



Agenda
Village of Glen Ellyn
Special Joint Village Board and Plan Commission
Workshop Meeting
Monday, August 18, 2025
7:00 PM
Glen Ellyn Police Department, Community Room

Meeting Procedures Statement

Visitors are most welcome to attend all meetings of the Village Board and can find copies of the Agenda at the meeting or online at www.glenellyn.org prior to the meeting. Meetings are taped and also televised on WideOpenWest Channel 6, AT&T Channel 99, and Comcast Cable Services Channel 10. Any individual with a disability requiring a reasonable accommodation in order to participate in a meeting should contact The Village of Glen Ellyn ADA Coordinator, 630-469-5000, at least five (5) business days in advance of the next scheduled meeting. All matters on the Agenda may be discussed, amended, and acted upon.

- A. Call to Order**
- B. Pledge of Allegiance**
- C. Roll Call**
- D. Audience Participation**

- 1) Open:

Members of the public are welcome to speak to any item not specifically listed on tonight's agenda for up to (3) three minutes. For those items which are on tonight's agenda, the public will have the opportunity to comment when the item is discussed. Please complete the Audience Participation form and turn it in to the Village Clerk. It is requested that one spokesperson for a group be appointed to provide comment for the entire group. When recognized, please step to the microphone and state your name and provide your comment. Individuals wishing to address the Board shall exercise proper decorum and respect for the proceedings and the business of the Village Board, and shall refrain from abusive demeanor and language. The practice of ceding time to other speakers shall be prohibited, except in the discretion of the presiding officer of the meeting. Public officials are not obligated to respond to questions.

- E. Planning Presentation**

- 1) Discussion of Plan Commission Public Hearings and Rules of Procedure
(Community Development Director Henaghan and Village Attorney Stephanides)

- F. Comprehensive Plan Discussion**

- 1) Discussion of Comprehensive Plan Implementation (Community Development Director Henaghan)

- G. Other Business**

- H. Reminders**

- 1) Village Board Meeting, Monday, August 25, 2025 at 7 pm in the Galligan Board Room

- I. Adjourn to closed executive session for the purpose of discussing the selection of a**

person to a vacancy in a public office pursuant to 5 ILCS 120/2(c)(3), not to return to open session



**Glen Ellyn Village
Board**

535 Duane Street
Glen Ellyn, IL 60137

Meeting 8/18/2025 7:00 PM
Department: Community Development
Department Head: Jennifer Henaghan
Category: Discussion Item
Prepared By: Jennifer Henaghan

**AGENDA ITEM (ID
2025-685)**

DOC ID: 2025-685

Discussion of Plan Commission Public Hearings and Rules of Procedure (Community Development Director Henaghan and Village Attorney Stephanides)

Statement of the Issue:

Staff will lead a brief discussion of the roles of the Plan Commission and Village Board as they relate to public hearings. Staff will also present draft Rules of Procedure for the Plan Commission, to be discussed and adopted by the Plan Commission at a future meeting.

Analysis:

Budget Impact:

N/A

Contribution to Strategic Plan

Strategic Priority: Effective Governance; Action Item: Effective Village Board and Board/Commission process and meetings.

Action Requested:

Discussion only

Attachments:

1. Presentation Slides
2. Plan Commission Draft Rules



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Agenda

Role of the Plan Commission
Plan Commission Public Hearings
Standards
Application of Standards
Public Hearings
Village Board Action
Due Process
Draft Rules of Procedure

2

What is the Role of the Plan Commission?

The Plan Commission is advisory in nature

2-4-5. Duties.

(A) To review the Comprehensive Plan of the Village, and to prepare and recommend changes to the Comprehensive Plan to the Village Board of Trustees.

(B) To hold public hearings, make written findings of fact and submit the same with recommendations to the Village Board on those matters identified in title 10, chapter 10.

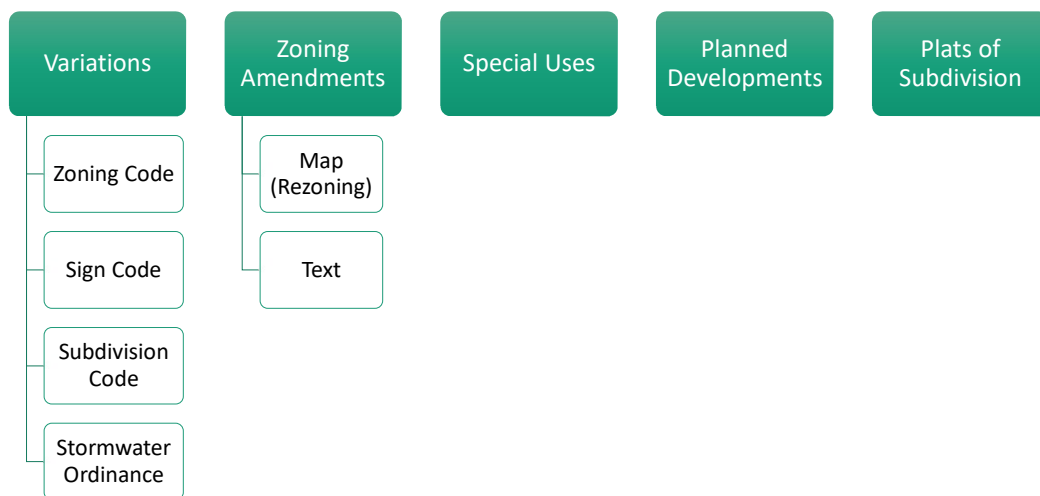
(C) To hold public hearings, make written findings of fact and submit the same with recommendations to the Village Board of Trustees on applications for variations from regulations of the Sign Code.

(D) To study the provisions of the text of the Zoning Code and review the zoning map pursuant to the Zoning Code, from time to time but not less frequently than annually, so that this chapter and the map pursuant thereto may be duly filed and updated annually.

(E) To act on all matters referred to it by the Village Board or upon which it is required to act under the Zoning Code and Subdivision Regulations Code as may be amended from time to time.

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Plan Commission Public Hearings



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Required Standards for Variatoinis

Zoning Code	Sign Code	Subdivision Code	Stormwater Ordinance
• No reasonable return/will not alter character – or- • Unique circumstances	• Complies with statement of purpose • Unique circumstances/Not generally applicable • Not injurious • No adverse impact on character • Will not endanger public health, safety, or welfare	• Not injurious/Will not endanger public health, safety, or welfare • Unique circumstances/Not generally applicable • Hardship	• Will not alter character • Hardship • Minimum necessary variation • Unique circumstances • Exceptional development

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Additional Considerations for Variations

Zoning Code	Sign Code	Subdivision Code
• Hardship • Not generally applicable • Not based upon financial gain • Not created by applicant • Not detrimental or injurious • Variation will not result in negative consequences • Variation is the minimum variation possible • Doesn't compromise PUD	• Not based upon financial gain • Hardship not created by applicant • Variation is the minimum variation necessary • Property cannot yield a reasonable return without variation	• Will not alter essential character • Not based upon financial gain • Will not impair property values, increase traffic, or increase public expenditures • Variation is the minimum variation necessary • Hardship not created by applicant

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Standards for Zoning Code Variations

No variation may be granted except in cases where there are practical difficulties or particular hardship...and unless the Board finds:

1. That the property in question **cannot yield a reasonable** return if permitted to be used only under the conditions allowed by the regulations governing the district in which it is located; and that the variation, if granted, will not alter the **essential character** of the locality; or
2. That the plight of the owner is due to **unique circumstances**; and that the variation, if granted, will not alter the **essential character** of the locality.

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Standards for Zoning Code Variations

Additional Standards to be Considered

1. Hardship
2. Not generally applicable
3. Not based upon financial gain
4. Not created by applicant
5. Not detrimental or injurious
6. Variation will not result in negative consequences
7. Variation requested is the minimum variation possible
8. Doesn't compromise PUD

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Standards for Special Uses

Section 10-10-14(E)

- Comprehensive Plan recommendations
- Compatibility of the character of the area
- Will not be hazardous or disturbing
- Will be served adequately by essential public services
- Will not be detrimental economically to the Village
- Will not be detrimental to the general welfare
- Will not create undue interference with traffic
- Will not increase the potential for flood damage
- Will not result in the destruction of important community features

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Planned Development Evaluation Factors

Factors affecting the community as a whole:	Factors affecting the neighborhood:	Factors affecting the development itself:	Factors affecting the development procedures:
1. Proposed use(s) 2. Intensity of use 3. Traffic 4. Noise and odors	1. Heights 2. Front, side and rear yard definitions and uses at the development periphery	1. Bulk 2. Gross building areas 3. Area ratios and the designation of the land surfaces to which they apply; 4. Spaces between buildings 5. Common open areas and/or recreational facilities 6. Width of streets in the development 7. Building setbacks 8. Off street parking and loading facilities	1. Development phasing 2. The time required to complete the development and its various stages or phases 3. Streets, lighting, parking or other improvements being performed by the Village, which may affect the development

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Standards for Text & Map Amendments

Section 10-10-13(E)

- Existing uses and zoning classification
- Suitability of the property to the permitted uses
- Trend or development in the general area
- Comprehensive Plan recommendations
- Length of vacancy
- Extent to which property values would be diminished

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Application of Standards

There is no right to zoning relief under the law.

1. Whether to grant zoning relief is a legislative decision.
2. Courts defer to legislative decisions of a public body.
3. Courts apply a rational basis test .

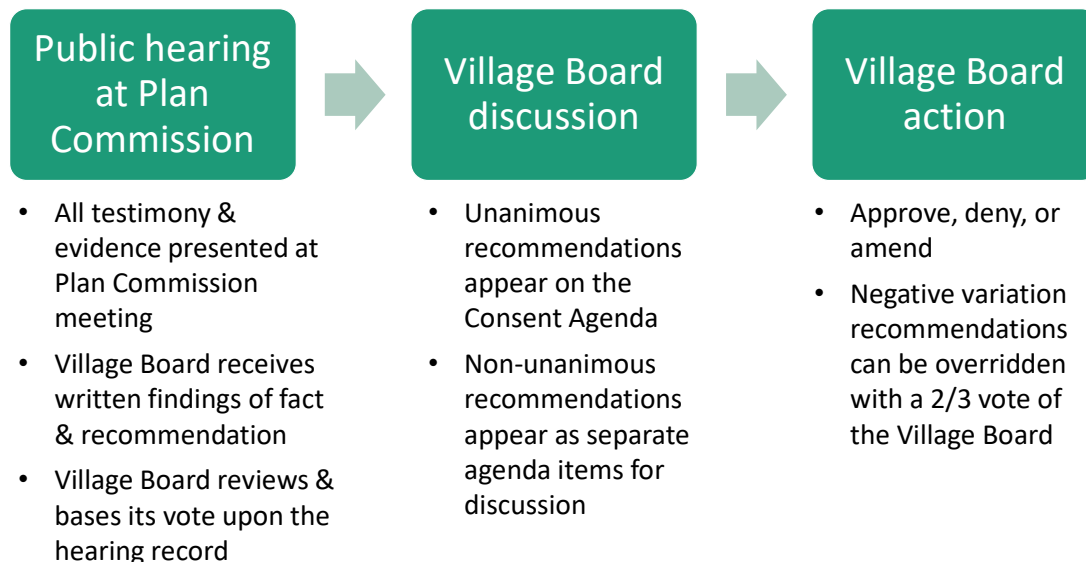
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Public Hearings

1. **Section 10-10-12(J) of the Village's Zoning Code:** No variation shall be granted except by ordinance duly passed and approved by the President and Village Board after public hearing and written findings of fact and recommendation from the Zoning Board of Appeals. This is consistent with Section 11-13-5 of the Illinois Municipal Code, 65 ILCS 5/11-13-5.
2. **Section 10-10-13(D):** The Plan Commission shall hold public hearings on applications for text and map amendments. This is consistent with Section 11-13-14 of the Illinois Municipal Code, 65 ILCS 5/11-13-14.
3. **Section 10-10-14(C):** The Plan Commission shall hold public hearings on applications for special use permits. This is consistent with Section 11-13-1.1 of the Illinois Municipal Code, 65 ILCS 5/11-13-1.1.
4. **Section 10-10-15(C)(5):** The Plan Commission shall hold public hearings on applications for a preliminary plan for a planned unit development. Such applications are considered special uses.
5. **Section 11-3-4(B) of the Village's Subdivision Regulations Code:** As part of the review process, the Plan Commission shall hold a public hearing at such time and place as shall be established by the commission.

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Village Board Action



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Due Process

1. For the applicant
2. For members of the public
3. Impartiality
4. Ex parte communications

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Draft Rules of Procedure

1. Rules of Procedure are authorized by the Illinois Municipal Code, 65 ILCS 5/11-13-22, and Section 2-4-4(F) of the Village Code.
2. Draft Rules of Procedure
 - A. General Provisions
 - B. Members and Duties
 - C. Meetings
 - 1) Open Meetings Act
 - 2) Robert's Rules of Order
 - D. Public Hearings
 - E. Amendments to Rules

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Questions?

**PLAN COMMISSION
OF THE VILLAGE OF GLEN ELLYN, ILLINOIS**



RULES OF PROCEDURE

ADOPTED ON _____, 2025

1. GENERAL PROVISIONS

1.1. The Rules of Procedure adopted herein ("Rules") by the Plan Commission ("Commission") shall govern the Commission's meetings and public hearings. In the event any Rule herein conflicts with a requirement of state law, the Glen Ellyn Village Code or Glen Ellyn Zoning Code (collectively referred to as "other requirement"), the other requirement shall govern and control.

1.2. These Rules are adopted as a supplement to the applicable provisions of the Illinois Compiled Statutes, the Glen Ellyn Village Code ("Village Code"), the Glen Ellyn Zoning Code ("Zoning Code"), and any ordinances, resolutions, or rules adopted by the Village Board as they relate to the Commission.

1.3. These Rules are adopted pursuant to the authority granted by Section 2-4-4 ("Meetings") of the Village Code.

2. MEMBERS AND DUTIES

2.1. The Commission Chair is appointed by the Village President with the advice and consent of the Board of Trustees. The Chair shall preside at all meetings and hearings of the Commission, shall administer oaths to witnesses or authorize the administration of oaths, and shall decide all points of order or procedure.

2.2. In case of the absence or disability of the Chair, an Acting Chair shall be nominated by the Commission and a motion shall be adopted to appoint the Acting Chair. The Acting Chair shall perform all the duties and exercise all the powers of the Chair.

2.3. A quorum for a meeting of the Commission shall be four (4) members who are physically present for a meeting. Electronic attendance at a meeting shall be governed by the rules adopted by the Village President and Board of Trustees on _____, 2025.

2.4. Any Commission member who has a proprietary interest, or other conflict of interest, in any matter before the Commission shall not vote thereon and shall remove themselves from any meeting or hearing at which said matter is under consideration. If more than three (3) Commission members remove themselves from a hearing, the Board shall refer the matter to the Village President and Board of Trustees for direction.

2.5. Any person appearing before the Commission is prohibited from communicating with the Commission's members about matters before the Commission outside of Commission meetings. If a member receives such an "*ex parte*" communication, it must be made part of the public record by the member who received the communication. Failure to adhere to this Rule by any person appearing before the Commission may result in the member who received the *ex parte* communication having to recuse themselves from a hearing or result in the dismissal of an application.

3. MEETINGS

3.1. Regular Commission meetings shall be held on the fourth Thursday of every month at 7:00 P.M., or such other days and/or times as determined by the Commission, in the Galligan Board Room of the Civic Center or other noticed place, unless such day shall be a recognized holiday. Any regular meeting may be cancelled by the Commission if any case or matter is not ready to proceed, or if a quorum of the Commission is not available for a regular meeting.

3.2. A quorum shall consist of four members of the nine (9) member Commission.

3.4. All Commission meetings shall comply with the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.* All Commission meetings shall be open to the public, and no official action shall be taken except during a public meeting.

3.5. The latest edition of Robert's Rules of Order shall govern the Commission's meetings except when in conflict with the Village Code or any applicable Village ordinances, rules adopted by the Village Board, these Rules, or State law.

3.6. The order of agenda items may be modified by the Chair with the consent of the Commission.

3.7. The Rules for Public Comment adopted by the Village President and Board of Trustees on _____, 2025 ("Rules for Public Comment"), as amended, shall govern the Commission.

4. PUBLIC HEARINGS

4.1. Notice of public hearings shall be given in accordance with the Village Zoning Code and State law.

4.2. The Chair shall request a motion to open a public hearing which shall be voted upon by a voice vote.

4.3. *Continuances:* If a public hearing is to be continued, a motion to continue the hearing to a date certain shall be made which shall be voted upon by a voice vote. All continuances shall be to a date certain and no further notice shall be required. One continuance will be granted to a petitioner, if requested. Further continuances will be at the Commission's discretion. If after the presentation of the petitioner's application, other interested parties wish to have the hearing continued so that they might prepare evidence or testimony of their own concerning or in response to the petitioner's application, the Commission may grant a continuance.

4.4. At the conclusion of a public hearing, a motion to close the public hearing shall be made which shall be voted upon by a voice vote.

4.5. A record of a public hearing must be maintained in the form of minutes.

4.6. The petitioner, or the petitioner's authorized representative, must be present at the public hearing. Whenever a petitioner or the petitioner's representative fails to appear, the Commission may choose to dismiss the application. Dismissal for a failure to appear is not a determination on the merits and shall not bar the filing of a new application.

4.7. Each person speaking at a public hearing shall be sworn in as a witness and shall identify themselves and provide their address. A speaker may choose to decline to provide their address.

4.8. Petitioners or objectors may present witnesses for direct questions. The Commission may limit the number of witnesses whose testimony is cumulative or not relevant to a matter before the Commission.

4.9. Cross-examination of witnesses shall be permitted, provided that the Chair may limit redundant questions and make other limitations based on relevancy. The examination of a witness shall not be used by a questioner to offer testimony or evidence of the questioner.

4.10. The Chair may require a preliminary statement of the nature of the evidence proposed to be elicited from a witness.

4.11. All questions or statements from the floor must be directed to the Chair.

4.12. Public comment and testimony shall take place in accordance with the Village's Rules for Public Comment.

4.13. Upon the close of a public hearing, the Commission shall deliberate on an application and shall vote to either recommend to the Village Board that an application be approved or denied by a majority vote of those members in attendance. The Commission must conduct its deliberations and vote in a public session.

4.14. Upon the adoption of a motion to either recommend approval or denial of an application, the Commission shall adopt written findings of fact and a recommendation based upon the Commission's adopted motion by a majority vote of those members in attendance.

4.15. Commission members who are absent for one or more hearing sessions may vote on the Commission's recommendation and the adoption of written findings of fact and recommendation if they affirm that they have either listened to the audio of the proceedings and reviewed the evidentiary materials or read the draft meeting minutes and reviewed the evidentiary materials.

4.16. If a petitioner wishes a court reporter to be present at a hearing, the petitioner must engage the court reporter at the petitioner's cost. The Village shall audio record hearings.

5. AMENDMENT TO RULES

5.1. These Rules may be amended by a vote of four (4) members of the Commission at any regular meeting of the Commission.



**Glen Ellyn Village
Board**
535 Duane Street
Glen Ellyn, IL 60137

Meeting 8/18/2025 7:00 PM
Department: Community Development
Department Head: Jennifer Henaghan
Category: Discussion Item
Prepared By: Jennifer Henaghan

**AGENDA ITEM (ID
2025-686)**

DOC ID: 2025-686

Discussion of Comprehensive Plan Implementation (Community Development Director Henaghan)

Statement of the Issue:

Staff will present information related to Chapter 8 of the Village of Glen Ellyn Comprehensive Plan.

Analysis:

In advance of the Village's upcoming strategic planning and Zoning Code update, staff will summarize the implementation action steps that were adopted as part of the Village's 2023 Comprehensive Plan.

Budget Impact:

N/A

Contribution to Strategic Plan

Strategic Priority: Effective Governance; Action Item: Successful growth, development, annexation & business retention.

Action Requested:

Discussion only

Attachments:

1. 08-18-2025 Comp Plan Presentation Slides

VILLAGE OF *Glen Ellyn* ILLINOIS



COMPREHENSIVE PLAN IMPLEMENTATION DISCUSSION August 18, 2025

Jennifer Henaghan, Community Development Director



1

What is a Comprehensive Plan?

VILLAGE OF GLEN ELLYN
COMPREHENSIVE PLAN
ADOPTED AUGUST 28, 2023 | PREPARED BY HOUSEAL LAVIGNE WITH ASSISTANCE FROM KLOA

Residential
Areas

Commercial
Areas

Subarea Plans

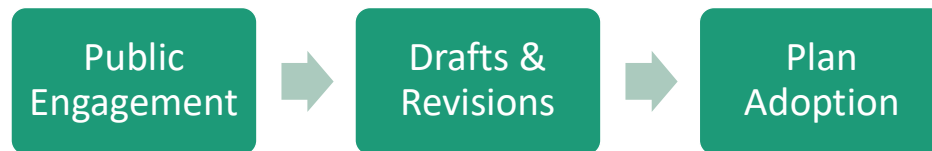
Community
Facilities

Transportation

Parks,
Recreation &
Open Space

2

How was the 2023 Comprehensive Plan adopted?



3

Chapter 8: Implementation

Category

Parks, Recreation & Open Space

Strategy

Address Park Needs

Preserve &
Enhance
Resources

Action

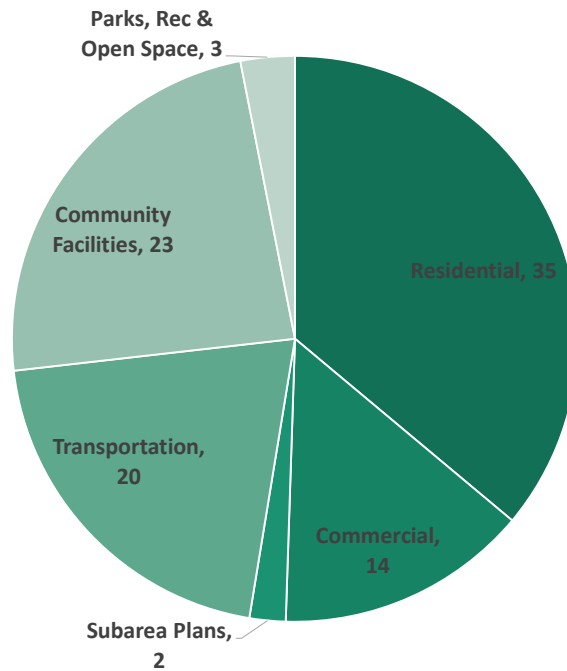
Enhance Village Links &
Reserve 22 by completing
long range plans and
investing regularly as
appropriately

Partner with the Park
District on building an
event & park space at US
Bank & enter into lease
agreements with the Park
District for Panfish Park

Enhance sustainable
building practices, reduce
pollutants, reduce vehicle
emissions, reduce landfill
waste, & educate
residents to make
sustainable choices

4

Recommended Actions



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Prioritization

Highest

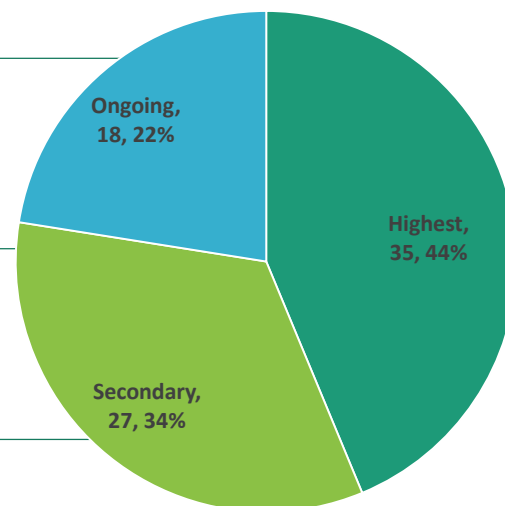
- Immediate impact
- Easily completed
- Prerequisite for long-term project

Secondary

- Long-term projects
- Indirect impacts to quality of life
- Require other projects to be completed first

Ongoing

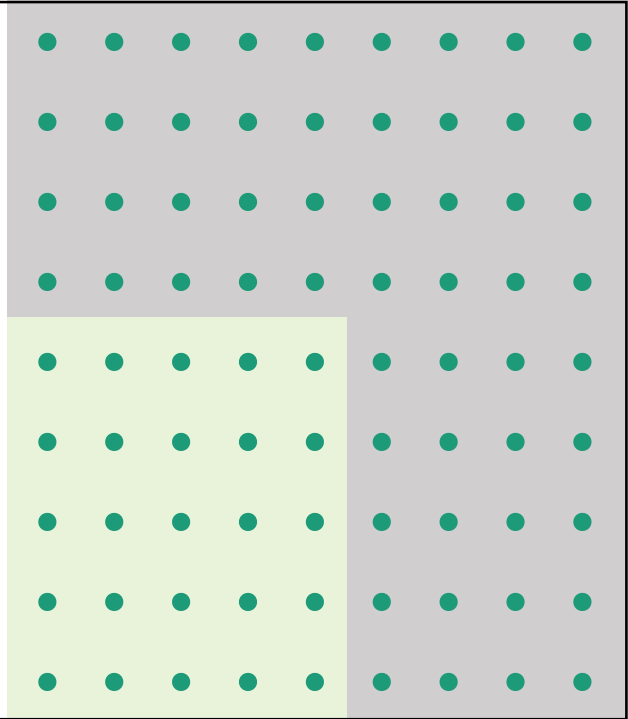
- Actions that have begun
- Changes in policy



6

81 actions

- 25 related to zoning
- 56 others



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Questions?

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