive-Through Facility per Section 6.1, subject to the following conditions:*

- 1) The proposed drive-through facility shall be in accordance with the plans submitted by the applicant in the Special Use Application received 4/3/2026.*
- 2) The Petitioner shall file all necessary plans and applications, for review and approval, and secure all necessary building permits prior to the commencement of installation.*
- 3) The Petitioner shall obtain a building permit for a compliant lighting plan, subject to review and approval by CED director.*
- 4) Should traffic volumes appear to exceed the volumes attested to in the applicant's Traffic Impact Study (TIS), per the direction of the Village Engineer and the Director of Public Works, the Village may require a new traffic count study to be performed at the Petitioner's expense. The Village will then have the authority to revoke the Special Use Permit if the traffic count study indicates traffic volumes in excess of proposed operations per the TIS included in the Special Use Application, pending review and rejection of any mitigation strategies proposed by the Petitioner.*
- 5) The exit on to Yale shall be a one-way exit eastbound subject to Village regulations.*

Seconded by Commissioner Flaskamp

Roll Call Vote

AYES: Flaskamp, Jarrett, Clampit, Cain, Gonzales (5)



NAYS: (0)

ABSTAIN: Chairperson Pate (1)

Motion carried

b. ZBA-26-16 – 53 W. Roosevelt Rd. - Variation- Petitioner: David Voss

Rachel Leedom presented- The Petitioner is seeking a Variation from Section 8.2- Prohibited Signs and Sign Characteristics, to permit a pole sign. The Petitioner is also seeking a Variation from Section 8.6.2- Freestanding Signs, to request a waiver from the required setback of ten (10) ft.

Background- The petitioner is seeking a variation to build a pole sign on a nonresidential property. The sign would be fifteen (15) ft. tall with a sign face area of 50 sq. ft. The petitioner is looking to refinish the existing pole and sign. Two (2) waivers are required because the pole sign is a prohibited sign type and is located within the required ten-foot setback. Per Section 8.6.2, a freestanding sign must be setback at least 10 feet from the right of way. The sign replacement would be located in the same location as the existing sign, 0.75 ft from the property line. The petitioner would change the sign face and refinish the existing pole in the same location. A landscaping bed of 36 square feet would be added as part of this project. Section 8.6.2. E. requires three (3) ft. of landscaping around the entire base of the sign. The proposed landscaping plan complies with these regulations.

Motion was made by Commissioner Flaskamp *to approve Case ZBA 26-16, a request for variations from Section 8.2 and Section 8.6.2 to permit a pole sign, subject to the following conditions:*

- 1) The proposed sign shall be installed in accordance with the plans submitted by the Petitioner in the Variation Application received 5/21/2026.*
- 2) The Petitioner shall file all necessary plans and applications, for review and approval, and secure all necessary building permits prior to the commencement of installation.*
- 3) Prior to obtaining a sign permit, the Petitioner shall obtain a building permit to stripe a minimum of 13 parking stalls compliant with Section 7.2 - Minimum Parking Ratios and Section 7.9 – Parking Area Design. Should the Petitioner fail to obtain the required building permit for parking lot striping, the Petitioner shall not be granted the sign permit related to ZBA 26-16, and may submit a revised sign permit for a monument sign in a location that minimizes impacts to required parking including applying for additional variation(s) as*



appropriate and required by Article 8 – Signs.

Seconded by Commissioner Cain

Roll Call Vote

AYES: Flaskamp, Jarrett, Clampit, Cain, Gonzales (5)

NAYS: (0)

ABSTAIN: Chairperson Pate (1)

Motion carried

c. Petition ZBA-26-19- 138 W. Roosevelt Rd. - Variation - Petitioner: Atlas Khan

Rachel Leedom presented- The Petitioner is seeking a Variation from Section 8.6.3 - Wall Signs, to permit a wall sign that exceeds the maximum signage allowance for the property.

Background - The Petitioner is seeking a Variation from Section 8.6.3 - Wall Signs, to permit a wall sign that exceeds the maximum signage allowance for the property. Per Section 8.6.3, the permitted signage allowance for the property is 91.5 sq. ft. and the proposed sign is 261.8 sq. ft. The petitioner is requesting a waiver of 186% the permitted sign size. The sign was installed without a permit, but due to a clerical error wherein payment was accepted for the permit, the petitioner believed they had received a permit. The sign permit was applied for on May 11, 2026. On May 26, 2026, the Petitioner's sign contractor came into the permitting office to pick up and pay for the permit, thinking it was approved. The contractor paid for and received a permit which listed the PIN number for the larger Villa Oaks shopping center. The owner of the property signed both sign permit applications but also failed to observe the same address being used for both permits. The permit that was approved and issued was for a different restaurant in Villa Oaks Shopping Center. On May 13, a review letter was issued to the contractor for the Rosae Café sign permit, as staff were missing building measurements. On June 9, staff noticed the sign had been constructed, contacted the owner, and discovered the clerical issue.

Motion was made by Commissioner Jarrett *to approve Case ZBA 26-19, a request for variations from Section 8.6.3 to permit a 261.8 sq. ft. wall sign, subject to the following conditions:*



- 1) *The proposed sign shall be installed in accordance with the plans submitted by the applicant in the Variation Application received 7/20/2026.*
- 2) *The applicant shall file all necessary plans and applications, for review and approval, and secure all necessary building permits prior to the commencement of installation.*

Seconded by Commissioner Clampit

Roll Call Vote

AYES: Flaskamp, Jarrett, Clampit, Cain, Gonzales (5)

NAYS: (0)

ABSTAIN: Chairperson Pate (1)

Motion carried

V. Public Comments on Non-Agenda Items

Mohamad Sharif, neighboring tenant at 138 W. Roosevelt Rd., asked the commission if the approval of ZBA-26-19 would set a precedent for future sign variations.

VI. Adjournment

Motion to Adjourn was made by Commissioner Clampit

Seconded by Commissioner Flaskamp

Voice vote- all in favor

Meeting ended at 7:36 PM



Village of Villa Park

Community & Economic Development

11 W Home Avenue, Villa Park, IL 60181

TO: Zoning Board of Appeals
FROM: Community & Economic Development Department
DATE: September 2, 2026
RE: **Petition ZBA-26-21 | 20 S. Ardmore Ave. | Variation**

PETITIONER	OWNER
The Village of Villa Park 20 S. Ardmore Ave. Villa Park, IL 60181	The Village of Villa Park 20 S. Ardmore Ave. Villa Park, IL 60181

Request Summary

The Village is seeking variations to install multiple signs on Village property. The petitioner is seeking a variation from section 8.2.12 to permit a pole style sign.

Background

The petitioner is seeking variations from section 8.2.12 to permit a pole style sign. The petitioner proposes the installation of ground signs to provide clarity in locating Village buildings and services. The sign would be 18 sq. ft. in area and 6 ft tall. Two locations are proposed for the sign. Alternate A would be the Village's preference. The sign would be located in the street-side yard of the property, setback 12.5 ft from the right-of-way. Alternate B would be located in the front yard of the property, setback 26 ft from the right-of-way. Both locations would be compliant with code requirements. The sign type proposed is a pole sign which is prohibited per section 8.2.12. A monument sign requires a base at least 75% the width of the sign so this style of sign would be considered a pole sign, not a monument sign. A 3 ft landscaping ring would be installed around the base of the sign which is compliant with the landscaping requirements of section 8.6.2.

Site Information

Present Zoning: Light Industrial District- M-1
Present Land Use: Governmental Facility
Property Size: 52,526.6 sq ft./ 1.2 acres
PIN: 06-09-203-010

Surrounding Zoning

North: Mixed-Use Corridor District- MX-3
West: Light Industrial District- M-1
East: Mixed-Use Corridor District- MX-3
South: Light Industrial District- M-1

Surrounding Land Use

Commercial
Governmental Facility
Commercial
Governmental Facility

Comprehensive Plan Designation – Public and Semi-Public

Public and semi-public areas include local government uses, municipal facilities, community service providers, schools, and places of worship and assembly. Village Hall, the Villa Park Historical Society Museum, police station, fire stations, Villa Park Library, churches, and schools are examples of public and semi-public functions within the Village. Several public and semi-public uses are located throughout the Village, which are integrated into residential and commercial areas.

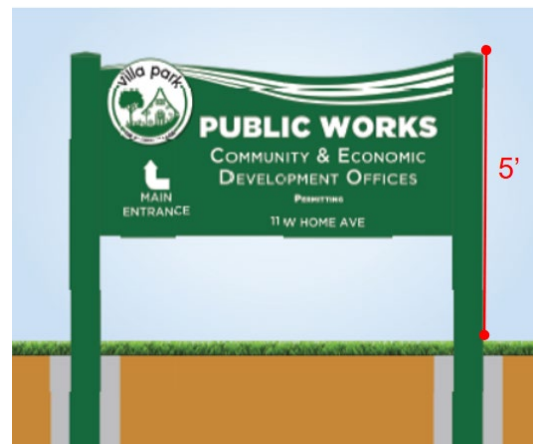
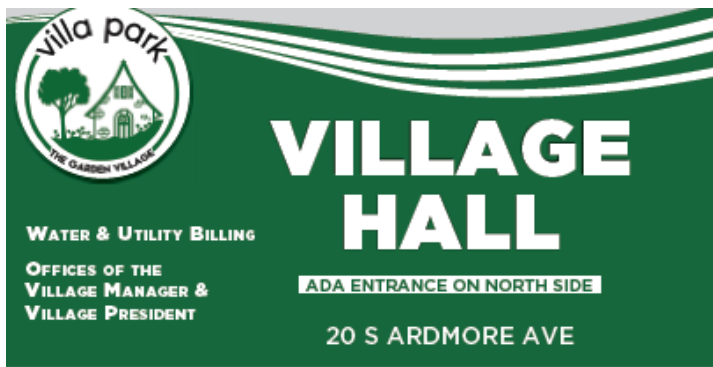
Zoning Request

The Village is seeking variations to install multiple signs on Village property. The petitioner is seeking variations from section 8.2.12 to permit a pole style sign, and section 8.6.2 to request waivers from the required 10 ft setback and landscaping requirements.

Internal Staff Review

Variation

The petitioner is seeking variations from section 8.2.12 to permit a pole style sign. The petitioner proposes the installation of ground signs to provide clarity in locating Village buildings and services. The sign would be 18 sq. ft. in area and 6 ft tall. Two locations are proposed for the sign. Alternate A would be the Village's preference. The sign would be located in the street-side yard of the property, setback 12.5 ft from the right-of-way. Alternate B would be located in the front yard of the property, setback 26 ft from the right-of-way. Both locations would be compliant with code requirements. The sign type proposed is a pole sign which is prohibited per section 8.2.12. A monument sign requires a base at least 75% the width of the sign so this style of sign would be considered a pole sign, not a monument sign. A 3 ft landscaping ring would be installed around the base of the sign which is compliant with the landscaping requirements of section 8.6.2.



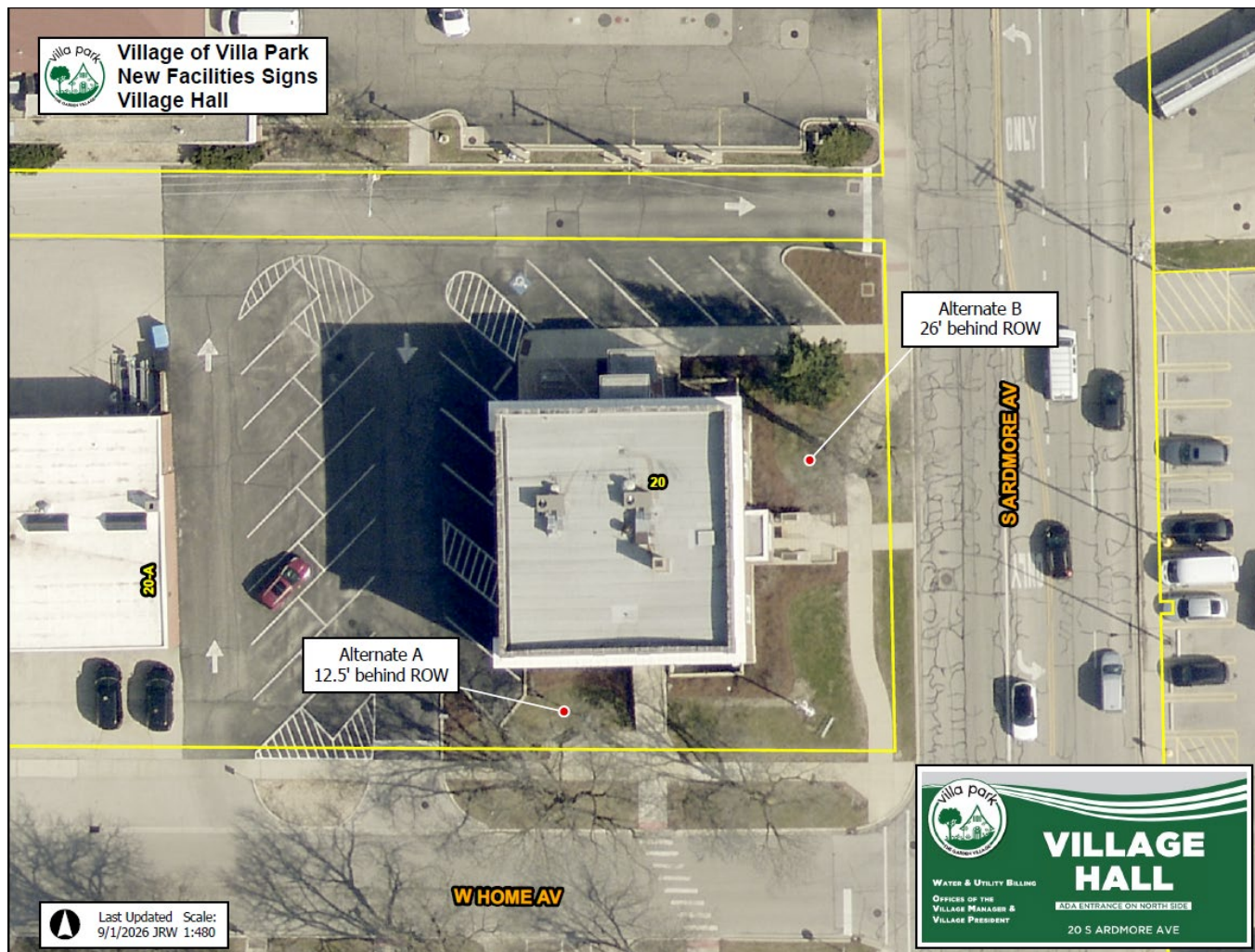
Proposed Sign Examples

Site Plan Review

The following comments summarize aspects of the proposed development plans in relation to various Zoning Ordinance requirements:

1. Building and Structure Location:
 - a. In Alternate A, the sign is located in the street-side yard, 12.5 ft. from the right-of-way. In Alternate B, the sign is located in the front yard, 26 ft from the right-of-way.
2. Project Scale:
 - a. Area of sign: 17.7 sq. ft.
 - b. Per section 8.6.2, the maximum size for a freestanding sign is based on the size of the lot. The size of the sign is compliant with section 8.6.2.
3. Lot Coverage:
 - a. No additional lot coverage is added as a result of this project.
4. Completeness: If the Zoning Board of Appeals requires additional information to determine whether the applicant's development requests comply with the applicable standards of the Code, they may direct

the Petitioner to furnish additional information and evidence that may provide clarity regarding their concerns.



Site Plan

Findings

Per Sec. 11.5.6.8, the Zoning Board of Appeals' recommendation must be accompanied by specific findings of fact regarding whether practical difficulties or particular hardships would result if a Variation is not granted. *The Petitioner has submitted the following justification for a Variation from Article 2, Section 2.3, Table 2-3 of the Zoning Ordinance:*

A. State the particular hardship and/or practical difficulty created for you in carrying out the strict letter of the zoning regulations to wit:

Petitioner: *The signs will be placed within the required setback in order to maintain visibility for residents and to avoid interference with the floodway.*

B. A reasonable return or use of your property is not possible under the existing regulations because:

Petitioner: *In order to best identify building entrances, there are limited locations where the signs could be placed.*

C. Your situation is unique (not applicable in other properties in the area or zoning classification) in the following respect:

Petitioner: *Village properties are unique because they directly service all members of the public.*

D. The variation will not alter the essential character of the locality, impair an adequate supply of light and air to adjacent property; not increase hazard from fire; not impair property values in the neighborhood; not unduly increase congestion in the streets, or otherwise impair public safety; health and convenience because:

Petitioner: *The placement of the signs will not impair the supply of light and air and will not create any detrimental conditions.*

Notification

Legal Notice was published in the Daily Herald on August 21st, 2026, a sign placed on the subject property, and notifications sent to property owners within a 250.0-foot radius of the subject property in advance of the Public Hearing.

Sample Motion

Should the Board approve Case ZBA 26-21, staff recommends the following motion and conditions:

Motion to approve Case ZBA 26-21, a request for variations from 8.2.12 to permit a pole style sign, subject to the following conditions:

- 1) The proposed sign shall be installed in accordance with the plans submitted by the applicant in the Variation Application received 8/5/2026.*
- 2) The applicant shall file all necessary plans and applications, for review and approval, and secure all necessary building permits prior to the commencement of installation.*

Exhibit List

- Exhibit A – Sign Location
- Exhibit B – Sign Exhibits



**Village of Villa Park
New Facilities Signs
Village Hall**

20-A

Alternate A
12.5' behind ROW

20

Alternate B
26' behind ROW

SARDMORE AV

W HOME AV



Last Updated Scale:
9/1/2026 JRW 1:480



WATER & UTILITY BILLING

**OFFICES OF THE
VILLAGE MANAGER &
VILLAGE PRESIDENT**

**VILLAGE
HALL**

ADA ENTRANCE ON NORTH SIDE

20 S ARDMORE AVE



Village of Villa Park

Community & Economic Development

11 W Home Avenue, Villa Park, IL 60181

TO: Zoning Board of Appeals
FROM: Community & Economic Development Department
DATE: September 2, 2026
RE: **Petition ZBA-26-22 | 11 W. Home Ave. | Variation**

PETITIONER	OWNER
The Village of Villa Park 20 S. Ardmore Ave. Villa Park, IL 60181	The Village of Villa Park 20 S. Ardmore Ave. Villa Park, IL 60181

Request Summary

The Village is seeking variations to install multiple signs on Village property. The petitioner is seeking variations from section 8.2.12 to permit a pole style sign, and section 8.6.2 to request waivers from the required 10 ft setback and landscaping requirements.

Background

The petitioner is seeking variations from section 8.2.12 to permit a pole style sign, and section 8.6.2 to request waivers from the required 10 ft setback and landscaping requirements. The petitioner proposes the installation of ground signs to provide clarity in locating Village buildings and services. The sign would be 18 sq. ft. in area and 6 ft tall. The sign would be located in the street-side yard, setback 6.25 ft from the right-of-way. The sign type proposed is a pole sign which is prohibited per section 8.2.12. The petitioner is requesting a variation from section 8.6.2 to permit a sign located 6.25 ft from the right-of-way instead of the required 10 ft. The sign will be 23.48 ft. north of the building so as to not interfere with the existing walkways. The petitioner is also seeking a variation from section 8.6.2 for a waiver to permit a 1 ft landscape ring instead of the required 3 ft landscape ring. Due to site constraints, the petitioner is requesting a smaller landscape bed to better accommodate the space.

Site Information

Present Zoning: Light Industrial District- M-1
Present Land Use: Governmental Facility
Property Size: 78,089.06 sq. ft./ 1.79 acres
PIN: 06-09-204-027

Surrounding Zoning

North: Light Industrial District- M-1
West: Light Industrial District- M-1
East: Light Industrial District- M-1
South: Residential Single-Dwelling RS-7.5

Surrounding Land Use

Governmental Facility
Governmental Facility
Governmental Facility
Residential

Comprehensive Plan Designation – Public and Semi-Public

Public and semi-public areas include local government uses, municipal facilities, community service providers, schools, and places of worship and assembly. Village Hall, the Villa Park Historical Society Museum, police station, fire stations, Villa Park Library, churches, and schools are examples of public and semi-public functions within the Village. Several public and semi-public uses are located throughout the Village, which are integrated into residential and commercial areas.

Zoning Request

The Village is seeking variations to install multiple signs on Village property. The petitioner is seeking variations from section 8.2.12 to permit a pole style sign, and section 8.6.2 to request waivers from the required 10 ft setback and landscaping requirements.

Internal Staff Review

Variation

The petitioner is seeking variations from section 8.2.12 to permit a pole style sign, and section 8.6.2 to request waivers from the required 10 ft setback and landscaping requirements. The petitioner proposes the installation of ground signs to provide clarity in locating Village buildings and services. The sign would be 18 sq. ft. in area and 6 ft tall. The sign would be located in the street-side yard, setback 6.25 ft from the right-of-way. The sign type proposed is a pole sign which is prohibited per section 8.2.12. The petitioner is requesting a variation from section 8.6.2 to permit a sign located 6.25 ft from the right-of-way instead of the required 10 ft. The sign will be 23.48 ft. north of the building so as to not interfere with the existing walkways. The petitioner is also seeking a variation from section 8.6.2 for a waiver to permit a 1 ft landscape ring instead of the required 3 ft landscape ring. Due to site constraints, the petitioner is requesting a smaller landscape bed to better accommodate the space.



Proposed Sign Examples

Site Plan Review

The following comments summarize aspects of the proposed development plans in relation to various Zoning Ordinance requirements:

1. Building and Structure Location:
 - a. The sign would be installed in the street-side yard, north of the building. The sign is located 6.25 ft. from the right-of-way and 23.48 ft. north of the building.
2. Project Scale:
 - a. Area of sign: 17.7 sq. ft.
 - b. Per section 8.6.2, the maximum size for a freestanding sign is based on the size of the lot. The size of the sign is compliant with section 8.6.2.
3. Lot Coverage:
 - a. No additional lot coverage is added as a result of this project.
4. Completeness: If the Zoning Board of Appeals requires additional information to determine whether the applicant's development requests comply with the applicable standards of the Code, they may direct

the Petitioner to furnish additional information and evidence that may provide clarity regarding their concerns.



Site Plan

Findings

Per Sec. 11.5.6.8, the Zoning Board of Appeals' recommendation must be accompanied by specific findings of fact regarding whether practical difficulties or particular hardships would result if a Variation is not granted. *The Petitioner has submitted the following justification for a Variation from Article 2, Section 2.3, Table 2-3 of the Zoning Ordinance:*

A. State the particular hardship and/or practical difficulty created for you in carrying out the strict letter of the zoning regulations to wit:

Petitioner: *The signs will be placed within the required setback in order to maintain visibility for residents and to avoid interference with the floodway.*

B. A reasonable return or use of your property is not possible under the existing regulations because:

Petitioner: *In order to best identify building entrances, there are limited locations where the signs could be placed.*

C. Your situation is unique (not applicable in other properties in the area or zoning classification) in the following respect:

Petitioner: *Village properties are unique because they directly service all members of the public.*

D. The variation will not alter the essential character of the locality, impair an adequate supply of light and air to adjacent property; not increase hazard from fire; not impair property values in the neighborhood; not unduly increase congestion in the streets, or otherwise impair public safety; health and convenience because:

Petitioner: *The placement of the signs will not impair the supply of light and air and will not create any detrimental conditions.*

Notification

Legal Notice was published in the Daily Herald on August 21st, 2026, a sign placed on the subject property, and notifications sent to property owners within a 250.0-foot radius of the subject property in advance of the Public Hearing.

Sample Motion

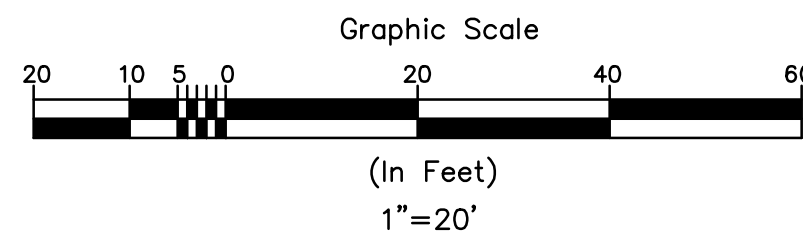
Should the Board approve Case ZBA 26-22, staff recommends the following motion and conditions:

Motion to approve Case ZBA 26-22, a request for variations from 8.2.12 to permit a pole style sign, and section 8.6.2 to permit waivers from the setback and landscaping requirements, subject to the following conditions:

- 1) The proposed sign shall be installed in accordance with the plans submitted by the applicant in the Variation Application received 8/5/2026.*
- 2) The applicant shall file all necessary plans and applications, for review and approval, and secure all necessary building permits prior to the commencement of installation.*

Exhibit List

- Exhibit A – Plat of Survey
- Exhibit B – Sign Location
- Exhibit C – Sign Exhibits



BY
GENTILE AND ASSOCIATES, INC.
PROFESSIONAL LAND SURVEYORS

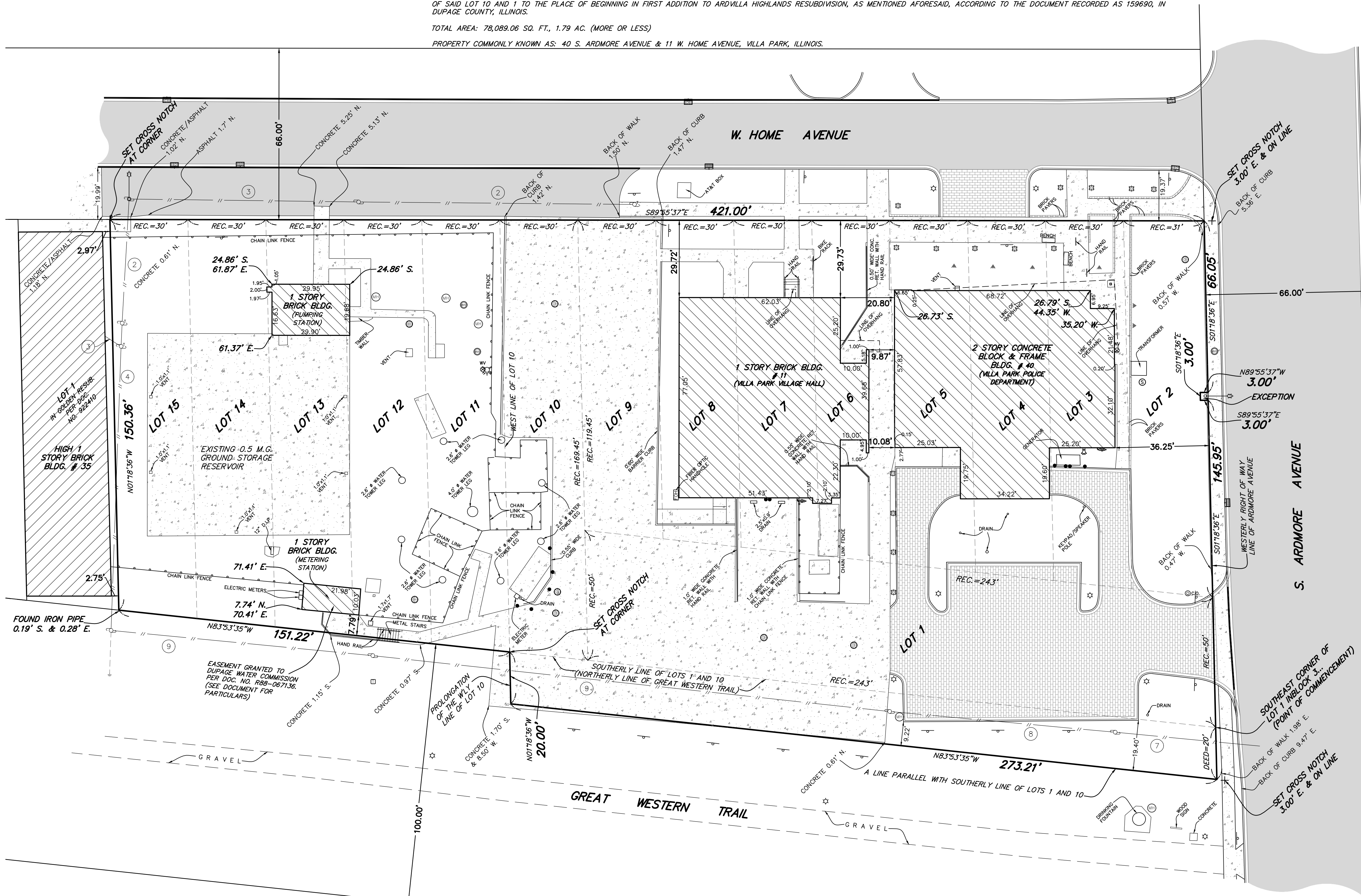
LOTS 1 THROUGH 15 IN BLOCK 3 IN FIRST ADDITION TO ARDVILLE HIGHLANDS IN THE NORTHEAST QUARTER OF SECTION 9, TOWNSHIP 39 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED OCTOBER 10, 1922 AS DOCUMENT NUMBER 159290 (EXCEPT THE SOUTH 3.00 FEET OF THE NORTH 69.05 FEET OF THE EAST 3.00 FEET THEREOF), IN DUPAGE COUNTY, ILLINOIS.

TOGETHER WITH

THE 100 FOOT GREAT WESTERN TRAIL, IN THE VILLAGE OF VILLA PARK, COUNT OF DUPAGE, STATE OF ILLINOIS, BOUNDED AND DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHEAST CORNER OF LOT 1 IN BLOCK 3 OF THE FIRST ADDITION TO ARDVILLE HIGHLANDS RESUBDIVISION OF PART OF ARMORE, A SUBDIVISION OF PART OF SECTIONS 9 AND 10, TOWNSHIP 39 NORTH, RANGE 11, EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT OF SAID RESUBDIVISION RECORDED OCTOBER 10, 1922 IN BOOK 10 OF PLATS, PAGE 20 AS DOCUMENT 159690, IN DUPAGE COUNTY ILLINOIS, SAID CORNER ALSO BEING ON THE WESTERLY RIGHT OF WAY OF ARMORE AVENUE; THENCE SOUTHERLY A DISTANCE OF 20 FEET ALONG THE WESTERLY RIGHT OF WAY OF ARMORE AVENUE TO A POINT; THENCE WESTERLY AND PARALLEL, WITH SOUTHERLY LINE OF LOT 1 AND LOT 10 OF SAID FIRST ADDITION TO ARDVILLE HIGHLANDS RESUBDIVISION, AS MENTIONED AFORESAID WITH THE PROJECTION NORTHERLY ALONG THE PROJECTION LINE OF SAID WESTERLY LINE OF LOT 10 TO THE SOUTHWEST CORNER OF LOT 10; THENCE EASTERLY ALONG THE SOUTHERLY LINE OF SAID LOT 10 AND 1 TO THE PLACE OF BEGINNING IN FIRST ADDITION TO ARDVILLE HIGHLANDS RESUBDIVISION, AS MENTIONED AFORESAID, ACCORDING TO THE DOCUMENT RECORDED AS 159690, IN DUPAGE COUNTY, ILLINOIS.

TOTAL AREA: 78,089.06 SQ. FT., 1.79 AC. (MORE OR LESS)

PROPERTY COMMONLY KNOWN AS: 40 S. ARDMORE AVENUE & 11 W. HOME AVENUE, VILLA PARK, ILLINOIS.



LEGEND

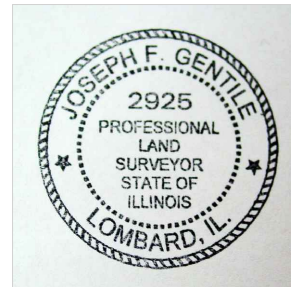
-  OVERHEAD WIRES (# OF WIRES)
 //
 TELEPHONE PEDESTAL
 ELECTRIC METER
 FLOOD LIGHT
 UTILITY POLE
 UTILITY POLE WITH TRANSFORMER
 "GUY" ANCHOR W/ WIRE
 DECORATIVE YARD LIGHT
 LIGHT POLES
 GAS METER
 BEEHIVE CATCH BASIN
 CURB CATCH BASIN
 CATCH BASIN
 INLET
 CURB INLET
 SANITARY SEWER MANHOLE
 CLEANOUT
 MANHOLE
 FIRE HYDRANT
 WATER VALVE VAULT
 WATER SHUT-OFF VALVE
 WITH 8" CASING
 "SIAMESE" CONNECTION
 SIGN POST
 • BOLLARD
 CONCRETE PAVEMENT
 ASPHALT PAVEMENT
 BRICK PAVERS

NOTES:

EXCEPT AS SPECIALLY STATED OR SHOWN ON THIS PLAN, THIS SURVEY DOES NOT PURPORT TO REFLECT ANY OF THE FOLLOWING WHICH MAY BE APPLICABLE TO THE SUBJECT REAL ESTATE: EASEMENTS OTHER THAN POSSIBLE EASEMENTS WERE VISIBLE AT THE TIME OF MAKING OF THIS SURVEY; BUILDING SETBACK LINES, RESTRICTIVE COVENANTS; SUBDIVISION RESTRICTIONS; ZONING OR OTHER LAND-USE REGULATIONS, AND ANY OTHER FACTS WHICH AN ACCURATE AND CURRENT TITLE SEARCH MAY DISCLOSE.

LEASE AGREEMENT BETWEEN VILLAGE OF VILLA PARK AND SPRINTCOM
INC., A KANSAS CORPORATION PER DOCUMENT NUMBER
R2000-176037. SEE DOCUMENT FOR PARTICULARS.

LEASE AGREEMENT BETWEEN VILLAGE OF VILLA PARK AND VOICE
STREAM SM I OPERATING COMPANY, LLC, A DELAWARE LIMITED
LIABILITY COMPANY PER DOCUMENT NUMBER R2006-033632. SEE
DOCUMENT FOR PARTICULARS.



STATE OF ILLINOIS S.S.
COUNTY OF DuPAGE

WE, GENTILE AND ASSOCIATES, INC., HEREBY CERTIFY THAT A SURVEY HAS BEEN MADE AT AND UNDER MY DIRECTION, OF THE PROPERTY DESCRIBED ABOVE, AND THAT THE PLAT HEREON DRAWN IS A CORRECT REPRESENTATION OF SAID SURVEY. THIS PLAT CONFORMS TO THE MINIMUM STANDARD REQUIREMENTS FOR A BOUNDARY SURVEY.

AUGUST 23, A.D. 2024

BY : Joseph M. M.

ILLINOIS PROFESSIONAL LAND SURVEYOR NO. 2925
MY LICENSE EXPIRES NOVEMBER 30, 2024
ILLINOIS PROFESSIONAL DESIGN FIRM LICENSE NO. 184.00287

BASE SCALE : 1 INCH = 20 FEET
DISTANCES ARE MARKED IN FEET AND DECIMAL PARTS THEREOF

ORDERED BY : VILLAGE OF VILLA PARK

DRAWN BY : _____

CHECKED BY :

SURVEYED BY

COMPARE ALL POINTS BEFORE BUILDING BY SAME AND AT ONCE REPORT ANY DIFFERENCE. FOR BUILDING LINE AND OTHER RESTRICTIONS NOT SHOWN HEREON REFER TO YOUR ABSTRACT DEED, CONTRACT AND ZONING ORDINANCE.

ORDER NO. 24-22830



**Village of Villa Park
New Facilities Signs
PW/C&ED**

20-A

W HOME AV

Proposed Location
6.25' behind ROW

11

40



Last Updated Scale:
9/1/2026 JRW 1:480



**MAIN
ENTRANCE
PERMITTING**

**PUBLIC WORKS
COMMUNITY & ECONOMIC
DEVELOPMENT**

11 W HOME AVE



Village of Villa Park

Community & Economic Development

11 W Home Avenue, Villa Park, IL 60181

TO: Zoning Board of Appeals
FROM: Community & Economic Development Department
DATE: September 2, 2026
RE: **Petition ZBA-26-23 | 42 W. Home Ave. | Variation**

PETITIONER	OWNER
The Village of Villa Park 20 S. Ardmore Ave. Villa Park, IL 60181	The Village of Villa Park 20 S. Ardmore Ave. Villa Park, IL 60181

Request Summary

The Village is seeking variations to install multiple signs on Village property. The petitioner is seeking variations from section 8.2.12 to permit a pole style sign, and section 8.6.2 to request waivers from the required 10 ft setback and landscaping requirements.

Background

The petitioner is seeking variations from section 8.2.12 to permit a pole style sign, and section 8.6.2 to request waivers from the required 10 ft setback and landscaping requirements. The petitioner proposes the installation of ground signs to provide clarity in locating Village buildings and services. The sign would be 18 sq. ft. in area and 6 ft tall. The sign would be located in the front yard, setback 4.0 ft from the right-of-way. The sign type proposed is a pole sign which is prohibited per section 8.2.12. The petitioner is requesting a variation from section 8.6.2 to permit a sign located 4.0 ft. from the right-of-way instead of the required 10 ft. The distance from the right-of-way to the building is 10 ft. so it would not be practical to have the sign setback 10 ft. The petitioner is also seeking a variation from section 8.6.2 for a waiver to permit a 1 ft landscape ring instead of the required 3 ft landscape ring. Due to site constraints, the petitioner is requesting a smaller landscape bed to better accommodate the space.

Site Information

Present Zoning: Light Industrial District- M-1
Present Land Use: Governmental Facility
Property Size: 7,485.9 sq ft./ 0.17 acres
PIN: 06-09-203-008

Surrounding Zoning

North: Mixed-Use Corridor District- MX-3
West: Light Industrial District- M-1
East: Light Industrial District- M-1
South: Light Industrial District- M-1

Surrounding Land Use

Commercial
Governmental Facility
Governmental Facility
Governmental Facility

Comprehensive Plan Designation – Public and Semi-Public

Public and semi-public areas include local government uses, municipal facilities, community service providers, schools, and places of worship and assembly. Village Hall, the Villa Park Historical Society Museum, police station, fire stations, Villa Park Library, churches, and schools are examples of public and semi-public functions within the Village. Several public and semi-public uses are located throughout the Village, which are integrated into residential and commercial areas.

Zoning Request

The Village is seeking variations to install multiple signs on Village property. The petitioner is seeking variations from section 8.2.12 to permit a pole style sign, and section 8.6.2 to request waivers from the required 10 ft setback and landscaping requirements.

Internal Staff Review

Variation

The petitioner is seeking variations from section 8.2.12 to permit a pole style sign, and section 8.6.2 to request waivers from the required 10 ft setback and landscaping requirements. The petitioner proposes the installation of ground signs to provide clarity in locating Village buildings and services. The sign would be 18 sq. ft. in area and 6 ft tall. The sign would be located in the front yard, setback 4.0 ft from the right-of-way. The sign type proposed is a pole sign which is prohibited per section 8.2.12. The petitioner is requesting a variation from section 8.6.2 to permit a sign located 4.0 ft. from the right-of-way instead of the required 10 ft. The distance from the right-of-way to the building is 10 ft. so it would not be practical to have the sign setback 10 ft. The petitioner is also seeking a variation from section 8.6.2 for a waiver to permit a 1 ft landscape ring instead of the required 3 ft landscape ring. Due to site constraints, the petitioner is requesting a smaller landscape bed to better accommodate the space.



Proposed Sign Examples

Site Plan Review

The following comments summarize aspects of the proposed development plans in relation to various Zoning Ordinance requirements:

1. Building and Structure Location:
 - a. The sign would be installed in the front yard of the property. The sign is located 4.0 ft. from the right-of-way and 6.0 ft. south of the building.
2. Project Scale:
 - a. Area of sign: 17.7 sq. ft.
 - b. Per section 8.6.2, the maximum size for a freestanding sign is based on the size of the lot. The size of the sign is compliant with section 8.6.2.
3. Lot Coverage:
 - a. No additional lot coverage is added as a result of this project.
4. Completeness: If the Zoning Board of Appeals requires additional information to determine whether the applicant's development requests comply with the applicable standards of the Code, they may direct

the Petitioner to furnish additional information and evidence that may provide clarity regarding their concerns.

Findings

Per Sec. 11.5.6.8, the Zoning Board of Appeals' recommendation must be accompanied by specific findings of fact regarding whether practical difficulties or particular hardships would result if a Variation is not granted. *The Petitioner has submitted the following justification for a Variation from Article 2, Section 2.3, Table 2-3 of the Zoning Ordinance:*

A. State the particular hardship and/or practical difficulty created for you in carrying out the strict letter of the zoning regulations to wit:

Petitioner: The signs will be placed within the required setback in order to maintain visibility for residents and to avoid interference with the floodway.

B. A reasonable return or use of your property is not possible under the existing regulations because:

Petitioner: In order to best identify building entrances, there are limited locations where the signs could be placed.

C. Your situation is unique (not applicable in other properties in the area or zoning classification) in the following respect:

Petitioner: Village properties are unique because they directly service all members of the public.

D. The variation will not alter the essential character of the locality, impair an adequate supply of light and air to adjacent property; not increase hazard from fire; not impair property values in the neighborhood; not unduly increase congestion in the streets, or otherwise impair public safety; health and convenience because:

Petitioner: The placement of the signs will not impair the supply of light and air and will not create any detrimental conditions.

Notification

Legal Notice was published in the Daily Herald on August 21st, 2026, a sign placed on the subject property, and notifications sent to property owners within a 250.0-foot radius of the subject property in advance of the Public Hearing.

Sample Motion

Should the Board approve Case ZBA 26-23, staff recommends the following motion and conditions:

Motion to approve Case ZBA 26-21, a request for variations from 8.2.12 to permit a pole style sign, and section 8.6.2 to permit waivers from the setback and landscaping requirements, subject to the following conditions:

- 1) The proposed sign shall be installed in accordance with the plans submitted by the applicant in the Variation Application received 8/5/2026.*
- 2) The applicant shall file all necessary plans and applications, for review and approval, and secure all necessary building permits prior to the commencement of installation.*

Exhibit List

- Exhibit A – Sign Location
- Exhibit B – Sign Exhibits



**Village of Villa Park
New Facilities Signs
Parks, Buildings, and Grounds**

Proposed Location
4' behind ROW

W HOME AV



Last Updated Scale:
9/1/2026 JRW 1:480



**PARKS,
BUILDINGS, &
GROUNDS OFFICE**

42 W HOME AVE



Village of Villa Park

Community & Economic Development

11 W Home Avenue, Villa Park, IL 60181

TO: Zoning Board of Appeals
FROM: Community & Economic Development Department
DATE: September 2, 2026
RE: **Petition ZBA-26-24 | 100 W. Home Ave. | Variation**

PETITIONER	OWNER
The Village of Villa Park 20 S. Ardmore Ave. Villa Park, IL 60181	The Village of Villa Park 20 S. Ardmore Ave. Villa Park, IL 60181

Request Summary

The Village is seeking variations to install multiple signs on Village property. The petitioner is seeking variations from section 8.2.12 to permit a pole style sign, and section 8.6.2 to request waivers from the required 10 ft setback and landscaping requirements.

Background

The petitioner is seeking variations from section 8.2.12 to permit a pole style sign, and section 8.6.2 to request waivers from the required 10 ft setback and landscaping requirements. The petitioner proposes the installation of ground signs to provide clarity in locating Village buildings and services. The sign would be 18 sq. ft. in area and 6 ft tall. The sign would be installed in the front yard and setback 2.0 ft. from the right-of-way. The sign type proposed is a pole sign which is prohibited per section 8.2.12. The petitioner is requesting a variation from section 8.6.2 to permit a sign located 2.0 ft. from the right-of-way instead of the required 10 ft. The distance from the right-of-way to the building is 7.0 ft. so it would not be possible to have the sign setback 10 ft. The petitioner is also seeking a variation from section 8.6.2 for a waiver to permit a 1 ft landscape ring instead of the required 3 ft landscape ring. Due to site constraints, the petitioner is requesting a smaller landscape bed to better accommodate the space. The area in front of the building is only 7.0 ft. wide so a three-foot landscaping base would not be feasible.

Site Information

Present Zoning: Light Industrial District- M-1
Present Land Use: Governmental Facility
Property Size: 34,740.30 sq. ft./ 0.87 acres
PIN: 06-09-202-035

Surrounding Zoning

North: Mixed-Use Corridor District- MX-3
West: Light Industrial District- M-1
East: Light Industrial District- M-1
South: Light Industrial District- M-1

Surrounding Land Use

Commercial
Governmental Facility
Governmental Facility
Governmental Facility

Comprehensive Plan Designation – Public and Semi-Public

Public and semi-public areas include local government uses, municipal facilities, community service providers, schools, and places of worship and assembly. Village Hall, the Villa Park Historical Society Museum, police station, fire stations, Villa Park Library, churches, and schools are examples of public and semi-public functions

within the Village. Several public and semi-public uses are located throughout the Village, which are integrated into residential and commercial areas.

Zoning Request

The Village is seeking variations to install multiple signs on Village property. The petitioner is seeking variations from section 8.2.12 to permit a pole style sign, and section 8.6.2 to request waivers from the required 10 ft setback and landscaping requirements.

Internal Staff Review

Variation

The petitioner is seeking variations from section 8.2.12 to permit a pole style sign, and section 8.6.2 to request waivers from the required 10 ft setback and landscaping requirements. The petitioner proposes the installation of ground signs to provide clarity in locating Village buildings and services. The sign would be 18 sq. ft. in area and 6 ft tall. The sign would be setback 2.0 ft. from the right-of-way. The sign type proposed is a pole sign which is prohibited per section 8.2.12. The petitioner is requesting a variation from section 8.6.2 to permit a sign located 2.0 ft. from the right-of-way instead of the required 10 ft. The distance from the right-of-way to the building is 7.0 ft. so it would not be possible to have the sign setback 10 ft. The petitioner is also seeking a variation from section 8.6.2 for a waiver to permit a 1 ft landscape ring instead of the required 3 ft landscape ring. Due to site constraints, the petitioner is requesting a smaller landscape bed to better accommodate the space. The area in front of the building is only 7.0 ft. wide so a three-foot landscaping base would not be feasible.



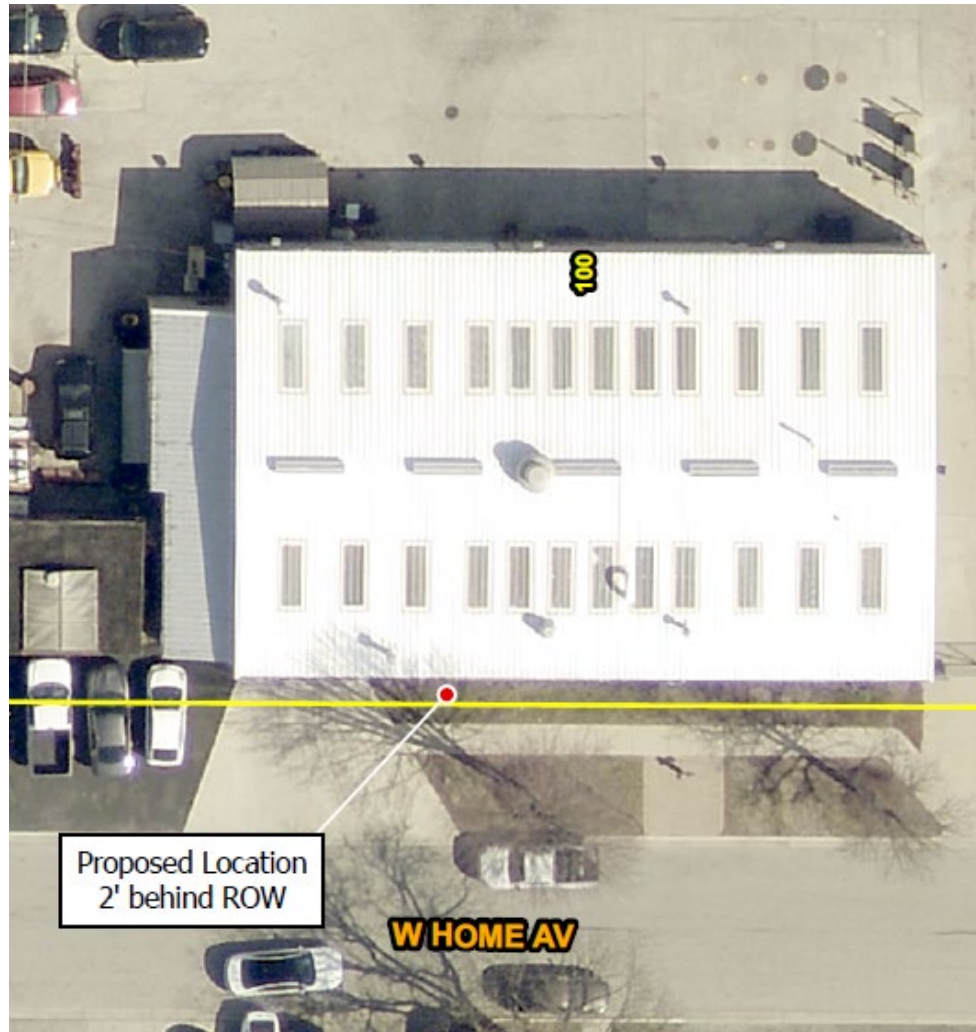
Proposed Sign Examples

Site Plan Review

The following comments summarize aspects of the proposed development plans in relation to various Zoning Ordinance requirements:

1. Building and Structure Location:
 - a. The sign would be installed in the front yard of the property. The sign would be located 2.0 ft. from the right-of-way and 5.0 ft. south of the building.
2. Project Scale:
 - a. Area of sign: 17.7 sq. ft.
 - b. Per section 8.6.2, the maximum size for a freestanding sign is based on the size of the lot. The size of the sign is compliant with section 8.6.2.

3. Lot Coverage:
 - a. No additional lot coverage is added as a result of this project.
4. Completeness: If the Zoning Board of Appeals requires additional information to determine whether the applicant's development requests comply with the applicable standards of the Code, they may direct the Petitioner to furnish additional information and evidence that may provide clarity regarding their concerns.



Site Plan

Findings

Per Sec. 11.5.6.8, the Zoning Board of Appeals' recommendation must be accompanied by specific findings of fact regarding whether practical difficulties or particular hardships would result if a Variation is not granted. *The Petitioner has submitted the following justification for a Variation from Article 2, Section 2.3, Table 2-3 of the Zoning Ordinance:*

- A. State the particular hardship and/or practical difficulty created for you in carrying out the strict letter of the zoning regulations to wit:**

Petitioner: *The signs will be placed within the required setback in order to maintain visibility for residents and to avoid interference with the floodway.*

- B. A reasonable return or use of your property is not possible under the existing regulations because:**
Petitioner: *In order to best identify building entrances, there are limited locations where the signs could be placed.*
- C. Your situation is unique (not applicable in other properties in the area or zoning classification) in the following respect:**
Petitioner: *Village properties are unique because they directly service all members of the public.*
- D. The variation will not alter the essential character of the locality, impair an adequate supply of light and air to adjacent property; not increase hazard from fire; not impair property values in the neighborhood; not unduly increase congestion in the streets, or otherwise impair public safety; health and convenience because:**
Petitioner: *The placement of the signs will not impair the supply of light and air and will not create any detrimental conditions.*

Notification

Legal Notice was published in the Daily Herald on August 21st, 2026, a sign placed on the subject property, and notifications sent to property owners within a 250.0-foot radius of the subject property in advance of the Public Hearing.

Sample Motion

Should the Board approve Case ZBA 26-24, staff recommends the following motion and conditions:

- Motion to approve Case ZBA 26-24, a request for variations from 8.2.12 to permit a pole style sign, and section 8.6.2 to permit waivers from the setback and landscaping requirements, subject to the following conditions:*
- 1) The proposed sign shall be installed in accordance with the plans submitted by the applicant in the Variation Application received 8/5/2026.*
 - 2) The applicant shall file all necessary plans and applications, for review and approval, and secure all necessary building permits prior to the commencement of installation.*

Exhibit List

- Exhibit A – Sign Location
- Exhibit B – Sign Exhibits



Village of Villa Park New Facilities Signs Fleet Maintenance

120

118

100

Proposed Location
2' behind ROW

W HOME AV

117



Last Updated Scale:
9/1/2026 JRW 1:480



FLEET MAINTENANCE FACILITY

100 W HOME AVE

SPECIFICATIONS

A QTY: 5
SIDES: Single
SIZE: 71”w x 36”h

DETAILS: Non-Illuminated
Ground Sign

- Full Color graphics
- Exterior Grade
- High Pressure Laminated Panel
- Matte Finish
- 1/8” Beveled Edge

COLORS:
THIS PROOF IS NOT FOR COLOR MATCHING



CUSTOMER: Villa Park Park District	
DESIGNER: JS	PROJECT MANAGER: JM
DATE: 2.5.2025	
EST 32721	DIV 44553
REVISION X	
FILES PREPARED BY: XX	DATE: XX.XX.XXXX

Client Approval:

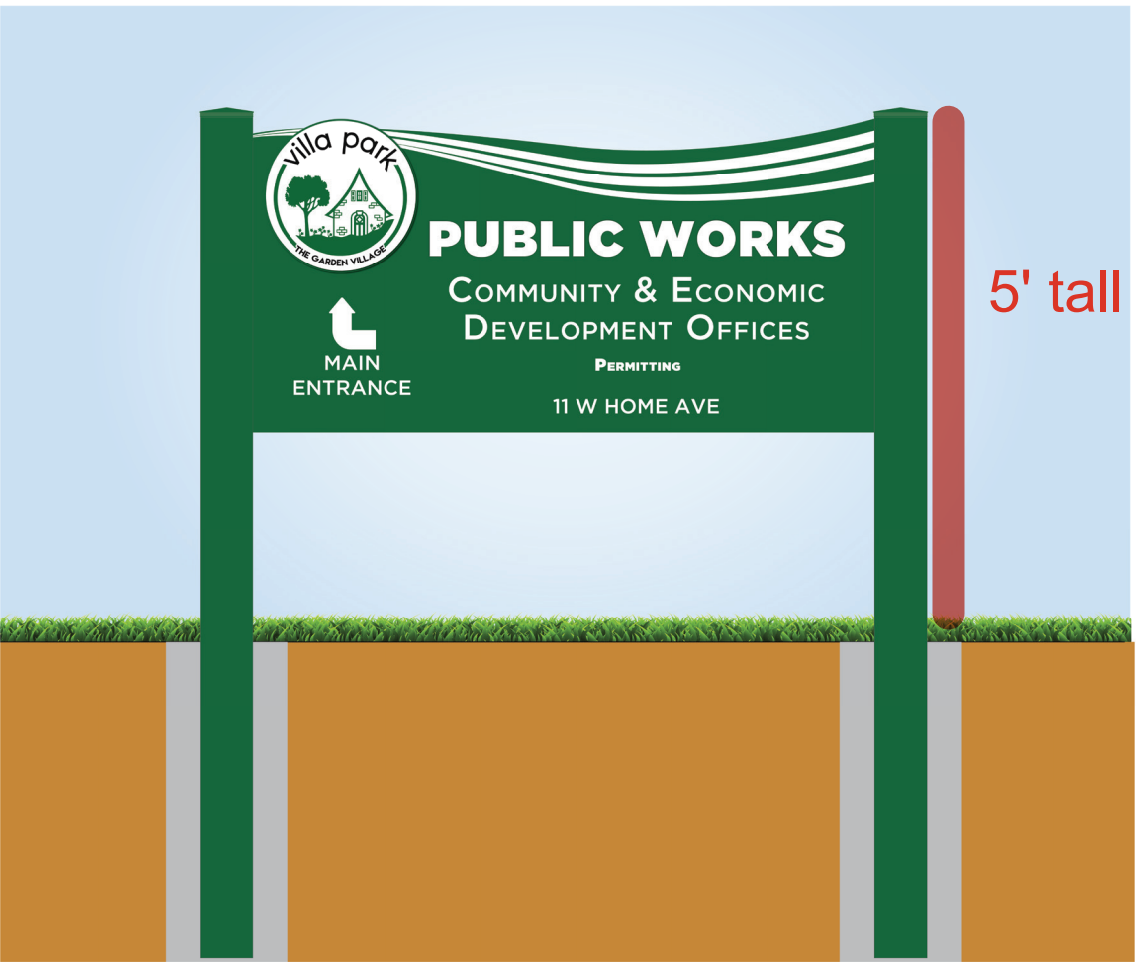
- ☐ Approved ☐ Approved as noted
☐ Revise and resubmit

SIGN: _____ DATE: _____



601 ESTES AVE. SCHAUMBURG, IL. 60193
PHONE: 847-534-9220 | FAX: 847-534-9221

Mock Up with Post Color Examples



SPECIFICATIONS

A Shown With 4x4 Post
Height off Ground: TBD
Material: TBD

COLORS:

THIS PROOF IS NOT FOR COLOR MATCHING



PMS #



PMS #



PMS #



PMS #

CUSTOMER: Villa Park Park District

DESIGNER: JS PROJECT MANAGER: JM

DATE: 1.30.2025

EST 32721 DIV 44553

REVISION X

FILES PREPARED BY: XX DATE: XX.XX.XXXX

Client Approval:

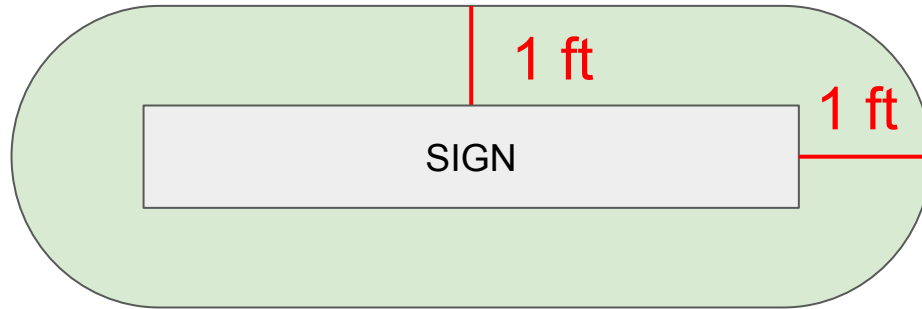
☐ Approved ☐ Approved as noted
☐ Revise and resubmit

SIGN: DATE:



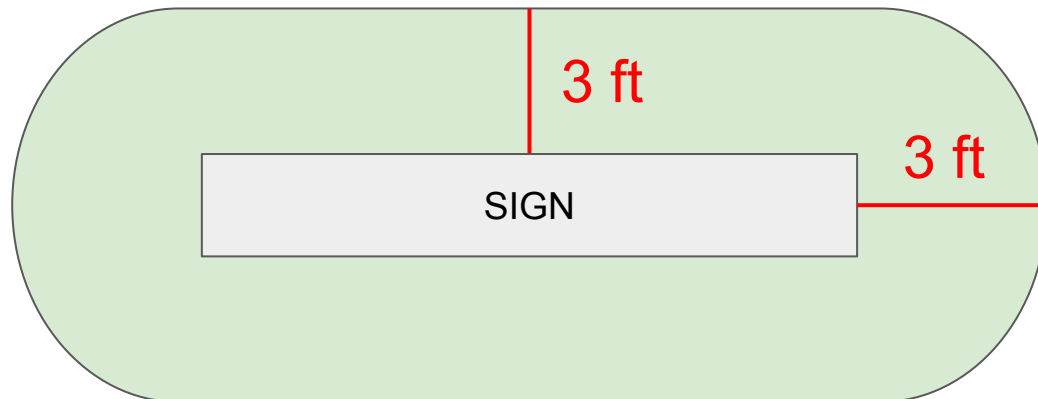
601 ESTES AVE. SCHAUMBURG, IL. 60193
PHONE: 847-534-9220 | FAX: 847-534-9221

Landscape Plan for Public Works (11 W Home), Parks (42 W Home), and Fleet (100 W Home) Buildings



Planting beds will be filled with low to medium height native plantings.

Landscape Plan for Village Hall (20 S Ardmore)





Village of Villa Park

Community & Economic Development

11 W Home Avenue, Villa Park, IL 60181

TO: Zoning Board of Appeals
FROM: Community & Economic Development Department
DATE: September 2, 2026
RE: **Petition ZBA-26-26 | Text Amendment for Food Trucks**

PETITIONER	OWNER
Village of Villa Park 20 S Ardmore Ave Villa Park, IL 60181	Village of Villa Park 20 S Ardmore Ave Villa Park, IL 60181

Request Summary

The Village is seeking an amendment to Chapter 13, Article II- Food or Beverage Vending Trucks and Appendix C, Section 6.1 – Table of Uses to create regulations for licensing mobile food vending and creating a new use type, Food Truck Court, as detailed in Exhibit A - Text Amendment.

Background

Recent requests to operate food trucks within the Village of Villa Park have revealed a gap in the Zoning Ordinance. While food trucks are permitted to operate as part of approved special events, they are not defined in the Zoning Ordinance and, therefore, are not otherwise permitted to operate in Villa Park. The text amendment would create licensure requirements for mobile food vending and create regulations detailing locations where food trucks would be permitted to operate. The text amendment would also create a new use type for a Food Truck Court which would require Special Use approval. A Food Truck Court would be a use type where multiple food trucks could operate creating a unique dining experience for patrons.

Exhibit A - Text Amendment outlines the specific details and requirements needed for the Special Use approval. Please note that the amendments to the Zoning Ordinance are the only amendments for which a Zoning Board of Appeals decision is required. Proposed text amendments to other portions of the Municipal Code are provided for reference and will be considered by the Village Board alongside any Zoning Ordinance amendments recommended by the Zoning Board of Appeals.

Zoning Request

The Village is seeking an amendment to Chapter 13, Article II- Food or Beverage Vending Trucks and Appendix C, Section 6.1 – Table of Uses to create regulations for licensing mobile food vending and creating a new use type, Food Truck Court, as detailed in Exhibit A - Text Amendment.

Findings

Zoning Board of Appeals should base their recommendation on information provided in the zoning analysis map (Exhibit B) and Memo to Village Board (Exhibit C).

Notification

Legal Notice was published in the Daily Herald on August 21st, 2026, in advance of the Public Hearing. Mailings to property owners were not required as this is an amendment to Village-wide Municipal Code.

Sample Motion

Should the Board approve Case ZBA 26-26, staff recommends the following motion:

Motion to approve Case ZBA 26-26, a request for text amendments to Chapter 13, Article II- Food or Beverage Vending Trucks and Appendix C, Section 6.1 – Table of Uses as written in Exhibit A - Text Amendment.

Exhibit List

- Exhibit A – Text Amendment
- Exhibit B – 250 ft Buffer Map
- Exhibit C- Memo to Village Board

Article II. – ~~FOOD OR BEVERAGE VENDING TRUCKS~~ MOBILE FOOD VENDING
DIVISION 1. - GENERALLY

Sec. 13-201. – Traffic Regulations.

- (a) No mobile food vehicle shall ~~person~~ conducting a business ~~from a vehicle~~ on the public roads, streets and highways within the village ~~shall sell any food or beverage from said vehicles~~ less than fifty (50) feet from the nearest intersecting road, street or highway, or in areas designated by “NO PARKING HERE TO CORNER” signs or similar.
- (b) No mobile food vehicle shall operate within 250 feet from the lot line of a restaurant within the village
- (1) Exceptions to location requirements can be granted by the Director of Community and Economic Development in association with a Special Events Permit.
- (2) The 250-foot buffer may be waived with written permission from property owners within a given radius of 250 feet.
- (c) Mobile food vehicles shall be permitted to operate within a permitted parking stall in a non-residential zoning district, with written permission from a property owner.
- (1) The operation of a mobile food vehicle on a private parking lot shall not exacerbate or result in a violation of the required number of parking stalls for the primary use which the parking lot serves as calculated per **Sec. 7.2 of the Zoning Ordinance.**
- (2) A mobile food vendor may request a waiver from the Director of Community and Economic Development to locate within a private lot that provides or nearly provides the number of parking stalls required for the primary use. The Director of Community and Economic Development may approve an administrative adjustment to required off-street parking of up to ten (10) percent or one (1) space per **Sec. 11.6.2 of the Zoning Ordinance.**

(d) Mobile food vehicles shall be permitted to operate within the Village right-of-way in an approved parking stall adjacent to non-residential properties on streets intersecting with the following commercial roadways:

- (1) Addison Road
- (2) Ardmore Avenue
- (3) Park Boulevard
- (4) Central Boulevard
- (5) North Avenue
- (6) Roosevelt Road
- (7) St. Charles Road
- (8) Villa Avenue

(e) Mobile food vehicles shall be prohibited from parking overnight on the village right-of-way and in residential driveways. Mobile food vehicles shall be permitted to park overnight in a permitted parking space within a nonresidential parking lot with the written permission of the property owner. Mobile food vendors shall be required to store any external items such as trash cans and signs inside of their mobile food vehicle overnight.

(~~b~~f) A mobile food vendor holding a valid Milk or Ice Cream Vending Truck license shall be exempt from the requirements of paragraph (b) through (d) of this Section.

Sec. 13-202. - Hours of operation.

Food or beverages shall be sold from vehicles on the public roads, streets, and highways only during the hours from ~~11~~9:00 a.m. to ~~sundown~~ 9:00 p.m. daily.

Sec. 13-203. - Vehicle specifications.

- (a) Any mobile food vehicle used for the sale of food and beverage upon public roads, streets and highways shall possess the following equipment which shall be in good working order and in operation at the time which the sales are taking place.
- (b) A mobile food vendor holding a valid Milk or Ice Cream Vending Truck certificate, shall adhere to the following additional regulations:
 - (1) A sign on the front and back of the vehicle which shall consist of letters no less than five (5) inches in height and shall state "CAUTION, CHILDREN CROSSING."
 - (2) A foldout diamond-shaped sign on the left side of the vehicle which shall consist of letters no less than five (5) inches in height and shall state "SLOW."
 - (3) Two (2) amber lights eight (8) inches in diameter mounted both on front and back of the vehicle capable of flashing alternately and be seen at a distance of five hundred (500) feet in normal daylight.

Sec. 13-205. - Health regulations.

- (a) All ice cream or milk vending trucks shall be kept in a clean and sanitary condition and shall be thoroughly cleaned at the end of each day of use.
- (b) ~~The operator of a food or beverage vending truck~~ A mobile food vendor shall comply with all requirements of the county health department. A mobile food vendor shall provide the village with a copy of its county Mobile Food Vendors Permit at the time of application.
- (c) Mobile food vendors shall provide a garbage receptacle for patrons and shall dispose of waste off-site in a manner that complies with all other state, county, and local rules and regulations.

Sec. 13-206. – Inspections. [NO CHANGE]

The village manager shall cause such inspections to be made as will insure compliance with the provisions of this article.

**DIVISION 2. - LICENSE FOR ~~MILK OR ICE CREAM VENDING TRUCKS~~
MOBILE FOOD VENDORS**

Sec. 13-221. - Required.

- (a) It shall be unlawful for any person to use or permit the use of any mobile food vehicle without a license issued by the village clerk.
- (b) It shall be unlawful for any person to use or permit the use of any ice-cream or milk vending truck without a license certificate issued by the village clerk.

Sec. 13-222. - Application.

A person desiring the license required by the provisions of this division shall apply to the village clerk upon a form furnished by the clerk giving the information required on the form.

Sec. 13-223. - Fee.

- (a) A person desiring the issuance ~~or renewal~~ of the license required by the provisions of this division shall pay an application ~~renewal~~ fee of one hundred dollars (\$100.00).
- (b) A person desiring the ~~issuance or~~ renewal of the license required by the provisions of this division shall pay a renewal fee of ~~twenty-five~~ fifty dollars (\$50.00).

Sec. 13-224. - Expiration.

The license required by the provisions of this division shall expire on January 1 ~~each at the end of one~~ year.

Sec. 13-225. – Licenses Available.

(a) There shall be a maximum of ten (10) mobile food vendors licensed for operation in the village at any given time.

(b) No new mobile food vending license (other than a renewal or reissue as hereinafter provided) shall be granted or issued until the number of licenses in force at the time shall be less than the number described in subsection (a). Such new licenses shall be issued from time to time to lawful applicants upon full compliance by the applicant with the regulations and ordinances of the village in force at the time of the application for such license, until the total number of mobile food vendor licenses in force shall be issued to such lawful applicants as the board of trustees shall, in its discretion, deem most desirable.

Sec. 13-22~~56~~ - Revocation.

The board of trustees may revoke any license issued pursuant to the provisions of this division for any violation of this article.

Table 6-1: Use Table

- Add “Mobile Food Vehicle” under the Eating and Drinking Establishment category as Permitted (●) in all C, MX, and M districts.
- Add “Mobile Food Vehicle Court” under the Eating and Drinking Establishment category as Special Use (S) in all C, MX, and M districts.

Sec. 6.4.11 Mobile Food Vehicle

A commercial vehicle from which ready-to-eat food is cooked, wrapped, packaged, processed, or portioned for service, sale or distribution, and open to the public.

Sec. 6.4.13 Mobile Food Vehicle Court

A commercial vehicle from which ready-to-eat food is cooked, wrapped, processed, and sold for immediate consumption and open to the public.

(a) As part of a Special Use Permit application, a petitioner must provide a site plan indicating:

(1) An electric connection for each proposed parking stall to be used to host a Mobile Food Vehicle.

(2) The location of a trailer-based portable restroom to be maintained at the property for the duration of the permit.

(3) A landscape plan adhering to perimeter landscaping requirements per section 9.1.5- Landscape and Screening Requirements.

(4) The location of any outdoor seating, lighting, fencing, refuse enclosure, parking, walkways, and landscaping.

(b) A grease trap disposal plan for all mobile food vendors located within a mobile food vehicle court must provide a grease trap disposal plan to be reviewed and approved by the Director of Public Works prior to receiving a Special Use Permit.

(c) Site manager. An application for a Special Use Permit to approve a mobile food vehicle court must provide the contact information for a designated site manager. Site manager contact information must be updated on a regular basis. Failure to maintain up to date site manager contact information is cause for revocation of the certificate occupancy and lapsing of the approved Special Use Permit in accordance with Section 11.4.9 of the Zoning Ordinance.

(d) Improved surface waiver. With an approved Special Use, a mobile food vehicle court can receive a waiver exempting it from section 6.11.2.G.9, requiring outdoor seating to be placed on an all-weather surface.

(e) Maximum number of mobile food truck vehicles. A maximum of six (6) mobile food vehicles may be permitted to locate simultaneously within an approved mobile food vehicle court.

(f) Signs. Signs shall be permitted per regulations outlined in Article 8 of the Zoning Ordinance.

Sec. 6.4.13 Mobile Food Vendor (and renumerate thereafter)

Owner, or owner's agent, of a mobile food vehicle.



Village of Villa Park Food Truck Permitting Operating Limitations

Legend

Food Truck 250' Buffer Parcels

- School
- Restaurant

Zoning Districts

- O-R - Office Research District
- C-1 - Convenience Business District
- C-2 - Neighborhood Business District
- C-3 - Service Business District
- MX-1 - Mixed-Use TOD District
- MX-2 - Mixed-Use Main Street District
- MX-3 - Mixed-Use Corridor District
- MX-T - Mixed Transitional (Office-Residential) District
- PI-1 - Neighborhood-scale Institutional and Public District
- Villa Park Boundary



Last Updated
5/26/2026 JRW

Sources: Esri, TomTom, Garmin, FAO, NOAA, USGS, (c) OpenStreetMap contributors, and the GIS User Community



Village of Villa Park

Community & Economic Development

11 W Home Avenue, Villa Park, IL 60181

TO: Village President and Board of Trustees
FROM: Brandon Nolin, AICP, Director of Community and Economic Development
Rachel Leedom, Planner
DATE: July 6, 2026
RE: Food Truck Regulation Research

Overview

Recent requests to operate food trucks within the Village of Villa Park have revealed a gap in the Zoning Ordinance. While food trucks are permitted to operate as part of approved special events, they are not defined in the Zoning Ordinance and, therefore, are not otherwise permitted to operate in Villa Park. In advance of any formal updates to the Zoning Ordinance to permit food trucks, Staff has researched current food truck regulations in other communities within the Chicago region (all in Illinois) and best practices recommended by professional organizations like the American Planning Association. A summary of Staff research is provided below.

Definition of “Food Truck”

New terms need to be defined for food trucks. Most communities include definitions for “mobile food vehicle” and “mobile food vendor.” Generally, a mobile food vehicle is defined as a commercial vehicle from which ready-to-eat food is cooked, wrapped, processed, and sold for immediate consumption and open to the public. A mobile food vendor is generally defined as the owner and/or operator of the mobile food vehicle. Some communities also include definitions for pushcarts and catering trucks to differentiate between different types of food service vehicles and related business licenses.

Proximity to Brick-and-Mortar Locations

Communities often restrict permitted locations of food trucks to protect brick-and-mortar restaurants that have made permanent investments to property within the community. Some communities impose a regulation that food trucks may not operate within a specified distance from a special event/festival facility, school, or park. Typical distance requirements are either 500 ft., 200 ft., or 100 ft. Many communities also permit the Village Manager or designee to waive these requirements with associated Special Event permits. When communities did not use proximity requirements, they specified specific zoning districts where food trucks could operate. The Village of Cary was the most specific of the communities surveyed, including a map with two intersections where food trucks could operate. All communities specified that trucks cannot block traffic or impede visibility. Many communities also specified that trucks may only operate within parking stalls.



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Public vs. Private Property

Most municipalities prohibit peddling from the public right-of-way except in extremely narrow circumstances. All of the communities surveyed required that written consent from the property owner of the lot where the truck plans to operate be provided with the food truck license application. Most municipalities also specify that all parking regulations be followed and prohibits trucks from parking within drive aisles. Schaumburg has similar regulations for parking, but places the responsibility on property owners to obtain permits to allow food trucks to operate on their property, rather than having the food vendor obtain a permit. Glendale Heights allows food trucks to operate on private residential property for one day and does not require a permit for this. With the exception of Glendale Heights, food trucks are never permitted on residential property.

Hours of Operation

Municipalities regulate hours of operation either by setting a window of time or creating a time limit for trucks to sell food. Most municipalities allow food trucks to operate from early morning to night, with start times ranging 6 a.m.to-9 a.m. and end times ranging 9 p.m.to-10 p.m. Pingree Grove and East Dundee both specify the end time at sunset. Schaumburg permits food trucks on a permitted property for 3 hours at a time. Oswego only has time limits for trucks parked on public property. A few municipalities specify that in addition to the time regulations, a food truck may only operate during the regular business hours of the host property. Long Grove allows longer operating hours on weekends while East Dundee only permits food trucks to operate Friday to Monday.

Number of Trucks

Of the 11 communities surveyed, about half imposed regulations on the number of trucks permitted on a lot at one time. Both Schaumburg and Downers Grove permit a maximum of three food trucks on one lot at a time, Evanston and Glendale Heights permit one food truck per lot at any given time, and Cary only allows 2 trucks in their downtown district each day.

Additional Conditions

Most communities specify that food trucks may only have signage attached to the truck and may not display additional signage like a sandwich board sign. Many municipalities prohibit food trucks from playing amplified music and require vendors to provide a garbage receptacle for patrons. Other common regulations include prohibiting tables, chairs, and tents; conditions for the use of propane gas; and requirements for hand washing access for employees and background checks.



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Health and Sanitation Requirements

Ten of the 11 communities surveyed required an inspection from a health department. Most health inspections were completed at the county level; however, the City of Evanston Health and Human Services Department conducts inspections for food trucks in that community. Schaumburg does not have health inspection requirement listed within their regulations or application materials and upon calling, Village staff was unsure how food trucks are handled. Schaumburg staff indicated the Village employs health inspectors who complete health inspections for restaurants.

Licensing

Most municipalities offer licenses on an annual basis. Pingree Grove offers an annual license or a monthly license. Cary issues daily licenses. Annual license fees range from \$50 to \$500, with \$100 being the most common fee. Long Grove waives the food truck license fee for businesses that have a brick-and-mortar location already established in the village. 82% of the communities surveyed required a Certificate of Liability Insurance to be included with the application and 36% of reviewed communities required a Hold Harmless agreement with the Village. Downers Grove only issues 10 licenses per year on a first-come, first-served basis and Oswego limits the number of licenses by ordinance. Some communities require a background check as part of the licensure process. Some communities allow for the typical food truck requirements to be waived by the Village Manager with a Special Events permit.

Recommendations for Villa Park

The following are staff recommendations for regulating food trucks in the Village, considering the information gathered and the unique aspects of the Villa Park community.

Location

Villa Park is a built-out community with few commercial centers with large parking lots. Most commercial properties are located along corridors with limited lot depth. The Village needs to be strategic about permitted locations for food trucks. If a proximity regulation of 500 ft. were to be imposed, it would strongly limit where food trucks could sell their goods. Staff recommends the following location regulations:

1. Food trucks should be permitted to operate within the Village right-of-way in an approved parking stall, on side streets of select commercial corridors adjacent to non-residential properties.
 - a. Some examples of this would be on Euclid Ave. adjacent to 221 or 295 E. St. Charles Rd. (**Figure 1**), on Ellsworth Ave. between North Ave. and Adele Ct., (**Figure 2**) and Bierman Ave. adjacent to 518 W. St. Charles Rd. (**Figure 3**). Additionally, staff recommends creating regulations to permit food trucks to park in parking stalls along Park Blvd. and Central Blvd. adjacent to the



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Prairie Path in non-residential zoning districts and following all additional proximity requirements (**Figure 4**).

2. Food trucks should also be permitted to operate within a permitted parking stall in a non-residential zoning district, with written permission from a property owner.
 - a. The operation of a food truck on a private parking lot should not exacerbate or result in a violation of the required number of parking stalls for the primary use which the parking lot serves.
 - b. In reviewing parking requirement impacts, the Director of Community and Economic Development should maintain their authority to approve administrative adjustments to required off-street parking of up to ten (10) percent or one (1) space.
3. Food trucks should be located at least 250 ft from the lot line of a restaurant, school, or Village event property.
 - a. Exceptions to location requirements can be granted by the Director of Community and Economic Development in association with a Special Events Permit.
 - b. The 250-foot buffer may be waived with written permission from property owners within the buffer.

Hours of Operation

Villa Park should consider setting a window for approved times for food vending. Staff recommends 9am to 9pm. The enforcement power required to regulate a 3-hour time limit does not seem feasible for the Village staff. From the surveyed municipalities, about half had specific regulations prohibiting food trucks from parking overnight in the locations where they operate. The other half of municipalities rely on existing parking regulations designed for overnight truck parking.

Staff recommends that food trucks be prohibited from parking overnight on the Village right-of-way and in residential driveways. Staff recommends that food trucks be permitted to park overnight in a permitted parking space within a nonresidential parking lot. Food truck vendors will be required to store any external items such as trash cans and signs inside of the truck overnight.

Health and Sanitation Requirements

The Village utilizes DuPage County Health Department for health inspections at local restaurants. The County requires a Mobile Food Vendors Food Permit and Staff recommends requiring a copy of that food permit as part of the application process. The Village should also require vendors to provide a garbage receptacle for patrons and to require disposal of waste off-site.



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Licensing

Considering the limited space in the village, setting a maximum number of licenses to issue each year, either village-wide or within specific permitted area, would be a good practice for Villa Park. Requiring background checks might not be feasible as the Village has typically charged \$500 for a background check and it is a lengthy process. If the Village wants to require background checks, they should be required during initial licensure, and could be waived at the discretion of the Village Manager during license renewal. The Village should also require a certificate of liability insurance to protect the Village.

Food Truck Courts

Villa Park would be in a unique position if it were to permit food truck courts as most communities nearby have regulations to prohibit food truck courts. If the Village wants to allow food truck courts, Staff recommends requiring a Special Use Permit so that each proposed location can be evaluated on a case-by-case basis. It is also recommended that the Village require food truck courts to have a portable restroom (trailer-based and not a “port-o-john”), a grease trap disposal plan, and electric connections for each designated truck stall to minimize noise and pollution.

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Appendix A

	Downers Grove	Schaumburg	Evanston	Oswego	Long Grove
Number of Trucks on a Lot	3	3	1		
Price of Permit	\$100	\$50	\$500, \$250 if after July 1	\$100 application fee, \$50 each additional, \$40 background check	\$100, fee waived if associated with a licensed business in town
Location	500 ft of any restaurant, school, event	No distance, only commercial and industrial zoning	100 ft from a restaurant, 500 ft from festival, 500 ft from school, 100 ft from park	Specific streets named, 200 ft from schools, prohibited in parks unless with permission from park district, prohibitions can be waived with special events permit.	Private property, prohibited in residential districts
Hours	7am-10pm	3 hours in one location	8am-9pm	No limits for private property, Public property- 6am-8:30pm, may not be stationary longer than 90 minutes	11am-10pm weekdays, 10am-11pm weekend
County Health Department Approval	Yes	Not specified, could be because the responsibility is on the property owner to apply for the vendors they want to host on their property.	Evanston Health and Human Services	Yes	Yes
Hold Harmless	Yes		Yes	No	No
Certificate of Liability Insurance	Yes		Yes	Yes	Yes



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	Downers Grove	Schaumburg	Evanston	Oswego	Long Grove
Other License Information	10 licenses issued per year, requires background check	Permit required for property owners	Requires proof of handwashing station for employees within 200 ft	Background check required, number of licenses limited by ordinance	Conditions for using liquid propane gas, only signage affixed to the truck, no sandwich boards, no amplified music
Definition	Mobile food vehicle: A commercially manufactured, motorized mobile food unit from which ready-to-eat food is cooked, wrapped, packaged, processed, or portioned and sold for immediate consumption and open to the general public. Mobile food vehicle vendor: The owner of a mobile food vehicle, hereinafter referred to as "Vendor." Mobile food vehicle vendors do not include street and sidewalk vendors or ice cream vendors.	PEDDLER: Any person, firm or corporation, who, going from place to place, shall at retail sell, offer for sale, sell and deliver, barter or exchange any goods, wares, merchandise, food, oil, fish, fruits, vegetables, country produce or any other article or thing whatsoever or any service from a vehicle or otherwise. It shall not include a serviceman who, responding to a prior call, sells replacement merchandise.	Mobile food vehicle: A commercially manufactured, motorized mobile food unit in which ready-to-eat food is cooked, wrapped, packaged, processed, or portioned for service, sale or distribution. Mobile food vehicle vendor: The owner of mobile food vehicle or the owner's agent; hereinafter referred to as "vendor."	Mobile food service: The preparation or sale of food, beverages or other products from a mobile food vehicle/truck or pushcart. Mobile food vehicle/truck: A vehicle or trailer mounted food service used to conduct a mobile food service and designed to be readily movable. Mobile food vendor: Any person conducting mobile food services in a mobile food vehicle/truck or pushcart within the village.	"Food Truck" means a motorized vehicle that is equipped with facilities for cooking and/or preparing food and for selling such food at retail. For purposes of this definition, a motor vehicle used to deliver food from a food service establishment operating within an enclosed building to another location is not a Food Truck. "Food Truck Operator" means any person or entity: (i) offering for sale and immediate delivery any food from a food truck; or (ii) preparing food for sale in any food truck when such food is presented for sale within a



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					Sponsoring Venue.“
	Downers Grove	Schaumburg	Evanston	Oswego	Long Grove
Definition (Cont'd.)		VENDOR: Any transient or itinerant merchant who engages in the business of selling goods, wares or merchandise from a motor vehicle or temporary structure to the general public on more than an occasional basis.		Pushcart: A nonmotorized unit limited to serving nonpotentially hazardous foods or commissary wrapped food maintained at proper temperatures.	Sponsoring Venue” means private property comprised of a zoning lot or two or more contiguous zoning lots within any zoning district of the Village (but excluding the R1, R2, and R3 Zoning Districts). Venue Sponsor: The legal or beneficial owner(s) of any Sponsoring Venue upon which a food truck operator is authorized by such Venue Sponsor to operate a Food Truck for purposes of serving patrons of such lot and others; or the permittee for a special event to be held in the Village, provided that such special event obtains a permit that expressly authorizes the use of food truck operators at specified locations within the Village.



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	Pingree Grove	Rantoul	East Dundee	Cary	Antioch	Glendale Heights
Number of Trucks on a Lot				No more than 2 trucks downtown each day		1
Price of Permit	\$150 annual, \$50 monthly	\$100 per month	\$150 annual	\$50/Daily	\$50 annual	\$500
Location	Where permitted zoning use in the district. No publicly owned property except with permission from Village Manager	Mobile food trucks shall be allowed to operate on any non-residential zoned property, and shall also be allowed to operate in designated on-street public parking spaces in the downtown area, 200ft from restaurant unless written permission, 500 ft from event, unless written permission.	Food trucks can only operate within the parking lot of the hosting business. Food trucks may not park on streets. At a business, may only operate during the business open hours.	Only downtown, provides a map of 2 specific locations.	100 ft from a restaurant, school, park, or library, without written consent.	Food trucks shall not be parked on the premises from which they operate under license during the time period after end-of-the-day clean-up and before the permitted set-up time on the next intended day of operation. Private residential events for 1 day, 1 truck, not obstructing traffic does not need permit.
Hours	9am-Sunset	6am-9pm	10am-8pm or sunset, whichever is earlier, Fri-Mon	6am-10pm		7am-9pm, Setup and clean up one hour before and after
County Health Department Approval	Yes	Yes	Yes	Yes	Yes	Yes
Hold Harmless	No	No	No	No	Yes	Yes



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	Pingree Grove	Rantoul	East Dundee	Cary	Antioch	Glendale Heights
Certificate of Liability Insurance	Yes	No	Yes	Yes	Yes	Yes
Other License Information	Under 1 hour, no license required, trash receptacle required	Provide trash receptacle, only signage on truck, may not park overnight on same lot it operates from, also requires Transient Merchant License.	Pushcarts are strictly prohibited. Vendors are not allowed to use tents. Sworn statement saying they have not been convicted of a felony.	Conditions for using liquid propane gas, provide trash receptacle, no tables.	It is strictly prohibited for any mobile food vehicle to be permanently located at any single location.	Provide garbage receptacle, festival and farmers market under temporary use permit.
Definition	FOOD OR BEVERAGE VENDING VEHICLE: A vehicle from which the retail sale of food or beverage for human consumption is conducted (including ice cream vehicles).	"Mobile food truck" shall mean a self-contained food service operation, located in a readily movable, motorized, wheeled, or towed vehicle, used to store, prepare, display, or serve food intended for individual portion service.	FOOD TRUCK: A Vehicle or trailer-mounted food establishment from which the retail sale of food or drink for human consumption is conducted, and is not equipped with permanent potable water, wastewater, or electric connections, and which is designed and operated to be readily movable.	Mobile Food Truck means any motorized vehicle that is equipped with facilities for cooking, preparing, and selling food. Food Truck Operator means a person or entity engaged in the business of operating a food truck from place to place within the Village.	MOBILE FOOD VEHICLE: A commercially manufactured, motorized mobile food unit from which ready-to-eat food is cooked, wrapped, packaged, processed, or portioned and sold for immediate consumption and open to the general public.	FOOD OR BEVERAGE VENDING VEHICLE: A vehicle from which the retail sale of food or beverage for human consumption is conducted (including ice cream vehicles).



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	Pingree Grove	Rantoul	East Dundee	Cary	Antioch	Glendale Heights
Definition (Cont'd.)			FOOD TRUCK OPERATOR: Any person who physically operates a food truck for purposes of vending. VENDING: The act of selling, or offering to sell, any food or beverage for human consumption from a food truck or pushcart.	Food Truck Operator means a person or entity engaged in the business of operating a food truck from place to place within the Village.		



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Images of Permitted Food Truck Locations Based on Staff Recommended Regulations



Figure 1- S. Euclid St. and E. St. Charles Rd.



Figure 2- N. Ellsworth Ave. and E. North Ave.



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Figure 3- N. Biermann Ave. and W. St. Charles Rd.



Figure 4- W. Park Blvd. and S. Cornell Ave.