



Agenda
Village of Glen Ellyn
Zoning Board of Appeals Meeting
Tuesday, October 7, 2025
7:00 PM
Civic Center, Galligan Room

Individuals with disabilities who plan to attend the hearing and who require certain accommodations in order to allow them to observe and participate, or who have questions regarding the accessibility of the meeting or facilities, are requested to contact the Village at least 24 hours before the meeting.

- A. Call to Order**
- B. Public Comment**
- C. Approval of the Minutes**
 - 1) Approval of the Minutes of the September 2, 2025, special meeting of the Zoning Board of Appeals.
 - 2) Approval of the Minutes of the September 9, 2025, regular meeting of the Zoning Board of Appeals.
- D. Old Business**
 - 1) Continuation - Public Hearing — 194 S. Ellyn Avenue - Detached Garage Variations
- E. New Business**
 - 1) Public Hearing — 445 Stagecoach Run - Eave Height Variation
 - 2) Public Hearing — 734 Meredith Place — Non-Conforming Structure Alteration Variation
- F. Other Business**
 - 1) Motion to Adopt Rules of Procedure for the Glen Ellyn Zoning Board of Appeals
- G. Chairperson's Statement**
- H. Trustee Liaison's Report**
- I. Staff Report**
- J. Adjournment**

Dear Petitioner(s) and Interested Citizens: Once a variation request has been heard by the Zoning Board of Appeals, the Board may make a recommendation and minutes of the hearing are prepared. The variation, along with the minutes, summary report and all related material, is submitted for consideration by the Village Board at a regularly scheduled Village Board meeting. To confirm exact times and dates for Village Board consideration of a project, please call 630-547-5241.



Glen Ellyn Zoning Board of Appeals
535 Duane Street
Glen Ellyn, IL 60137

Meeting 10/7/2025 7:00 PM
Department: Community Development
Department Head: Jennifer Henaghan
Category: Minutes
Prepared By: Daniel Harper

AGENDA ITEM (ID # 2025-834)

DOC ID: 2025-834

Approval of the Minutes of the September 2, 2025, special meeting of the Zoning Board of Appeals.

Statement of the Issue:

Approval of the Minutes of the September 2, 2025, special meeting of the Zoning Board of Appeals.

Analysis:

Approval of the Minutes of the September 2, 2025, special meeting of the Zoning Board of Appeals.

Budget Impact:

Contribution to Strategic Plan

Action Requested:

Approval of the Minutes of the September 2, 2025, special meeting of the Zoning Board of Appeals.

Attachments:

1. DRAFT Sept. 2 2025 ZBA Minutes

MINUTES
Glen Ellyn Zoning Board of Appeals Meeting
Tuesday, September 2, 2025, at 7:00 PM
Glen Ellyn Civic Center
Galligan Board Room
535 Duane Street

A. Call to Order and Roll Call

Roll was called.

Present: Board Members, Matthew Jones, Todd Buckton, Noureen Lakhani, Craig Pavlich and Christiane McKnight

Absent: Members Chip Miller and Peter Kelly

Also in attendance: Daniel Harper, Planning Manager and Adriana Ohl Zamora, Recording Secretary.

Due to Chairperson Miller's absence, Commissioner Pavlich nominated Matthew Jones to be the Acting Chairperson for The Zoning Board of Appeals for the meeting. Member Buckton seconded the notion. The motion was passed by voice vote 4- yes, 0 no.

Acting Chairperson Jones called the meeting to order at 7:00 PM. Acting Chairperson Jones explained the advisory nature of the Zoning Board of Appeals (ZBA) and its process for deliberation and recommendation. He described the Public Hearing protocols and announced that the meeting was being recorded.

B. Public Comment (non-agenda items)

None

C. Other Business

1. Review and Approval of the Rules and Procedure for the Glen Ellyn Zoning Board of Appeals

Motion to table until September 9, Zoning Board of Appeals meeting by Commissioner Pavlich, Member McKnight Seconded the motion. Approval to table until September 9th ZBA Meeting was passed by a unanimous voice vote.

D. Approval of the Minutes

1. Review and Approval of July 8, 2025, Zoning Board of Appeals Meeting Minutes.

Motion to Approve July 8, 2025, minutes by Commissioner McKnight, Commissioner Buckton seconded the motion and the motion passed by voice vote.

Member Buckton moved to open the Public Hearing on 365 Kenilworth Ave. Member Pavlich seconded the motion and passed by voice vote.

E. New Business

1. Public Hearing – 365 S. Kenilworth Ave., Front Yard Setback Variation

Sworn in, Daniel Harper, Planning Manager for the Village of Glen Ellyn, introduced the following variation request for 365 Kenilworth Ave.:

He described that the petitioner is proposing the construction of an approximately 240-square-foot second-story addition to the existing home on the property. The proposed addition will be within the existing footprint of the existing home, and it is proposed to have a front yard setback of 41 feet. The home is zoned R0- Residential District. The request is for approval of the following variation:

1. Section 10-4-6(D)(1) – to allow the construction of a second-story addition to an existing non-conforming single-family home to be forty-one feet (41'-0") from the front property line in lieu of the required front yard setback of fifty feet (50'-0").

Mr. Harper showed the commissioners the footprints of the home and aerial map to explain the application.

Member Questions

Chairperson Jones- the front yard setback when it was in County, it was an R3 district with a 30-foot setback? When we incorporated, they became existing non-conforming?

Daniel Harper, Planning Manager for the Village of Glen Ellyn- that was my understanding based on surrounding zoning of county lots around this area. I do not know exactly what the required front setback was in 1966 for DuPage County.

Commissioner Buckton- I thought it was odd that all these homes were annexed into Village in 1999 except this home did not apply for water connection permit until 10 years later.

Daniel Harper, Planning Manager for the Village of Glen Ellyn - Annexation agreement included a timeline agreement that the homeowner had to apply for water within a certain timeframe.

Commissioner Pavlich- I noticed 355 S. Kenilworth (house next door) was significantly newer and I asked if there were any recorded variances for that house- you found something different please share what you found.

Daniel Harper, Planning Manager for the Village of Glen Ellyn – that house was built in 2001, in 2001 R0 zoning code for the front yard setback was that that if more than 50% of block is developed, the minimum Front yard setback could either be 50 feet or could be the average of all the homes on the block that are constructed. So, homes on Kenilworth there is a front yard setback that ranged from 38-41 yard setback. The zoning code updated in 2002 which changed that requirement; with R0 it's a 50ft minimum and with R2 and R3 it provides a wiggle room, not whole block just adjacent neighbors.

Commissioner Pavich- in R2 we have a smaller minimum set back. In this case we just moved to be bigger. My second question, yard setback variance less than 20% should be eligible for administrative variations, was that considered in this case.

Daniel Harper, Planning Manager for the Village of Glen Ellyn- this is an existing non-conforming structure, and it has to be an addition to a conforming structure. That is when the administrative variation would apply.

Petitioner Jenna Lindman, Patrick Lopardo and Contractor Nicholas Crifase sworn in.

Daniel Harper, Planning Manager, explained what a practical hardship is.

Petitioner Patrick Lopardo- basically zoning is a hardship, like we said in plans it's not going into the street, sticking to what is already existing, similar to our neighbors. Tring to expand house and add walking closet.

Contractor Patrick Lopardo- Our intention here is to make home more comfortable, replace siding, repainting, new windows and roof. Will make quality of life better and increase home value

Chairperson Jones- we have understanding that you can't pick up house and move it, you don't want to tear and start all over.

No written comments received.

Member McKnight made a motion to close the public hearing Member Buckton seconded the motion.

Member McKnight made a motion to approve the Finding of Facts as presented; Member Buckton seconded the motion and passed by unanimous voice vote. Findings of fact accepted.

Deliberation

Commissioner Buckton- I really don't have anything. I hope to approve with no objection

Commissioner Lakhani- Nothing, pretty straight forward.

Commissioner Pavlich- I would vote to approve it.

Commissioner McKnight- I would vote to approve.

Chairperson Jones- I will vote to approve.

Member McKnight made a motion to close the deliberations and approve the application as presented. Member Pavlich seconded the motion and the motion with a 5 (yes) and zero (no) votes.

2. Public Hearing- 236 Sunset Ave., Side Yard Setback Variation

Sworn in, Daniel Harper, Planning Manager for the Village of Glen Ellyn, introduced the following variation request for 236 Sunset Avenue.

Petitioner has applied for a zoning variation to allow the reconstruction of a front porch with an existing non- conforming side yard setback of four feet and three inches (4'-3") in lieu of the required side yard setback of six feet and six inches feet (6'-6").

Petitioners request approval of the following variation:

1. Section 10-4-8(D)(3) – to allow an interior side yard setback of four feet and three inches (4'-3") in lieu of the minimum required interior side yard setback of six feet and six inches (6'-6") to accommodate the reconstruction of an existing non-conforming front porch.

They are proposing the reconstruction of an existing non-conforming front porch that is located four feet and three inches (4'-3") from the side property line. The proposed reconstruction will maintain the

footprint of the existing porch and will be constructed of composite materials. The pergola over the porch will also be replaced in kind with a metal pergola.

Member Questions:

Commissioner Buckton – No questions

Commissioner Lakhani- No questions

Commissioner Pavlich- what is original built date of home?

Daniel Harper, Planning Manager for the Village of Glen Ellyn -1923 according to the applicant

Petitioner Jeffrey Knight sworn in

Petitioner Jeffrey Knight- the hardship is I have a railing running into my front door that will not allow me to open it. That is basically the hardship, just trying to get in and out the front door.

Commissioner Buckton- I knew the previous owners. How long have you lived in the house?

Petitioner Jefferey Knight- Three years, the Fischers were previous owners; the neighbors still speak of them, I am trying to maintain their gardening in the front yard.

Member McKnight made a motion to close the public hearing Member Buckton seconded the motion.

Member Lakhani made a motion to approve the Finding of Facts as presented; Member McKnight seconded the motion and passed was by voice vote 5-0. Findings of fact accepted.

Deliberation

Commissioner Buckton- no problem with this I will approve.

Commissioner Lakhani- same.

Commissioner McKnight- I will vote to recommend approval.

Chairperson Jones- I am in favor as well.

Member McKnight made a motion to approve the application as presented. Member Pavlich seconded the motion and the motion with a 5 (yes) and zero (no) votes.

F. Chairperson's Statement

No statement was provided by Acting Chairperson Jones.

G. Trustee Liaison Report

H. Staff Report

Planning Manager Daniel Harper- presented the following:

1. 680 Grand basement- recommendation of denial by the ZBA was overturned by the Village Board with a vote to grant the proposed variations. Project will go forward
2. 564 N. Main Street- Backyard patio with swimming pool and pergola, approved with Village Board as conditioned by ZBA.
3. For Monday I have 2 applications:
 1. 807 Hill, lot coverage ratio, back yard patio they want to create into a 3 seasons room.
 2. 194 S. Ellen- Applicant proposing to increase height of existing detached garage.
4. MK steakhouse that is being constructed on 400 N. Main St, applying for outdoor dining license, also illuminated blade sign variation.
5. Village initiated annexation of a property on Butterfield Rd. in September.
6. RFP Draft for Zoning code update has been finished, kickoff maybe January 2026- will bring in a consultant and do a total overview of zoning codes, want to update zoning code to include graphs and graphics.
7. Village considering doing a text amendment to allow for restaurant usage in C4 zoning district

Commissioner Buckton- does that include timeline that involves ZBA and Plan commission being together?

Daniel Harper, Planning Manager for the Village of Glen Ellyn – most likely you will be together makes it a more cohesive unit.

I. Adjournment

Member Buckton made a motion to adjourn the meeting. Member McKnight seconded the motion. Meeting adjourned at 8:00PM

Respectfully submitted,
Adriana Ohl-Zamora



Glen Ellyn Zoning Board of Appeals
535 Duane Street
Glen Ellyn, IL 60137

Meeting 10/7/2025 7:00 PM
Department: Community Development
Department Head: Jennifer Henaghan
Category: Minutes
Prepared By: Daniel Harper

AGENDA ITEM (ID # 2025-835)

DOC ID: 2025-835

Approval of the Minutes of the September 9, 2025, regular meeting of the Zoning Board of Appeals.

Statement of the Issue:

Approval of the Minutes of the September 9, 2025, regular meeting of the Zoning Board of Appeals.

Analysis:

Approval of the Minutes of the September 9, 2025, regular meeting of the Zoning Board of Appeals.

Budget Impact:

Contribution to Strategic Plan

Action Requested:

Approval of the Minutes of the September 9, 2025, regular meeting of the Zoning Board of Appeals.

Attachments:

1. Draft September 9, 2025 Zoning Minutes

DRAFT MINUTES
Glen Ellyn Zoning Board of Appeals Meeting
Tuesday, September 9, 2025 at 7:00 PM
Glen Ellyn Civic Center
Galligan Board Room
535 Duane Street

A. Call to Order and Roll Call

Chairperson Miller called the meeting to order at 7:00 PM. Chairperson Miller explained the advisory nature of the Zoning Board of Appeals (ZBA) and its process for deliberation and recommendation. He described the Public Hearing protocols and announced that the meeting was being recorded.

Roll was called.

Present: Chairperson Chip Miller, Board Members, Matthew Jones, Todd Buckton, Peter Kelly, Noureen Lakhani, and Craig Pavlich

Absent: Christiane McKnight

Also in attendance: Daniel Harper, Planning Manager and Adriana Ohl Zamora, Recording Secretary.

B. Public Comment (non-agenda items)

None

Chairperson Miller moved to open the Public Hearing on 807 Hill Ave. Member Buckton seconded the motion and the motion passed by voice vote.

C. New Business

1. Public Hearing-807 Hill Ave., Lot Coverage Ratio Variation

Sworn in, Petitioners Patrick and Allison Bouchard

Chairperson Miller- Would you like to start with telling us about your project and what you are looking for?

Petitioner- sure we contracted Timber built rooms out of St. Charles to build us a 3 seasons room that is designed to take the space of our existing back. Looking for more outdoor enjoyment throughout the year. Because of the layout of the house, the design we are moving it from one side to centering it, which made it a little bit bigger. But it does not hinder any of our neighbors.

Chairperson Miller- do you have anyone else here with you tonight to speak to this?

Petitioner Patrick Bouchard- Yes, we have Mr. Ben Zell directly to the West of us and Mr. Josh Myer directly to the East of us.

Sworn in, Daniel Harper, Planning Manager for the Village of Glen Ellyn, introduced the following variation request for 680 Grand Ave.

Daniel introduced the zoning variation to the Board Members as follows:

The petitioner is Patrick Bouchard, the owner of the property at 807 Hill Avenue. He has applied for a zoning variation to allow the construction of an approximately 286 square foot addition to the rear of a two-story single-family home that would result in a lot coverage of approximately 1,890 square feet or 22% of the lot.

He explained that wood decks do not count as lot coverage, the applicants want to remove wood deck and replace it with a sunroom, which would increase lot coverage. The proposed elevations of 3 seasons room are shown to Members. Mr. Harper explained it would not affect rear setbacks, and the only overall square footage would be affected at 22%.

He stated that the petitioners request approval of the following variation from the Glen Ellyn Zoning Code:

1. Section 10-4-8(E)1 – to allow the total lot coverage ratio of the property to be 22% in lieu of the maximum allowed lot coverage ratio of 20% to allow the construction of a rear sunroom addition to an existing single-family home. The subject property is zoned R2 - Residential District and improved with a two- story single-family home.

The existing house was constructed in 1993. The existing lot coverage ratio of the property is approximately 1,608.78 square feet or 18.2% of the area of the 8,780 square foot property. The proposed 286 square foot addition would result in a total lot coverage area of 1,890 square feet or 22% of the property.

Member Questions

Member Buckton- How long have you folks owned the house?

Petitioner Patrick Bouchard- it will be 6 years

Member Buckton- So you didn't build it?

Petitioner Patrick Bouchard- no we did not.

Member Buckton- Daniel says in the item report that the property is currently nonconforming R2, is that because of a change since the structure was built?

Daniel Harper, Planning Manager for the Village of Glen Ellyn- when property constructed in 1992, there was a variation approved, under ordinance 3971 that allowed for the construction of a home on a non-confirming lot.

Member Kelly – I have no questions.

Member Lakhani- no questions for me.

Member Pavlich- If they had an actual minimum width of an R2- they would have sufficient coverage. Their buildable width is restricted by substandard lot width. As follow up question for you Daniel, Decks are included in the lot coverage ration calculations?

Daniel Harper, Planning Manager for the Village of Glen Ellyn- Decks, are not covered under lot coverage, essentially just roofed structures, when speaking of the 20%.

Member Pavlich- So theoretically, after the building of this room, they can build a deck as well.

Daniel Harper, Planning Manager for the Village of Glen Ellyn – if they were to build an additional deck around the side, they would have to meet all the side yard and rear yard setbacks and it would not count as an impermeable surface.

Member Kelly- So it does not cover lot coverage, so they are 2% over which is what is being proposed. If they stick a deck after the fact, it has zero impact.

Daniel Harper, Planning Manager for the Village of Glen Ellyn -So long as it meets all the other deck requirements.

Member Jones- Daniel, what is min lot square footage for a lot in R2 district?

Daniel Harper, Planning Manager for the Village of Glen Ellyn – the min square footage of property in R2 Zoning district is lot area of 8,712 square feet.

Member Jones- they are at 8780, so they meet the minimum lot area. If they were wider and shorter they would have same lot and be conforming?

Daniel Harper, Planning Manager for the Village of Glen Ellyn- correct.

Member Jones- that is the only question I had.

Chairperson Miller- do you have any practical, unique circumstances that you would like to talk about?

Petitioner Patrick Bouchard- only lot being smaller than the average lot and main purpose is to use more throughout the year. Maintaining the deck is problematic, moldy and mildewy. Looking for more space for our family. If the lot was straight, we would not be having this meeting.

Member Pavlich- I just want to clarify for the rest of the group what Chip was getting at, we have in the zoning variation standards, outlined some goals that we are trying to check boxes on. *Member Pavlich read the goals to the board members and petitioner.* Explained that we needed to establish the first of the read goals and the remaining would be evidence to support.

Petitioner Bouchard- our neighbors can speak to this but we are not affecting our neighbor's views, for our unique circumstance is the strange lot size which cannot be changed. Mr. Zell's house extends further but it does not affect their view. We talked about the ration and permeable surface, and should not affect pavement. If you look at the survey, you can see that we are doing the work in the back and that is the most affected part of the house by the situation of the lot.

Member Buckton- you guys refer to this as year-round but the report says it is 3-season, so is it year-round of 3-season?

Petitioner Patrick Bouchard- 3 season room or 9-month.

Neighbors Ben Zell and Josh Myer (813 Hill) sworn in

Neighbor Josh Myer-West side neighbor, 813 hill neighbor- I have been a Glen Ellyn resident for the last six years, living at the same property. We are certainly very supportive of the project, my understanding Patrick was that if you made it smaller, and had it shifted around, it would affect the flow of the kitchen and would maybe start to look at a kitchen remodel as well. That was the comment I was going to add, we are very supportive.

Neighbor Ben Zell- I live to the west of them, 387 Bryant Ave., their deck extends, my kitchen is a little bit further, so we have no objection, and we support it.

Seeing no further questions from the Board, Chairperson Miller asked a motion to close the public hearing.

Member Jones made a motion to close the public hearing Member Lakhani seconded the motion. Roll call was called and the motion passed 6 (yes) 0 (no).

Deliberation

Member Buckton- Glen Ellyn has lots of lots that do not conform, having 22% does not bother me, I think it is a fine project so I will be voting for it

Member Kelly- I have no problem with this other than we need side bar with our Planning Director for a de minis issue once again, this is something that he could have handled

Member Lakhani- I am a yes

Member Pavlich- I am also supportive, I visited the property, a couple of notes on the property, when you walk around, they have a very steep backyard that limits the structures that you can put on it. It is very apparent that this will be transparent to the neighbors, you will not notice the addition. I think it does not interfere with the neighborhood at all. It is a good move so I will be voting for it.

Member Jones- I will be a no, my problem is that there really is no hardship, the front of your property is extended because of the way that the road is, you gain more square footage but as it goes back it is the same width from front to back once you get to sidewalk. Really there is no hardship or unique circumstance to provide the relief today, if you were to come down to 13 by 13, a size, I would be a yes because you are just a little bit over. But when looking at criteria for a unique circumstance or hardship, I do not see it. I am a no.

Chairperson Miller- I walked there and I walked the neighborhood and this is also not unique addition to a house in the neighborhood; there are quite a few that are very similar. Your lot is a little narrower and different than some or them, to me that was a hardship, just the size of the lot. Yes, you bought the lot that way but you also didn't really know that this was going to be a situation, so I am a yes.

Member Buckton made a motion to close the deliberation. Member Lakhani seconded the motion; roll was called passed by a unanimous vote 6 (yes) 0 (no).

A Motion to approve application on 807 Hill Ave. was made by Member Pavlich and seconded by Member Buckton the motion passed with five (5) votes yes and one (1) vote no. Member Jones in the dissent.

Findings of Fact- 807 Hill Ave.

The Zoning Board of Appeals having fully heard and considered the testimony of all those present at the hearing, including Josh Myer of 813 Hill Ave and Ben Zell from 387 Bryant Ave., and being fully advised of the premises makes the following findings pursuant to sections 10-10-12 of the Villages Zoning Code. The applicant seeks a zoning variation to allow the total lot coverage of the property be 22% in lieu of the maximum allowed lot coverage of 20% to allow the construction of a rear sun room addition to an existing single-family home. The proposed addition will follow all other zoning regulations and building regulations related to such structure. The Zoning Board of Appeals considered the following documents which were submitted including the application, plot of survey, location and zoning map, proposed construction plans as well as many of the members actually visited the property. The Zoning Variance is granted with a vote of 5 to 1; pursuant the authority vested by the statutes of the State of Illinois and the Village of Glen Ellyn Zoning Board of Appeals herby recommends to the Village of the President Board of Trustees pursuant to a vote of 5 to 1 be approved for the property located at 807 Hill Ave. Glen Ellyn, Illinois.

Motion to accept Findings of Fact by Member Buckton Seconded by Member Jones

Member Jones motioned to open the Public Hearing on 194 S. Ellyn Ave. Member Kelly seconded the motion and the motion passed by voice vote.

2. Public Hearing- 194 S. Ellyn Ave. Detached Garage Variation

Sworn in, Petitioner Dennis Sheehan, owner of 194 S. Ellyn Ave.

Sworn in, Daniel Harper, Planning Manager for the Village of Glen Ellyn, introduced the following variation request for 194 S. Ellyn Avenue.

Daniel explained that the owner of the property at 194 S. Ellyn Avenue has applied for zoning variations to accommodate the construction a proposed addition to an existing detached garage. The garage was constructed in 1964, permitted in 1964 by Village of Glen Ellyn, now existing non-conforming garage. He stated that the petitioners request approval of the following variation from the Glen Ellyn Zoning Code:

1. Section 10-4-8(F) to allow an eave height for a detached garage to be twenty feet (20'-0") in lieu of the maximum allowed eave height of twelve feet (12'-0").
2. Section 10-5-4(A)(2)(a) to allow an addition to an existing non-conforming detached garage on a property which has a total square footage for accessory structures of 1,006 square feet in lieu of the maximum allowed total square footage for accessory structures of 1,000 square feet.
3. Section 10-8-6(B)(2) – to allow an enlargement to an existing non-conforming six hundred and ninety square foot (690 sqft) detached garage which exceeds the maximum allowed square footage of six hundred and sixty square feet (660 sqft) for a detached garage.
4. Section 10-5-4(A)3 to allow for two accessory structures of the same type.

The subject property is zoned R2 - Residential District and improved with a two-story single-family home

He explained that the property owner would like to allow an eave height for a detached garage to be twenty feet (20'-0") in lieu of the maximum allowed eave height of twelve feet (12'-0"). The property currently has a 690 square foot two-car garage that is approximately 12 feet in height to the top of the ridge. Based on the historical building permit records, the garage appears to have been permitted about five years after the construction of the primary structure. The applicant is proposing to raid the roof of the existing garage to allow for a second story storage area. The maximum ridge height of the proposed enlargement would be 22 feet and would be the maximum allowed height for a garage per village code. In order to maximize the total usable area of the proposed second story, the property owner is proposing an elevated eave height of 20 feet for the expansion to allow for greater overhead space for storage.

Section 10-5-4(A)(2)(a) to allow an addition to an existing non-conforming detached garage on a property which has a total square footage for accessory structures of 1,006 square feet in lieu of the maximum allowed total square footage for accessory structures of 1,000 square feet. The proposed enlargement would be to an existing nonconforming property with accessory structures with a combined area of 1,006 square feet. Village code. Ord. 4673 was adopted in 1998, which created the restriction of limited accessory structures to a maximum total area of 1,000 square feet.

Section 10-8-6(B)(2) – to allow an enlargement to an existing nonconforming six hundred and ninety square foot (690 sqft) detached garage which exceeds the maximum allowed square footage of six hundred and sixty square feet (660 sqft) for a detached garage. The proposed enlargement would be to an existing nonconforming garage with a total area of 690 square feet. The maximum allowed area for a detached garage is 660 square feet. The 660 square foot maximum allowed area requirement appears to have been adopted by the Village between 2002 and 2005.

Section 10-5-4(A)3 to allow for two accessory structures of the same type. The property currently has two detached garages on the property. The proposed enlargement would be an enlargement to an existing non-conforming use of an accessory structure. Ord. 5035 was adopted in 2002, which created the requirement that no more than one of each type of accessory structure shall be allowed on a zoning lot unless authorized by a Special Use Permit

Combined total combined lot coverage is 13.48%

Member Questions

Member Pavlich- does that include bonuses for detached garage and accessory structures?

Daniel Harper, Planning Manager for the Village of Glen Ellyn- no it does not, that 13% is with everything combined

Member Pavlich- they could have another 500 square feet plus 100 for the shed

Member Pavlich- I am going to go from memory and quote the code that you get for every detached garage you get a 500 square foot lot coverage bonus and for additional accessory structure, that would be another 100 square feet of lot coverage bonus, so that lot coverage is maybe substantially less than 13%, maybe even 10%- just as a guess

Member Buckton- are you referring to the second garage as a shed?

Member Pavlich- It does not matter what the additional structures are, because for your total lot coverage you get 100 extra for any accessory structure and for a detached garage you get 500 additional square feet so if you were right at the limit right at 20% and you put a 500 square foot garage detached, that would be allowed provided it met all the other rules

Member Jones- Daniel for the 500 sqft bonus, for the detached garage, if his garage is 1,000 square feet is it the first 500 that counts or if it's over 500 does that bonus not count at all?

Daniel Harper, Planning Manager for the Village of Glen Ellyn – that bonus only counts to lot coverages, not the overall square footage. We are over the square footage allowed for accessory structures but we are within the lot coverage.

Member Pavlich- it does not count towards the amount of accessory structure. You can add to house but not structures

Member Jones- Is the house considered a 1 story or ranch or a 2 story?

Daniel Harper, Planning Manager for the Village of Glen Ellyn- it's a 2-story

Member Jones- So they are 20 because it's a 2 story

Daniel Harper, Planning Manager for the Village of Glen Ellyn- side elevations shown to Members, storage area shown as well, no bathroom that would indicate living situations, proposed height would meet the overall ridge height, issue is eaves. Property owner requesting 20 feet elevated eave height, would like to go vertical with garage.

Petitioner Dennis Sheehan- it's actually 16 feet, 8 to first level and 8 to the next- structural beam maybe you get to 17, not 20

Daniel Harper, Planning Manager for the Village of Glen Ellyn- Here is how I interpreted, you have 8ft to the ceiling to the top, 4 feet to the eave; oh I see what you are saying, yes you are correct.

Member Kelly- was 22 to the roof ridge?

Daniel Harper, Planning Manager for the Village of Glen Ellyn -22 to the roof ridge, 16 to the eave; I misunderstood the elevations diagram. The proposed eave height is 16 feet.

Member Pavlich- in the R2 district rules for eave height in garages there is what is called a low slopped roof provision, so when you reduce the slope of the roof, then you catch that 12ft height limitation. If you make a steeper roof, you can build it to 22 feet without a variation, just to be clear on that. Because of the low pitch of the roof, he falls under the low category instead of the standard ridge height

Member Kelly- if I want to build an A frame garage, I'm fine, can I go 22 ft?

Member Pavlich- Yes, if it's steep enough you can go the 22ft. If its flat enough, 12 ft is the max

Chairperson Miller- Is that because the steeper we go, the less is bulk it shows, there is a reason for it and a good one

Daniel Harper, Planning Manager for the Village of Glen Ellyn – yes, just to be clear I had notice for 20ft eave height based on the applicant he is correct, I see the mistake. It should be 16ft now.

Member Kelly- 12 is our code limits?

Daniel Harper, Planning Manager for the Village of Glen Ellyn-yes, 12 is our code's limits

Member Jones- if they were to attach this garage to house, would the eave and ridge height be, ok?

Daniel Harper, Planning Manager for the Village of Glen Ellyn - I believe it would be, as it would still be under the lot coverage ratio. I believe it would be, yes.

Member Jones- what would be considered attached to the house? On Main St. just north of hawthorn they ran a beam to a house to maintain original house to lower taxes?

Daniel Harper, Planning Manager for the Village of Glen Ellyn – that is an interesting question that we have ran into before, theoretically, if you ran a pergola, or something like that, I don't think we would do that. There are fire codes and things like that which you would have to be following. You get into an area that I don't have expertise in.

Member Jones- but then the eave heights would be fine? We would not need any of the variances

Daniel Harper, Planning Manager for the Village of Glen Ellyn- I believe so, yes

Member Buckton- in 1964 was the garage at 690 feet out of code?

Daniel Harper, Planning Manager for the Village of Glen Ellyn - no it was not

Member Buckton-the garage that was built in 1990, that is only 310 square feet, was code changed after 1990 that does not allow two accessory structures on that property?

Daniel Harper, Planning Manager for the Village of Glen Ellyn- yes, it was created in 2002.

Member Buckton- so when both of these structures were built, they were within code, they were both permitted by village when built

Daniel Harper, Planning Manager for the Village of Glen Ellyn – yes, they were both permitted by the Village.

Chairperson Miller- would you like to tells us a little bit about your property, why you are here and what makes your particular situation unique?

Petitioner Dennis Sheehan- Handed letters of support from neighbors. Please go to overall picture, the next house over to left, Pat Mitchell, he is my neighbor, as tall as it will be it will not interfere. If I were to pitch, house 1100 sq feet, in laws will be moving in, move things around, financial component, getting ready to retire, interest rates, too high. I am not changing anything, just grabbing roof and lifting up. I am here for more storage, family issues, and financial issues. Unfortunately, Jordan is not here tonight because I told him I would through him under the bus, when I walked in and brought picture of plot survey and explained what I want to do, and Jordan said your plot of survey is 1992, you should be grandfathered in 1992, but here I am with you guys and my architect just under \$5,000 dollars. If I would have known that I was out in these issues, maybe I would have looked in a different direction and as far as the design of this goes, I didn't take the design lightly, my yard is meticulously maintained for a reason, my architect and I drove around for a few days taking pictures of the houses and the way the double eave and single eave are so we can make this blend in as good as we possibly could, not to obstruct neighbors or bring in an eye sore into this neighborhood.

Member Jones- no questions

Member Pavlich- I don't think that I actually have any questions for you

Member Lakhani- I have nothing right now

Member Kelly- I have nothing at this point

Member Buckton- nobody asked so I am going to; are you related to the guy that your street is next to?

Petitioner Dennis Sheehan- I can't disclose that information, but I don't get a lot of tickets in Glen Ellyn if that is what you are referring to. If it helps, I did serve on our fire dept.

Member Buckton- you want to build this eave at 16 ft and code is 12, I understand that there is a difference in pitch, square footage and size. If you are denied the variation, can you still build it at 12 and be within variation if you don't get the variation?

Petitioner Dennis Sheehan -Like I said, I am willing to work with you guys. If we can come up with compromise, I will work with you guys, 12 would be basically a hallway, I can redesign as a barn type of roof but would not be esthetically pleasing

Member Pavlich- what is actual existing ridge house height?

Petitioner Dennis Sheehan – it's about 16ft, garage will probably be a little taller in full disclosure

Chairman Miller- Do you have anyone that would like to come up and speak?

Sworn in Neighbors Gianni Pesche and Patrick Mitchell

Neighbor Gianni Pesche- he covered it perfectly, I am on the other side, same lot as well- older homes with very limited storage, will not disrupt esthetic of the lot, as neighbors just showing support

Neighbor Patrick Mitchell-I live to house to north of us, we are here to support him, I look out my window and his garage is right there

Petitioner Dennis Sheehan- Patrick Mitchell only neighbor this would impact

Member Jones made a motion to close the public hearing Member Lakhani seconded the motion. Roll call was called and the motion passed 6 (yes) 0 (no).

Deliberation

Member Buckton- Mr. Sheehan, I think that obviously your neighbors like what is going on. I am going to be a stickler for this eave height, difference between 16 and 20 feet is fairly significant in my eyes. I'm sorry 16 and 12. Putting on a second story is fine. My goal would be to adhere to code; I will vote no for the variance.

Member Kelly- question; what is the existing ridge height on detached garage?

Daniel Harper, Planning Manager for the Village of Glen Ellyn-it's about 8 feet.

Member Kelly- and the ridge height will be 22?

Daniel Harper, Planning Manager for the Village of Glen Ellyn- correct

Member Kelly, my biggest concern and I certainly respect your condition is offering a variance in this case is permitted if and only if we are bringing the structure into conformance, we are taking it further out of conformance it seems to me, do I have that right

Daniel Harper, Planning Manager for the Village of Glen Ellyn -We have existing non-conforming- village code would not allow us to do any kind of modification or anything like that, if it's not brought into conformance so this is a variation to do an addition to the garage to an existing non-conforming structure

Member Buckton-But at the end of the day, it sounds to me like we were taking an existing non-conforming structure and making it even less conforming, in terms of height, eave height, density.

Daniel Harper, Planning Manager for the Village of Glen Ellyn- in terms of eave height yes

Member Buckton- I am not going to speak for anyone else but as far as I am concerned, I would never ask the petitioner to reduce the square footage of structure to 600 square feet, right?

Member Kelly- As much as I respect the problems you are having, I just don't see sufficient hardship such as a corner lot where in you have a difficult time with lot coverage because of shape of lot- I am not seeing it here at this point, my vote will be no.

Member Lakhani- I agree, it feels like this is moving to something more nonconforming than allowed, in terms of being able to see the hardship it does not completely comply with all the guidelines that we have, I respect what needs to get done, I feel like maybe there could be another way to explore this. Also, a little bit difficult for me to approve this.

Member Pavlich- I am the most pro garage but that said, I have to agree with the rest of the board, I think you have a valid problem and need. But I don't think we have well considered all of the other design options, that could reduce the increase in variance that we are seeing for this particular solution. I ask about how much square footage we had, to see if an attached solution could create an addition, Dormers in garage, that is where I would look to try to work with the Village to try to come up with designs that would reduce the scale and number of variances that would be required for this project.

Petitioner Dennis Sheehan- I actually do have two dormer designs, that is kind of what I also looked at because the two other smaller eaves do fit under the 12 feet.

Member Pavlich- I will have to look at that separately to be fair, when we approve a project like this, other people will see this and will say, I see this garage and I want the same and we as the Village end up having to answer that question and the other catch is I know that the Board of Trustees is kind of anti-garage, so we have to come with a pretty openly compelling, something that is going to sail because if we don't have a unanimous vote, I don't know if it is getting through the Trustees anyway.

Petitioner Dennis Sheehan- I did drive around Glen Ellyn; I should have brought pictures in because there are garages that are way after code change that are way larger. My next question would be, how do I continue with the project.

Member Kelly- If I may interject, when you spoke to architect, did they offer any other options?

Daniel Harper, Planning Manager for the Village of Glen Ellyn- just on a note on the dormers, is that the total width of the dormer, they shall not exceed 25 percent length of building

Member Kelly- what he or she is proposing here complies with code?

Petitioner Dennis Sheehan- yes

Member Kelly- it's not the sexiest design but I think it is properly plotted

Chairman Miller- that is also how code winds up changing when things become unpalatable but meet the code

Member Jones- Daniel, you said dormer can't exceed 25% of width of wall, can you have more than one dormer on each side?

Daniel Harper, Planning Manager for the Village of Glen Ellyn - yes, he can have more than one dormer on each side, no dormer shall be greater than 8 feet in width from the outside of the walls space between dormers must have a min of 5 feet. Width of all dormer's shall not exceed 25%

Member Jones- if he reduces dormer to 25%, then he can keep eave height at 20 or 16 feet, correct?

Petitioner Dennis Sheehan- could we split difference and go 14 ft? Would you be opposed to that?

Member Jones- Not in favor of project but ok with sections of 2, 3 and 4, I would recommend that we break them out and vote.

Chairperson Miller- I am also a no, in your neighborhood I didn't see anything similar,

Petitioner Dennis Sheehan- instead of having double dormer, I can drop to 14 ft and split difference, and look into sprucing up a little. Ridge height will stay at 22. *Petitioner was speaking with Commission and attempting to negotiate a plan that would be agreeable with the Members.*

Member Pavlich- having ridge height for a house increased, will be a sticking point for the Board of Trustees, we need a better visualization of how this will look when done.

Chairperson Miller- at this point you are not unanimous, you have two options, because I don't think we will come to an agreement right now, so you can let us vote or you can come back October 7th,

Daniel Harper, Planning Manager for the Village of Glen Ellyn – The board will meet again on October 7th; I'll give you a 3rd option which will be a split vote of approving variation requests 2-4 to allow for new construction onto garage as long as everything else is within code and then you can do a separate vote on condition 1 for eave height.

Chairperson Miller- I think a cleaner version would be to have to have Mr. Sheehan pull the proposal

Member Jones- would you be willing to bring that from 16 down to 14, can you bring dormer in to 50%?

Petitioner Dennis Sheehan- I want to know exactly required, be as close as we can with the compromises so that I can move forward with the architect?

Member Jones- would you be willing to bring it down to 14, peak at 22

Petitioner Dennis Sheehan- Well I can bring it down to 14 and I can take the peak at 22 and possible get to 20 and still get what I want.

Member Buckton- I agree the board might be, see issue with peak but not ZBA with peak at 22, I don't have any problem with it.

Member Jones- if he was 14feet, and dormer at 50% instead of where it is right now, I would be ok with it, question is would everyone else?

Member Buckton- does that open up another can of worms Daniel, that now we have a dormer at 80% and not 25%

Petitioner Dennis Sheehan- I could remove dormer

Member Buckton- if this was 13.3 inches instead of 12 could it go through an administrative?

Daniel Harper, Planning Manager for the Village of Glen Ellyn - not for an eave height.

Chairperson Miller- how do you feel about the changes you have made with 14ft?

Member Buckton- again I am a code guy but having said that, I want to help Mr. Sheehan out, I can do 14 but I don't know if the Village or the Board will.

Member Kelly- I appreciate your willingness to compromise, I probably still want to see it, the geometry, conceptually I would be good.

Member Lakhani- I would be ok with that too; I think it would make sense.

Member Pavlich- if this was 660 square foot garage everything would be allowed except for eave height. Initial reaction would be that is a huge garage and we don't like it. We have to make clear that this could be done anyway, try to make pitch to minimize negative impact. Would you consider converting this to an attached system like we talked about? Is that out of budget for you?

Petitioner Dennis Sheehan- It's not a budget issue, it's a tax issue, once it becomes an attached garage, in 5 years I will be reassessed and that would increase tax

Member Pavlich- assessments are made based on estimated value of the house.

Petitioner Dennis Sheehan- once it becomes attached, the value will go way up, right now it's not attached.

Member Kelly- You don't have mechanical or plumbing, do you; I can't imagine an assessor would look into this as a livable space.

Member Pavlich- you probably will face assessment because assessor will look at permits pulled represent this with additional views of the house. I am just asking what will you be willing to consider. I want to give you guys the best chance to get through. I think we need to come back and represent this with additional views of the house, represent this and try to minimize variations.

Chairperson Miller- I am still struggling with this, the practical difficulties, what is unique about this, looking at everything I am still struggling with it. I am not sure what you can do at this point to change it.

Member Jones- if you are concerned about taxes, go to Milton Township in Wheaton and any of the assessors can explain to you what will happen, in a way we are assuming what could happen. Like I said, I am fine with items 2 through 4, if we have a compromise that everyone speaks about.

Chairperson Miller- where are you with his proposed changes?

Member Jones- if he went 14ft across, I think that is a good compromise, I would approve. I still struggle with the hardship.

Chairperson Miller- exactly, that is where I am and Craig is telling you that you have to come up with good reasons for the hardship and practical difficulties. Read that list very carefully.

Petitioner Dennis Sheehan- the biggest part of this hardship is moving 50% of my house somewhere, this is a financial hardship.

Member Kelly- But they only consider hardships that pertain to the built environment

Chairperson Miller- that is why I said, take a look at it again, what it is, they take for a good reason the emotional part out of this. You have two choices, we can vote on it and you will get a no, or you can pull eave height right now and ask us to vote on all other 3.

Daniel Harper, Planning Manager for the Village of Glen Ellyn -no, so what you can make recommendation for approval of items 2-4 and make a recommendation for denial on item 1

Chairperson Miller- Your choice is we vote or suspend until October

Petitioner Dennis Sheehan- I will suspend until October since you can't split the items and I will come back. Who do I submit my new drawings to?

Daniel Harper, Planning Manager for the Village of Glen Ellyn – you will be submitting online again

Petitioner Dennis Sheehan- do I have to repay?

Daniel Harper, Planning Manager for the Village of Glen Ellyn- no you do not, this is all the same.

Petitioner Dennis Sheehan- ok, I will submit various options of eave heights, 12ft, 14ft, 16ft

Daniel Harper, Planning Manager for the Village of Glen Ellyn- that is ok, right now you can go maximum 20 because of my mistake, and if you want to do options A, B,C on different heights is ok.

Member Pavlich- I think it's a great idea, come back with alternatives that you think we would accept- approve the overall visualization of how this would look with the house for the board. The difficulty is your hardship is only you have non-conforming garage. Other thing I would check is foundation of garage, are you sure this foundation is deep enough?

Petitioner Dennis Sheehan-It is over 4ft deep, I have dug myself. So, if I come back with eaves of 12ft I comply?

Daniel Harper, Planning Manager for the Village of Glen Ellyn- if you come back with eaves at 12ft, they would still need to be voted on by ZBA and Village Board

Chairperson Miller- part of what he is talking about, improving your package, ask your architect to help us visualize what it will look like, show us pictures of neighborhood to help us see how it fits.

Petitioner Dennis Sheehan- Right so we will get pictures and have it redesigned; 16, 14 not good enough

Member Pavlich- Zoning is not supposed to consider the Architectural Style but the Board really cares about how it looks.

Member Lakhani- adding to house is a financial hardship which we really can't look at, if you were to consider adding to house, it's not financial but it would ruin the look and character of the look in the house.

Petitioner Dennis Sheehan, the house is a split level so when you go from the lower level to ground floor and bring it straight over you would not have a breeze way.

Daniel Harper, Planning Manager for the Village of Glen Ellyn- I want to be very clear that we need to make a motion to table and state what we are asking applicant to bring back

Member Pavlich made a Motion to table Variance Request on 194 S. Ellyn Ave., Glen Ellyn until October 7, 2025 at which point we will reconsider updated application from Mr. Sheehan including more specifics about alternative design options, more supporting evidence regarding practical difficulties and hardships related to your property and any other alternative designs that you could consider and why they are not feasible Second by Member Lakhani.

Roll call

Member Pavlich- for the record submitting drawing and signatures (20) petition for the record.

D. Other Business

1. Review and approval of Rules of Rules of Procedure for the Glen Ellyn Zoning Board of Appeals

Motion to move the review and to October 7th, 2025, by Member Kelly, Member Lakhani second all in favor. Motion passed unanimously.

E. Chairperson's Statement

Thank Matt for his time and service and willingness to stay. I am glad you are staying. I would ask that if you are going to have any changes to the procedures that we will talk about that we discuss them now. Not voting on anything, just bring them out now. This is our Village Attorney saying this.

Daniel Harper, Planning Manager for the Village of Glen Ellyn - essentially, they had changed the quorum section, 3.2. that section does not currently exist, so our Village Attorney is amending a section that talks about physical presence of all boards.

Member Pavlich- majority of seated board now instead of slated board?

Daniel Harper, Planning Manager for the Village of Glen Ellyn- correct

Member Buckton- are we looking at this again and approving on the 7th?

Daniel Harper, Planning Manager for the Village of Glen Ellyn - only thing that has changed is section 3.2, if you do have any comments or feedback please submit

Chairperson Miller- is there anything that stuck out that anyone would have an issue with, we can talk about it now

Member Jones- our agenda where we do Findings of Fact, is not in here?

Chairperson Miller- that is Chairman's discretion, when we do at end, we are saying this is what the board did as a whole, it makes sense to have it at end.

Members discussed the Findings of Fact and how the presentation will change to having at end of each case presented. Members discussed having a template that they could read off of when making the Findings of Fact at end of each case and Daniel confirmed that he could provide that to the Board so that it can facilitate the process.

F. Trustee Liaison Report

No Trustee Liaison Report

G. Staff Report

Planning Manager Daniel Harper- Stated the following:

- 365 S. Kenilworth and 236 Sunset both approved by Village Board, finalizing building permits
- September 22, we have annexation of a Property on Butterfield Rd
- Historic preservation we have a landmark nomination request for 799 Rifer Rd
- Application for 574 N. Main St. as an alteration for Historic Landmark
- October meeting, I have 2 items on list as well as today's request to come back, one is eave height for an addition, renovating attic of home for livable square footage. The other is an application for garage setback, side yard set back

- Plan commission for September was cancelled
- Metra on hold, waiting for government to get back from us, waiting on consent and approval from Metra and Union Station.
- Demolition permit has been issued for the shelter, parks district has plans on moving on that this month, phase one and phase 2 project. Take down US bank,
- There is a Village initiated text amendment to allow for C4 zoning district. Danby Station, C4 office district.

H. Adjournment

Member Buckton made a motion to adjourn the meeting. Member Kelly seconded the motion and the motion passed by voice vote at 9:00 PM.

Respectfully submitted,
Adriana Ohl-Zamora



**Glen Ellyn Zoning Board
of Appeals**
535 Duane Street
Glen Ellyn, IL 60137

Meeting 10/7/2025 7:00 PM
Department: Community Development
Department Head: Jennifer Henaghan
Category: Public Hearing
Prepared By: Daniel Harper

**AGENDA ITEM (ID
2025-833)**

DOC ID: 2025-833

Continuation - Public Hearing — 194 S. Ellyn Avenue - Detached Garage Variations

Statement of the Issue:

The petitioner is Dennis Sheehan, the owner of the property at 194 S. Ellyn Avenue. He has applied for zoning variations to accommodate the construction of a proposed addition to an existing detached garage.

Analysis:

UPDATE: After considering the originally proposed variation to allow for an addition to the non-conforming garage at its September 9, 2025, meeting, the Zoning Board of Appeals voted to continue the public hearing of this request to the October ZBA meeting to allow for the applicant to bring new proposals showing reduced eave heights and reduced dormer sizes to reduce the overall impact of the proposed massing of the addition to the existing accessory structure. The applicant has brought two new exhibits (Exhibit A and Exhibit B) to be considered by the ZBA.

Exhibit A: This proposed addition shows an eave height of 12 feet with two 3'-6" wide dormers. The proposed eave height is conforming per section 10-4-8(F) of the Village Code. The proposed dormer eave heights of approximately 17 feet would also be permissible per Section 10-4-8(F)(1)(4) of the Village Code as the dormers are less than 8 feet in width and do not exceed 25 percent of the building's side. This proposed exhibit would eliminate the need for variation request number 1.

Exhibit B: This proposed addition shows an eave height of 14 feet with one 7-foot wide dormer. This proposal reduces the original eave height request by two feet (2'-0") while still maintaining the higher ceilings that is desired by the applicant. This proposal shows one dormer on the west side of the addition and two skylights on the east side.

REQUEST: The petitioners request approval of the following variations from the Glen Ellyn Zoning Code:

1. Section 10-4-8(F) to allow an eave height for a detached garage to be twenty feet (20'-0") in lieu of the maximum allowed eave height of twelve feet (12'-0").

2. Section 10-5-4(A)(2)(a) to allow an addition to an existing non-conforming detached garage on a property which has a total square footage for accessory structures of 1,006 square feet in lieu of the maximum allowed total square footage for accessory structures of 1,000 square feet.
3. Section 10-8-6(B)(2) – to allow an enlargement to an existing non-conforming six hundred and ninety square foot (690 sqft) detached garage which exceeds the maximum allowed square footage of six hundred and sixty square feet (660 sqft) for a detached garage.
4. Section 10-5-4(A)3 to allow for two accessory structures of the same type.

ZONING/USE: The subject property is zoned R2 - Residential District and improved with a two-story single-family home.

PUBLIC NOTICE: Notice of the public hearing was published in the August 22, 2025, edition of the Daily Herald, mailed to property owners within 250 feet of the subject property, and a placard was placed on the property.

ZONING HISTORY: There is no zoning history for the property.

PERMIT HISTORY:

Year	Permit No.	Type
2021	20211490	Driveway
2008	20080535	Fence
1990	11394	Garage
1964	194	Garage
1959	7011	New Single-Family Home

ANALYSIS: In order to proceed with the project as proposed, the petitioner will need to be granted the following variations from the Zoning Code:

1. Section 10-4-8(F) to allow an eave height for a detached garage to be twenty feet (20'-0") in lieu of the maximum allowed eave height of twelve feet (12'-0").

The property currently has a 690 square foot two-car garage that is approximately 12 feet in height to the top of the ridge. Based on the historical building permit records, the garage appears to have been permitted about five years after the construction of the primary structure. The applicant is proposing to raid the roof of the existing garage to allow for a second story storage area. The maximum ridge height of the proposed enlargement would be 22 feet and would be the maximum allowed height for a garage per village code. In order to maximize the total usable area of the proposed second story, the property owner is proposing an elevated eave height of 20 feet for the expansion to allow for greater overhead space for storage.

2. Section 10-5-4(A)(2)(a) to allow an addition to an existing non-conforming detached garage on a property which has a total square footage for accessory structures of 1,006 square feet in lieu of the maximum allowed total square footage for accessory structures of 1,000 square feet.

The proposed enlargement would be to an existing nonconforming property with accessory

structures with a combined area of 1,006 square feet. Village code. Ord. 4673 was adopted in 1998, which created the restriction of limited accessory structures to a maximum total area of 1,000 square feet.

3. Section 10-8-6(B)(2) – to allow an enlargement to an existing nonconforming six hundred and ninety square foot (690 sqft) detached garage which exceeds the maximum allowed square footage of six hundred and sixty square feet (660 sqft) for a detached garage.

The proposed enlargement would be to an existing nonconforming garage with a total area of 690 square feet. The maximum allowed area for a detached garage is 660 square feet. The 660 square foot maximum allowed area requirement appears to have been adopted by the Village between 2002 and 2005.

4. Section 10-5-4(A)3 to allow for two accessory structures of the same type.

The property currently has two detached garages on the property. The proposed enlargement would be an enlargement to an existing non-conforming use of an accessory structure. Ord. 5035 was adopted in 2002, which created the requirement that no more than one of each type of accessory structure shall be allowed on a zoning lot u

Budget Impact:

Contribution to Strategic Plan

Action Requested:

The ZBA should consider the testimony presented during the public hearing and review the written evidence presented as part of the petitioners' application packet. The ZBA should make findings of fact and determine if practical difficulty or a particular hardship exists for the requested variation and if the essential character of the neighborhood is maintained.

The ZBA may choose to make a recommendation to the Village Board for the approval, approval with conditions, or denial of the request per Section 10-10-12 of the Glen Ellyn Zoning Code.

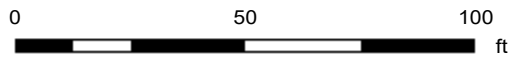
Attachments:

1. Aerial Map
2. Zoning Map
3. Application - Zoning Variation
4. Plat of Survey
5. Exhibit A 12 ft eave
6. Exhibit B 14 ft eave
7. Originally Requested Elevations and Floor Plan

GIS Consortium | 194 S. Ellyn Avenue - Aerial Map



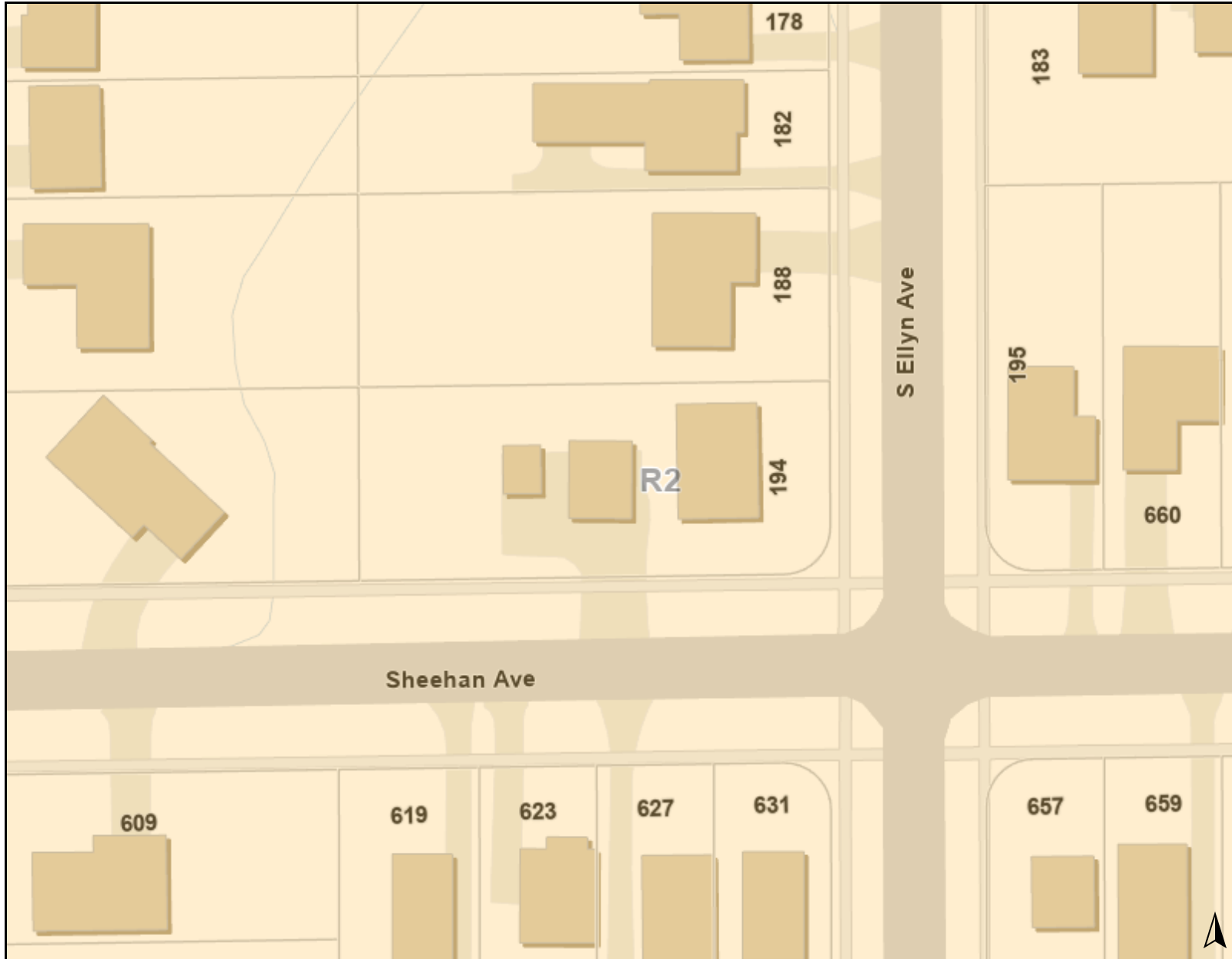
Legend



Print Date: 9/3/2025

Notes


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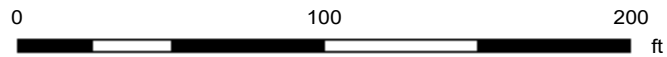


Legend

Zoning and Development

Zoning

-  R2: Single Family Residential District



Print Date: 9/3/2025

Notes

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VILLAGE OF GLEN ELLYN

Zoning Variation Application Packet

*Community Development Department
535 Duane Street – Glen Ellyn, IL 60137 – Telephone 630.547.5250 – Fax 630.547.5370*

APPLICATION FOR ZONING VARIATION

Date Filed: 7/31/2025

Application No: 2025-0025

Name of Applicant: Dennis Sheehan Jr

Address of Applicant: 194 S ELLYN AVE GLEN ELLYN, AL 60137

Property Interest of Applicant: Owner

Name of Owner: Dennis Sheehan

Address of Owner: 194 S Ellyn Ave Glen Ellyn, IL 60137

Type	Name	Address	Phone	Email
Petitioner	Dennis Sheehan Jr	194 S ELLYN AVE GLEN ELLYN, AL 60137		
Web Administrator	Dennis Sheehan Jr	194 S ELLYN AVE GLEN ELLYN, AL 60137		
Parcel Owner	Dennis Sheehan	194 S Ellyn Ave Glen Ellyn, IL 60137		

Property Address: 194 S Ellyn Ave

Project Name: Web Project

Project Description: detached garage raising the roof to add additional storage

Legal Description of Property:

lot 13 in block 3 in glen acres sub. ,being a sub. of part of section 23, township 39 north 10 east of the thed principal meridian according to the plat thereof recorded october 8, 1995 as document 201017 in dupage county il.

Zoning: R2, Single Family Residential District

Lot Dimensions: 200x82 by 180x 62

Lot Area: 16500

: 05232200430000

Present Use:

residential

Estimated Date to Begin New Use/Construction: 9/1/2025

Name(s), Address(es) and Phone No(s). of Experts (architects, engineers, etc.):

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Narrative Statement:

footprint and eve hight

EVIDENCE RELATING TO ZONING CODE STANDARDS FOR A VARIATION:

1. Provide evidence that due to the characteristics of the property in question, there are practical difficulties or particular hardship for the applicant/owner in carrying out the strict letter of the Zoning Code:

unable to change existing footprint

2. Provide evidence that the property in question cannot yield a reasonable return if permitted to be used under the conditions allowed by the Zoning Code (i.e., without one or more variations) OR Provide evidence that the plight of the applicant/owner is due to unique circumstances relating to the property in question:

these building were built be for i took ownership

3. Provide evidence that the requested variation(s), if granted, will not alter the essential character of the locality of the property in question:

we are just razing the roof of said structure

4. Provide evidence that the particular physical surroundings, shape or topographical condition of the property in question would bring particular hardship upon the applicant/owner as distinguished from a mere inconvenience if the strict letter of the Zoning Code were to be carried out:

we are willing to work with the city but we also are looking to make this look as nice as possible

5. Provide evidence that the conditions upon which the petition for variation is based would not be applicable generally to other property within the same zoning district:

this is a pre existing structure

6. Provide evidence that the purpose of the variation is not based exclusively upon a desire to make more money out of the property in question:

this will be use for personal use only

7. Provide evidence that the alleged difficulty or particular hardship has not been created by any person presently having an interest in the property in question or by the applicant.

this situation has been a cause of a change of city code

8. Provide evidence that the granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property in question is located.

there is no substantial change other than the roof hight

9. Provide evidence that the proposed variation will not: Impair an adequate supply of light and air to adjacent property.

the ne Hight will not affect any Nabers do to the distance and location form the structure

10. Provide evidence that the proposed variation will not: Substantially increase the hazard from fire or other dangers to the property in question or adjacent property.

this is an preexisting building

11. Provide evidence that the proposed variation will not: Otherwise impair the public health, safety, comfort, morals or general welfare of the inhabitants of the Village.

as stated above this is a preexisting building

12. Provide evidence that the proposed variation will not: Diminish or impair property values within the neighborhood.

this will most likely increased value

13. Provide evidence that the proposed variation will not: Unduly increase traffic congestion in the public streets and highway.

this is for personal use

14. Provide evidence that the proposed variation will not: Create a nuisance.

this will be built to be as unintrusive as possible

15. Provide evidence that the proposed variation will not: Results in an increase in public expenditures.

there is no public use

16. Provide evidence that the variation is the minimum variation that will make possible the reasonable use of the land, building or structure.

as stated above its per existing building and the changes are for storage only

17. Please add any comments which may assist the commission in reviewing this application.

the issues we are having are due to the city out building code changes in which i was not living here and cannot rebuild original structure

OWNERSHIP BY LAND TRUST

Date: 7/31/2025

Address: 194 S Ellyn Ave

Legal Description:

lot 13 in block 3 in glen acres sub. ,being a sub. of part of section 23, township 39 north 10 east of the thed principal meridian according to the plat thereof recorded october 8, 1995 as document 201017 in dupage county il.

TRUSTEE:

TRUST NO.:

Address:

LIST ALL BENEFICIARIES:

--	--

OWNERSHIP BY A CORPORATION

Date: 7/31/2025

Address: 194 S Ellyn Ave

Legal Description:

lot 13 in block 3 in glen acres sub. ,being a sub. of part of section 23, township 39 north 10 east of the thed principal meridian according to the plat thereof recorded october 8, 1995 as document 201017 in dupage county il.

LIST ALL SHAREHOLDERS AND OFFICERS/DIRECTORS (AND % OF INTEREST OWNED IN EXCESS OF 5% OF STOCK):

--	--	--	--

VILLAGE OF **Glen Ellyn** ILLINOIS

JORDAN FRAHM
 ASSOCIATE PLANNER
 COMMUNITY DEVELOPMENT DEPARTMENT

jfrahm@glenellyn.org
 (630) 547-5371

535 Duane Street
 Glen Ellyn, IL 60137

WWW.GLENELLYN.ORG



PLAT OF SURVEY

1216 E. Central Road
 Arlington Heights, IL 60005
 Phone: 708-392-7600
 Fax: 708-392-7719

149 N. Virginia Street
 Crystal Lake, IL 60014
 Phone: 815-356-1510
 Fax: 815-356-5658

8800 S. Roberts Road
 Palos Hills, IL 60465
 Phone: 708-430-4077
 Fax: 708-598-0696

218 N. County Street
 Waukegan, IL 60085
 Phone: 708-336-2473
 Fax: 708-336-2113

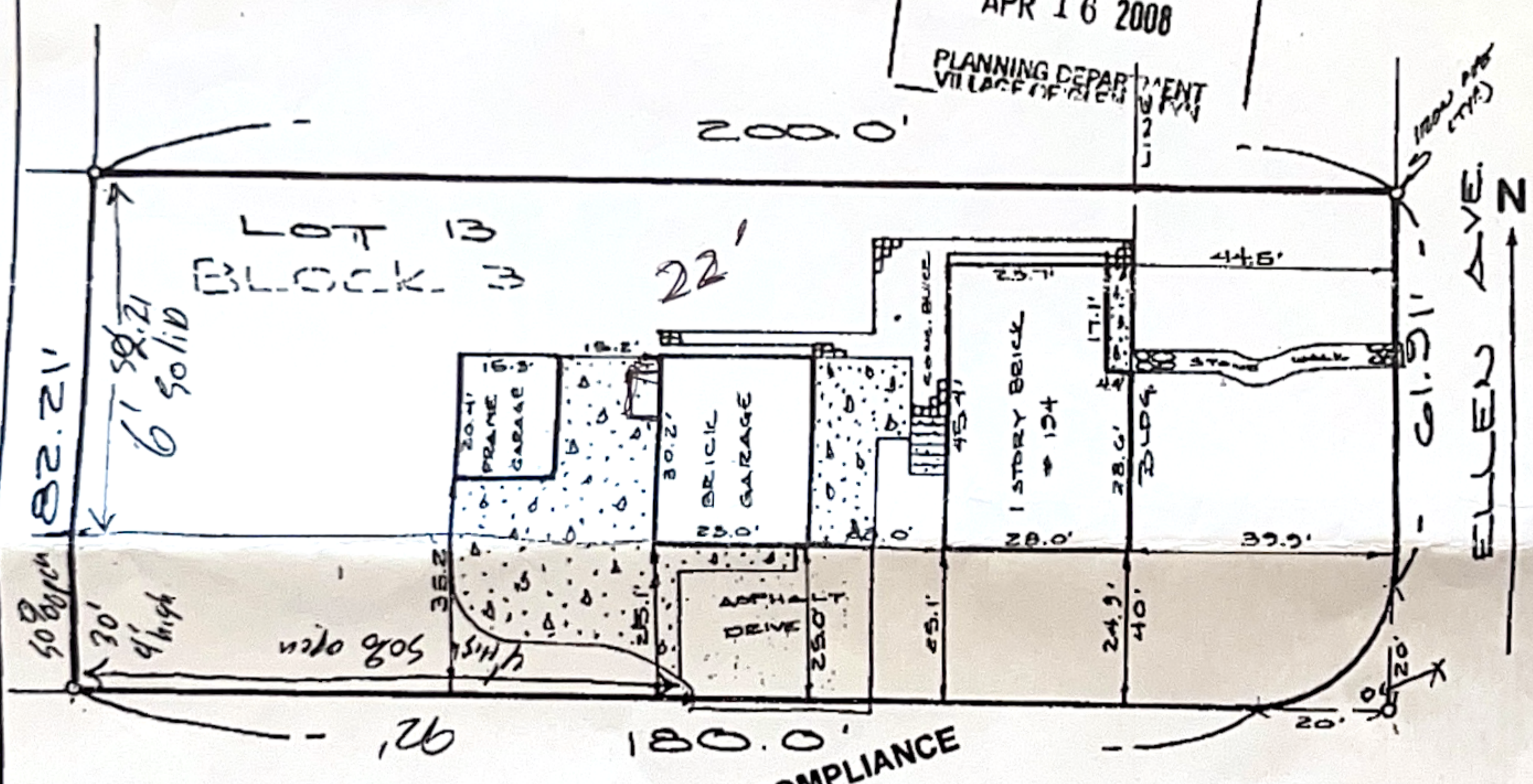
373 S. County Farm Road
 Wheaton, IL 60187
 Phone: 708-690-3733
 Fax: 708-690-3735

LOT 13 IN BLOCK 3 IN GLEN ACRES SUBDIVISION, BEING A SUBDIVISION OF PART OF SECTION 23, TOWNSHIP 39 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED OCTOBER 8, 1985 AS DOCUMENT 201017, IN DUPAGE COUNTY, ILLINOIS.

REINSPECTED ON JUNE 13, 1995 AS MID AMERICA SURVEY COMPANY JOB NO. 221022 AND FOUND PROPERTY MONUMENTATION AS SHOWN HEREON WITH NO CHANGES TO IMPROVEMENTS NOTED.

J. Mann

RECEIVED
 APR 16 2008
 PLANNING DEPARTMENT
 VILLAGE OF GLEN ELLYN



REVIEWED FOR CODE COMPLIANCE

AS NOTED

FOUNDATION ONLY

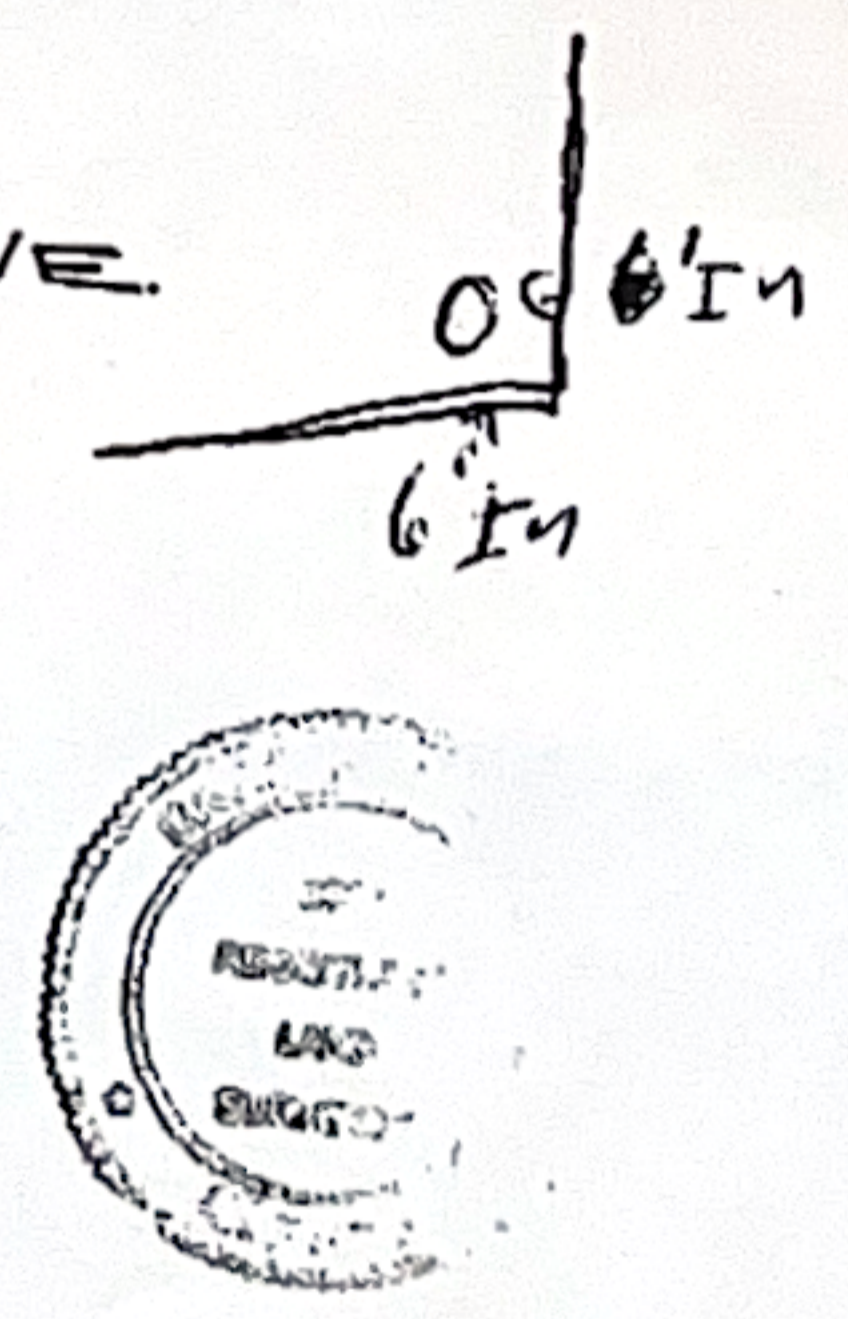
THIS REVIEW AND THESE DOCUMENTS, IF NOT IN CODE COMPLIANCE, SHALL NOT RELIEVE THE OWNER, ARCHITECT OR CONTRACTOR OF THEIR RESPONSIBILITY TO MEET ALL APPLICABLE CODE REQUIREMENTS

4.16.08
 (Date)

Village of Glen Ellyn Permit No. 20080535

By: *[Signature]*
 Building and Zoning Official

Final Inspection Required For All Projects
 Call 630-547-5250



STATE OF ILLINOIS) S.S.
 COUNTY OF LAKE)

On behalf of MID AMERICA SURVEY COMPANY, I hereby certify that the building(s) on property shown are within the property lines as monumented and that the adjoining improvements do not encroach unless shown. Dated 12/8 1992

By: *J. Mann*
 Registered Illinois Land Surveyor

05-23-220-043

All distances shown are in feet & decimal parts thereof.

NOTE: Only those Building Lines or Easements shown on a Recorded Subdivision Plat are shown hereon unless the description ordered contains a proper description of the required Building Lines or Easements.

No angles or distances are to be determined by scaling.

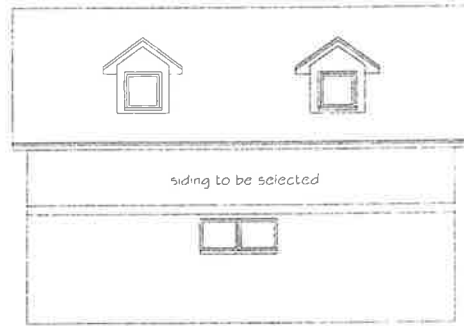
Compare your description and site markings with this plat and at once report any discrepancies which you may find.

Scale 1" = 30'

Job No. 24326/221022

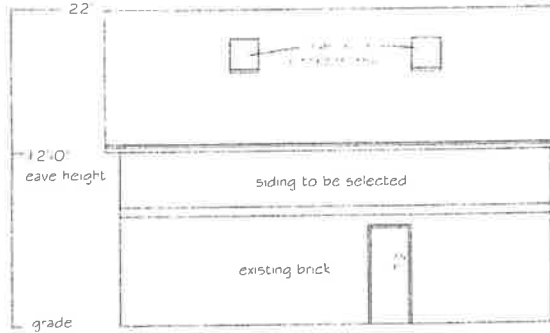
Ordered By REMAX/SUBURBAN

EXHIBIT A



Proposed West Elevation

1/4" = 1'-0"



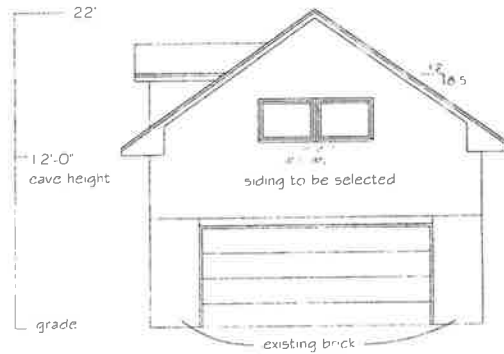
Proposed East Elevation

1/4" = 1'-0"



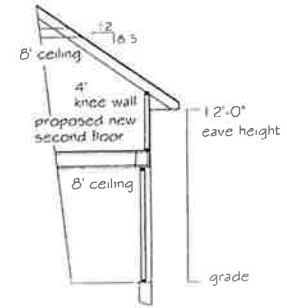
Proposed North Elevation

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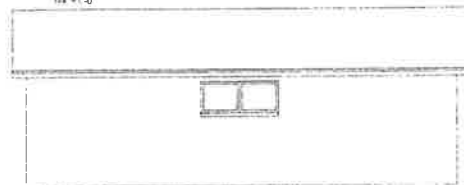
Proposed South Elevation

1/4" = 1'-0"



Proposed Section

1/4" = 1'-0"



Existing Side Elevations

1/4" = 1'-0"



Existing South Elevation

1/4" = 1'-0"

12'-0"
Eave Height

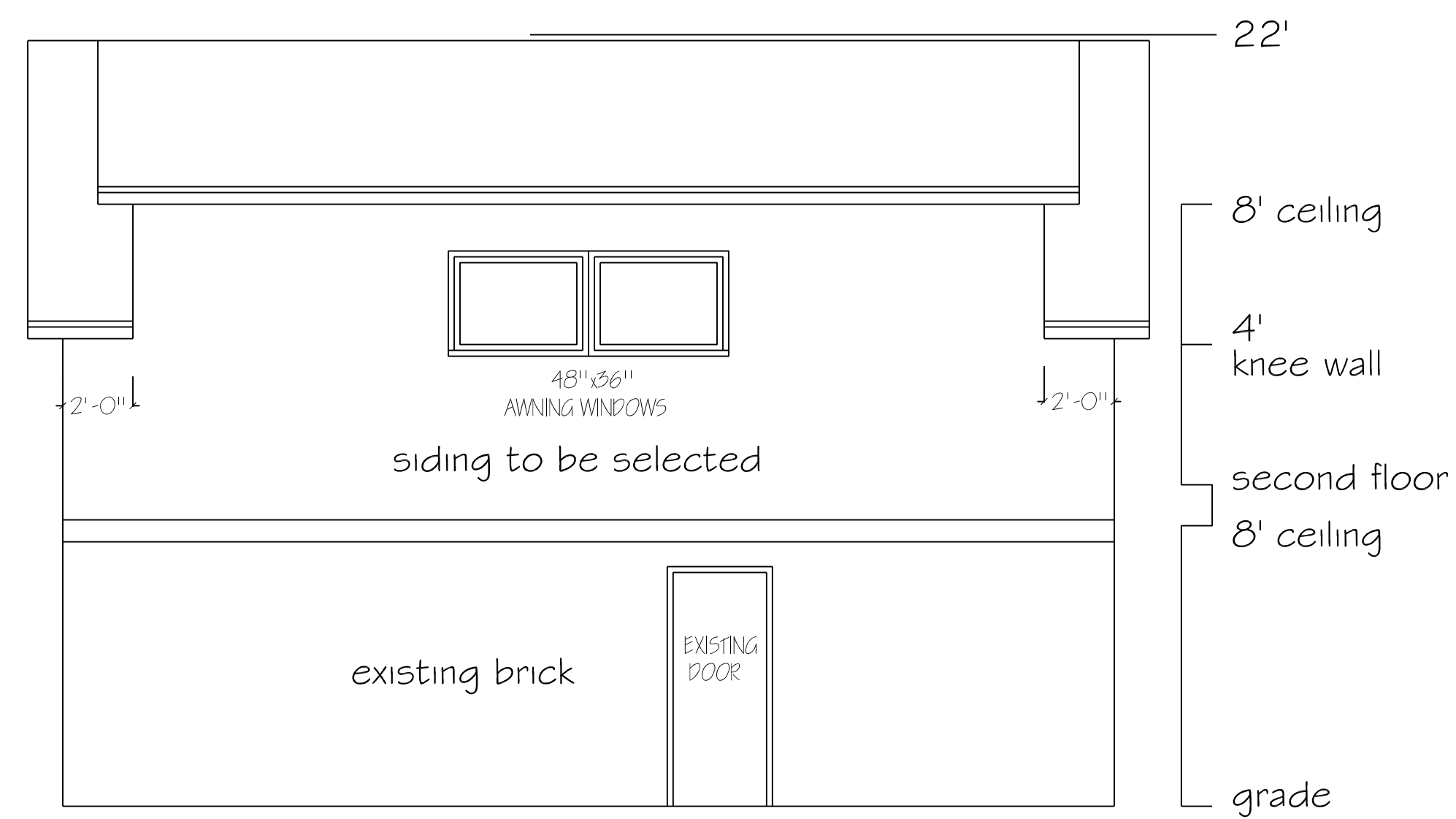
8/13/2025

Second Floor Gaage Addition
Glen Ellyn, Illinois
194 S. Ellyn

MARK D. VANDERHOE, AIA
1111 W. Lake Street
St. Charles, Illinois 60175
(800) 675-9914

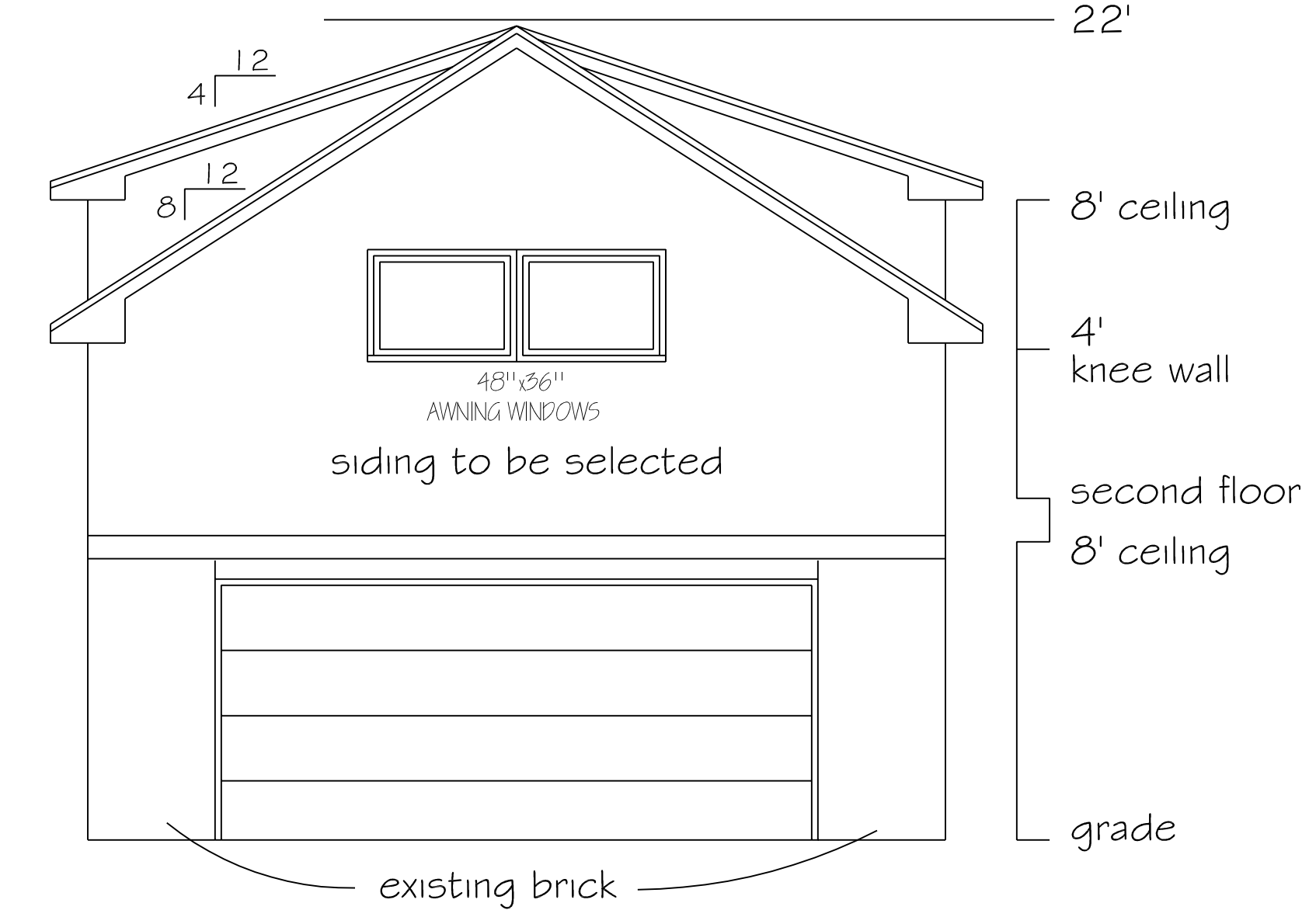
1/4" = 1'-0"

3A



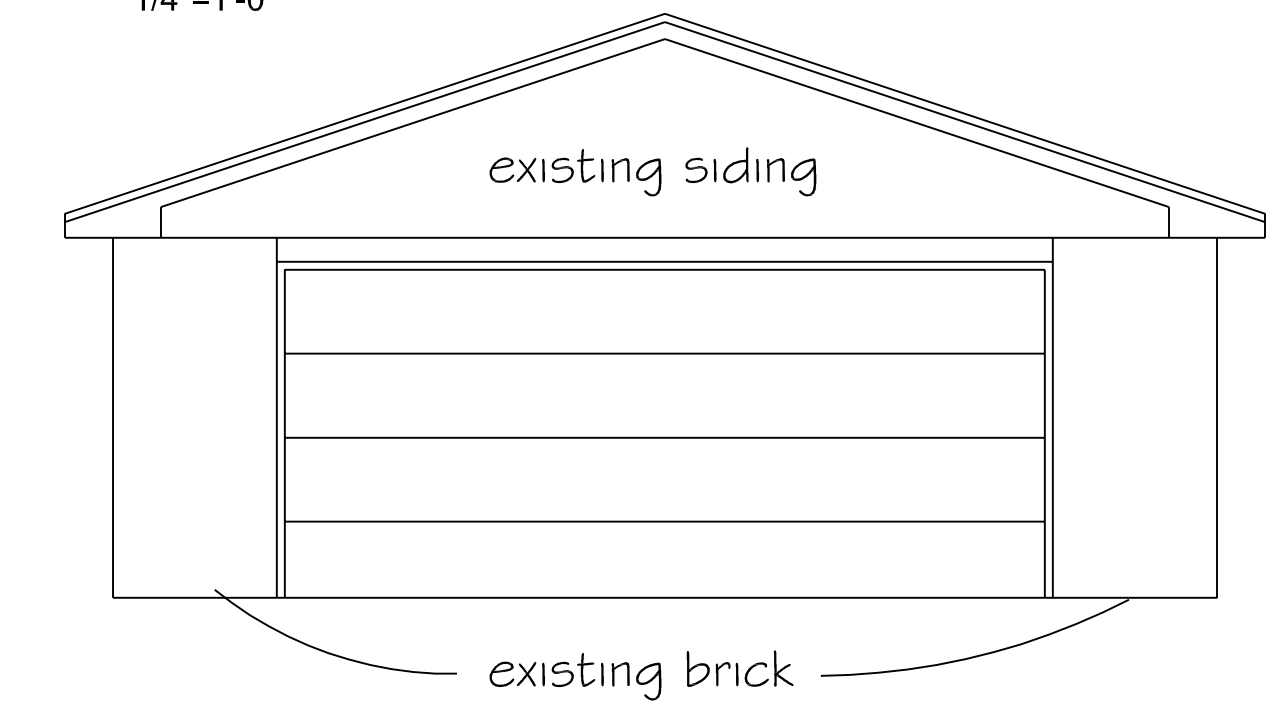
Proposed East Elevation

1/4"=1'-0"



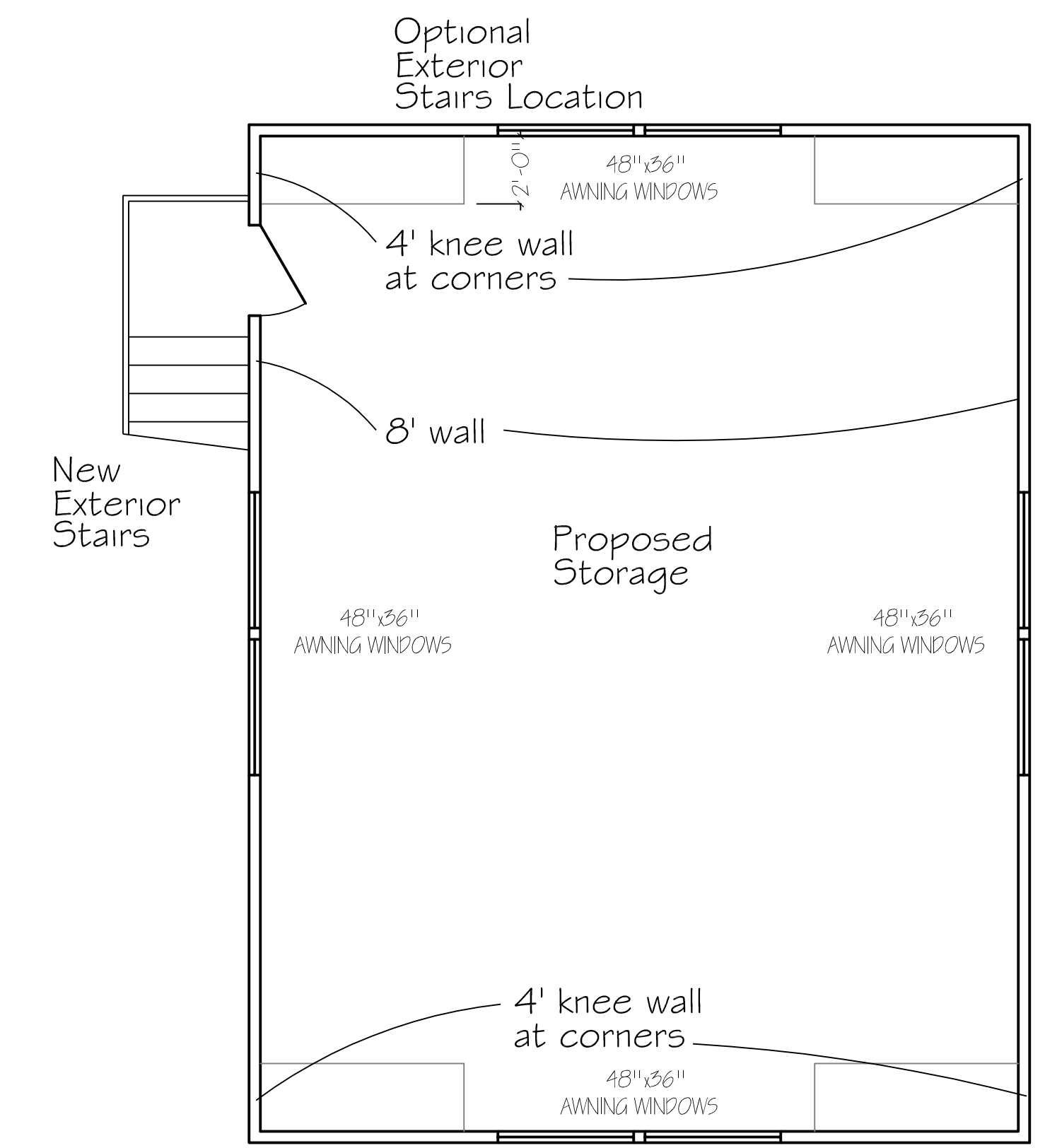
Proposed South Elevation

1/4"=1'-0"



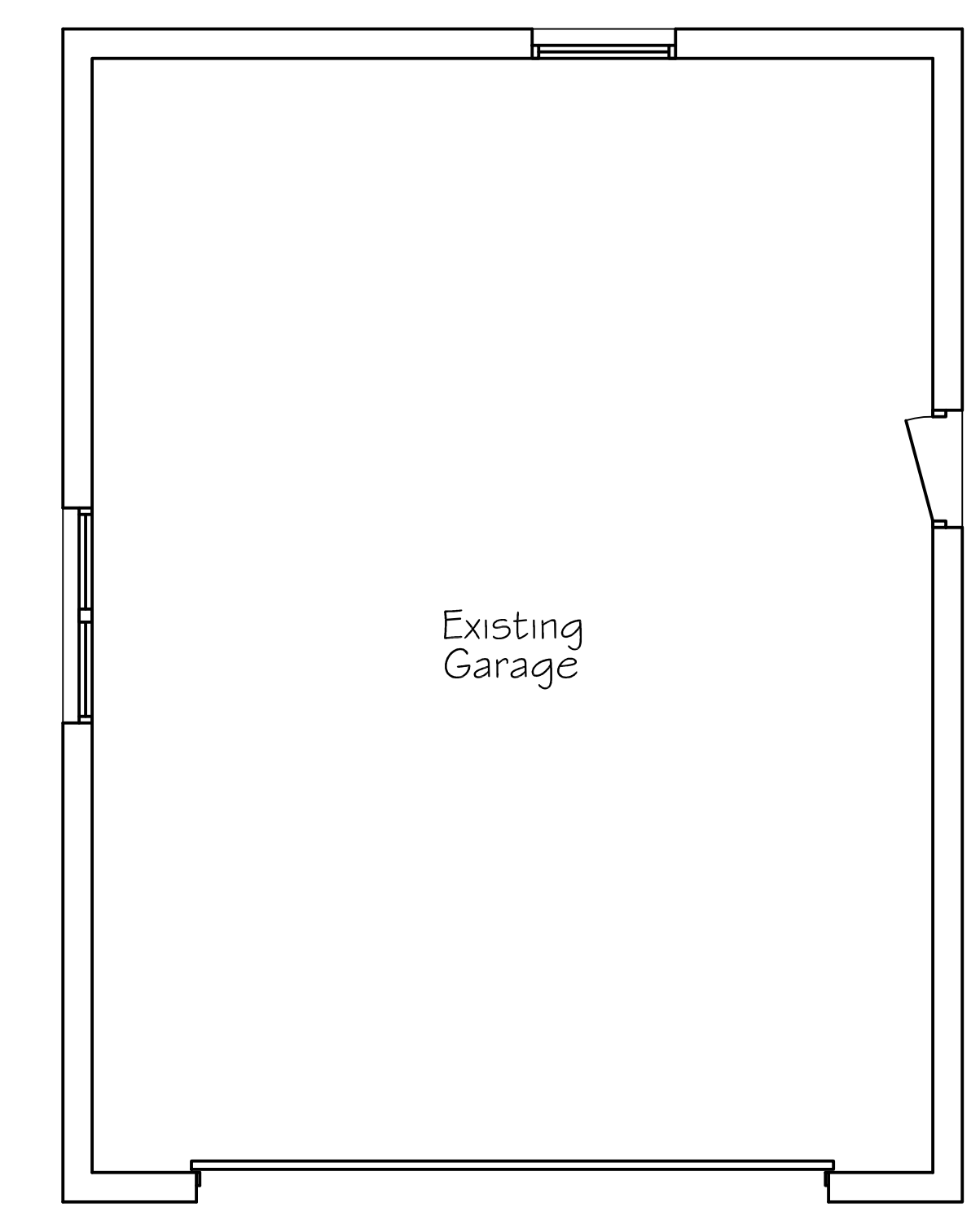
Existing South Elevation

1/4"=1'-0"



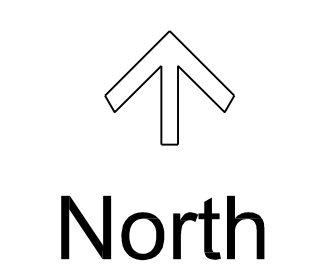
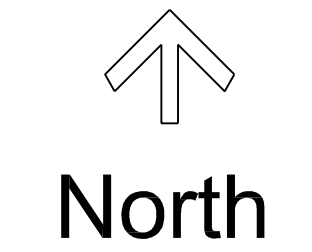
Proposed Storage Floor Plan

1/4"=1'-0"



Existing Garage Plan

1/4"=1'-0"



Second Floor Gaage Addition
 Glen Ellyn, Illinois
 194 S. Ellyn

Mark D. VanKerckhoff, AIA
 339V186 Hilltop Drive
 St. Charles, Illinois 60175
 (630) 675-9914

1/4" = 1'-0"

A2



**Glen Ellyn Zoning Board
of Appeals**
535 Duane Street
Glen Ellyn, IL 60137

Meeting 10/7/2025 7:00 PM
Department: Community Development
Department Head: Jennifer Henaghan
Category: Public Hearing
Prepared By: Daniel Harper

**AGENDA ITEM (ID
2025-838)**

DOC ID: 2025-838

Public Hearing — 445 Stagecoach Run - Eave Height Variation

Statement of the Issue:

The petitioner, Jamie Simoneit, representing Thomas and Ann Villanova, the owners of the property at 445 Stagecoach Run, has applied for a zoning variation to accommodate the proposed interior remodel of the home attic which includes a new shed dormer with a proposed eave height of twenty-eight feet and eight inches (28'-8") in lieu of the maximum allowed eave height of twenty-five feet (25'-0").

Analysis:

REQUEST: The petitioners request approval of the following variation from the Glen Ellyn Zoning Code:

1. Section 10-4-8(F) to allow an eave height of a proposed dormer on the principal structure of twenty-eight feet, eight inches (28'-8") in lieu of the maximum allowed eave height of twenty-five feet (25'-0").

ZONING/USE: The subject property is zoned R2 - Residential District and improved with a two-story single-family home.

PUBLIC NOTICE: Notice of the public hearing was published in the September 19, 2025, edition of the Daily Herald, mailed to property owners within 250 feet of the subject property, and a placard was placed on the property.

ZONING HISTORY: The property was included in a zoning variation petitioned by the Stacy Woods Homeowners Association to allow for the construction of a 6'-6" solid wood fence to be constructed along the southern property lines of 443, 445, 447, and 451 Stagecoach Run and 465, 569 and 473 Stagecoach Court in lieu of the minimum 4-foot tall, 50% open fence permitted. The approving ordinance of the variation is Ordinance No. 5688.

PERMIT HISTORY:

Year	Permit No.	Type
2019	20191429	Patio & Walkway
2018	20180827	Roof, Gutters, Downspouts

2010	20101900	Fence
1995	B15252	Finish Basement
1990	B11490	Deck
1989	B11278	New Single-Family Home

ANALYSIS: In order to proceed with the project as proposed, the petitioner will need to be granted the following variation from the Zoning Code:

1. Section 10-4-8(F) to allow an eave height of a proposed dormer on the principal structure of twenty-eight feet, eight inches (28'-8") in lieu of the maximum allowed eave height of twenty-five feet (25'-0").

The applicant is proposing an interior remodel and exterior alteration to convert the existing attic into a third story for a home office and loft space. As part of this proposed conversion, the plans include a shed dormer located in the rear of the home to provide natural light into the space and provide a more accessible point of egress. The eave height of the proposed shed dormer is approximately 28'-8" in height, or 3'-8" higher than the maximum allowed eave height of 25'-0".

The Zoning Code has a bonus provision that allows dormers to be exempted from the maximum allowable eave height, but that is limited to dormers that do not exceed eight feet (8') in width individually and, in the case of this home, no more than 16.5' in total. The proposed dormer exceeds 18' in width, so it does not qualify for the dormer height bonus.

There is also a bonus provision that allows the maximum eave height to be increased on homes that are set back a greater distance than the minimum required by the Code. In this case, to qualify for a bonus that would allow for an eave height of 28'-8", the side yard setbacks would need to be no less than 12.7' on each side. The existing side yard setbacks of 9.47' (west) and 9.6' (east) are less than one (1) foot greater than the minimum required and below what would be necessary to qualify for a four-foot eave height bonus.

NOTE: The existing home has a lot area coverage ratio of approximately 25.9%, which does not conform to the maximum 20% lot coverage ratio that is permitted for homes more than one story in height. However, the home was lawfully constructed as there was no lot coverage ratio in place at the time the home was permitted in 1989. The proposed Class I alteration to a nonconforming structure is permitted by Section 10-8-6(B)(3) of the Zoning Code.

Budget Impact:

Contribution to Strategic Plan

Action Requested:

The ZBA should consider the testimony presented during the public hearing and review the written evidence presented as part of the petitioners' application packet. The ZBA should make findings of fact and determine if practical difficulty or a particular hardship exists for the requested variation and if the essential character of the neighborhood is maintained.

The ZBA may choose to make a recommendation to the Village Board for the approval, approval with conditions, or denial of the request per Section 10-10-12 of the Glen Ellyn Zoning Code.

Attachments:

1. Application - Zoning Variation
2. Aerial Map 445 Stagecoach
3. Zoning Map 445 Stagecoach
4. Plat of Survey
5. Building Elevations
6. Floor Plan



VILLAGE OF GLEN ELLYN

Zoning Variation Application Packet

*Community Development Department
535 Duane Street – Glen Ellyn, IL 60137 – Telephone 630.547.5250 – Fax 630.547.5370*

APPLICATION FOR ZONING VARIATION

Date Filed: 9/5/2025

Application No: 2025-0036

Name of Applicant: Daniel J Simoneit

Address of Applicant: 864 Woodland Avenue Glen Ellyn, IL 60137

Property Interest of Applicant: Owner Representative - Architect

Name of Owner: Thomas & Ann Villanova

Address of Owner: 445 Stagecoach Run Glen Ellyn, IL 60137

Phone:

Email:

Contacts:

Type	Name	Address	Phone	Email
		864 Woodland Avenue Glen		
Petitioner	Daniel J Simoneit	Ellyn, IL 60137		
		864 Woodland Avenue Glen		
Web Administrator	Daniel J Simoneit	Ellyn, IL 60137		
	Thomas & Ann	445 Stagecoach Run Glen		
Parcel Owner	Villanova	Ellyn, IL 60137		

Property Address: 445 Stagecoach Run

Project Name: Web Project

Project Description: Interior remodel w/ a new shed dormer at the existing third floor attic to provide natural light and egress for a proposed "work from home" office

Legal Description of Property:

OF LOT 34 IN STACY WOODS RESUBDIVISION

UNIT 3,

BEING A SUBDIVISION OP PART OF THE WEST HALF OF THE SOUTHWEST QUARTER OF SECTION 2,

TOWNSHIP 39 NORTH,

RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MAY 12, 1989 AS DOCUMENT R89-055876 IN DU PAGE COUNTY, ILLINOIS.

Freestanding Single Family Private Residence w/ a (2) car attached garage

Estimated Date to Begin New Use/Construction: 11/1/2025

Present Use: Zoning: R2, Single Family Residential District

Lot Dimensions: irregular: N: arc 60.55' x E: 117.49 x S: 71.25 x 137.16

Lot Area: 10224

: 05023240120000

Narrative Statement:

Zoning Variation to: 10-4-8: R2 RESIDENTIAL DISTRICT (F) MAXIMUM HEIGHT - MAXIMUM EAVE, Lot Width 66' to 90' (25'). We are seeking a 28'8" (+ 3'8") eave height for a proposed shed dormer located on the south/backside of an existing 2-story single family private residence.

EVIDENCE RELATING TO ZONING CODE STANDARDS FOR A VARIATION:

1. Provide evidence that due to the characteristics of the property in question, there are practical difficulties or particular hardship for the applicant/owner in carrying out the strict letter of the Zoning Code:
 1. The home was constructed in 1989, (13) years prior to the adoption of the current code
 2. The property is irregular in shape on a curving street w/ side yards that taper to the rear - thus a reduced/smaller rear and interior side yard widths
 3. The maximum eave height forces egress window egress sills down onto the the floor creating a hazardous condition
 4. the maximum eave height reduces the amount of natural light and ventilation to the proposed office
2. Provide evidence that the property in question cannot yield a reasonable return if permitted to be used under the conditions allowed by the Zoning Code (i.e., without one or more variations) OR Provide evidence that the plight of the applicant/owner is due to unique circumstances relating to the property in question:

The home is built in a very unique Neo-eclectic French Cottage style w/ a soaring roof line that masks the second + third floors behind what appears to be 1.5 story home. The elevated ridge line and four-sided hipped roof yields +/- 350 sf of usable floor are at the third floor/attic that is currently unused/unfinished

3. Provide evidence that the requested variation(s), if granted, will not alter the essential character of the locality of the property in question:
The proposed shed dormer faces the south back yard and will not be able to be viewed from the street.
4. Provide evidence that the particular physical surroundings, shape or topographical condition of the property in question would bring particular hardship upon the applicant/owner as distinguished from a mere inconvenience if the strict letter of the Zoning Code were to be carried out:
The property is irregularly shaped on a curved street w/ side yards that taper from a wide front to a narrower back thus creating smaller side yards. If the lot was not tapered this variation request would not be necessary because the home would qualify for a 30'+ Maximum Eave Bonus
5. Provide evidence that the conditions upon which the petition for variation is based would not be applicable generally to other property within the same zoning district:
Forty homes face Stagecoach Run. Thirty six of them present themselves as traditional 2-story homes. The Villanova residence is one offer that present as 1.5 story.
6. Provide evidence that the purpose of the variation is not based exclusively upon a desire to make more money out of the property in question:
The purpose of the variation is to create a usable work from home office w/ adequate (per code) natural light and ventilation in existing usable third floor square footage in lieu of a more expensive addition.
7. Provide evidence that the alleged difficulty or particular hardship has not been created by any person presently having an interest in the property in question or by the applicant.
The home was built in 1989 - (13) years before the current code was adopted. The Villanova's purchased the home in 2018
8. Provide evidence that the granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property in question is located.
None expected at this time. We are seeking a variation to increase an eave that is to be located in the rear yard by (.102%) from 25' to 28'8"
9. Provide evidence that the proposed variation will not: Impair an adequate supply of light and air to adjacent property.
None expected at this time. The proposed dormer is on the south side and below the homes ridge line - thus the homes existing shadow line will not be changed - thus the proposed dormer will have zero impact on both the supply of light and air to neighboring/adjacent properties.
10. Provide evidence that the proposed variation will not: Substantially increase the hazard from fire or other dangers to the property in question or adjacent property.

None expected at this time. The existing home is outfitted with smoke detectors per code, as will the proposed attic office. The distance between the adjacent homes will remain unchanged.

11. Provide evidence that the proposed variation will not: Otherwise impair the public health, safety, comfort, morals or general welfare of the inhabitants of the Village. None expected at this time. We believe that upon completion of this project that we will be greatly improving the property and thus the welfare of the neighborhood and the Village of Glen Ellyn.

12. Provide evidence that the proposed variation will not: Diminish or impair property values within the neighborhood.

None expected at this time. We believe that upon completion of this project that we will be greatly improving the home and it's value - thus improving property values with in Stagecoach Run and the Village of Glen Ellyn.

13. Provide evidence that the proposed variation will not: Unduly increase traffic congestion in the public streets and highway.

None expected at this time. Construction debris dumpsters and material delivery will be staged on the property in the driveway.

14. Provide evidence that the proposed variation will not: Create a nuisance.

None expected at this time. The General Contractor shall be respectful of all codes + ordinances regarding construction with in the Village.

15. Provide evidence that the proposed variation will not: Results in an increase in public expenditures.

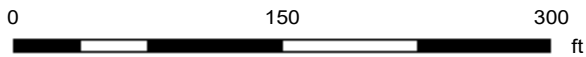
None expected at this time. This project is on private property and is to be fully funded privately.

16. Provide evidence that the variation is the minimum variation that will make possible the reasonable use of the land, building or structure.

The requested increase of 3'8" will allow for the windows to be lifted up off the floor and allow them to be set at typical head height of 6'8"

17. Please add any comments which may assist the commission in reviewing this application.

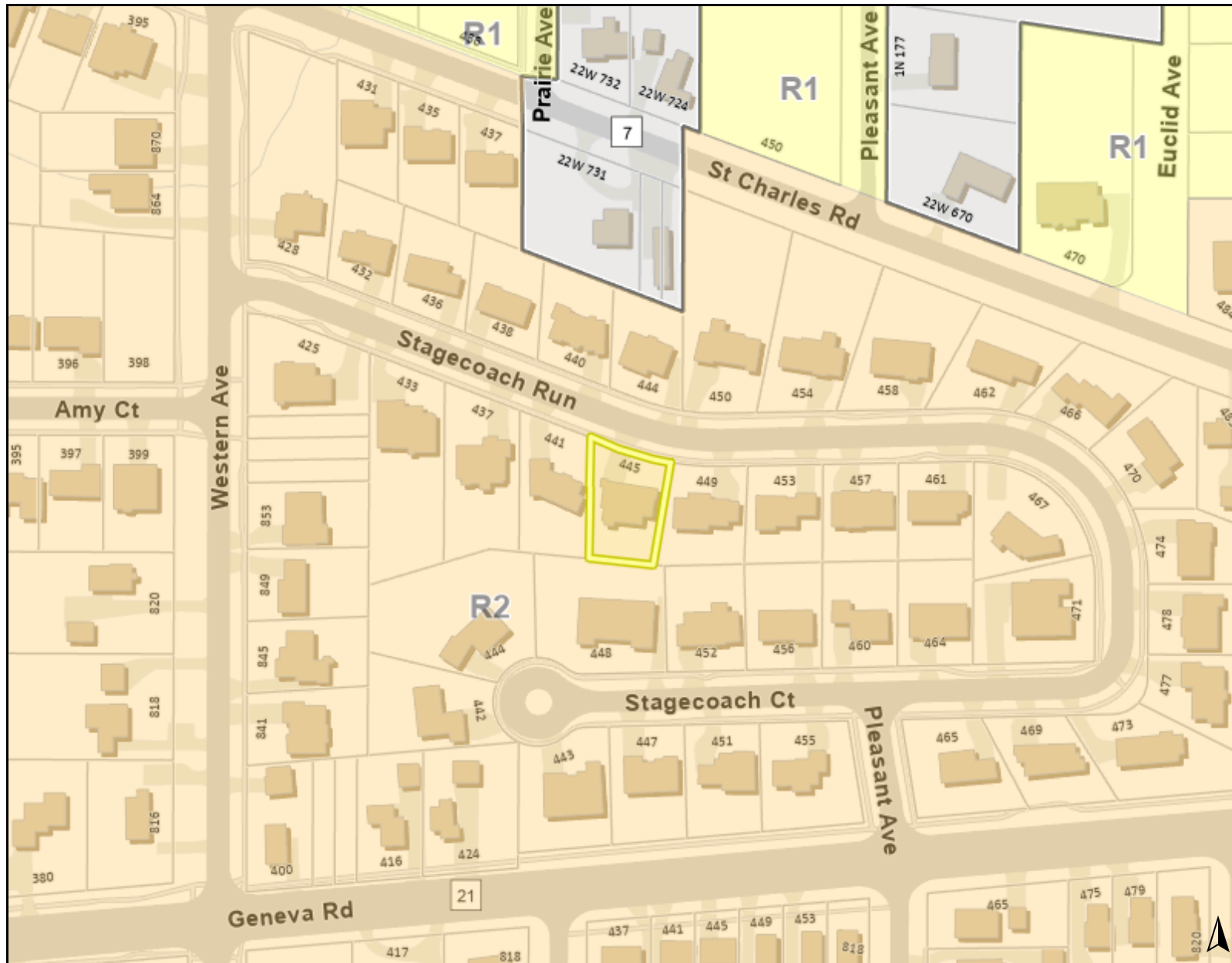
The Villanova's have lived in the home for a little over over 7 years and are now re-investing in the house to update its original 36 year old finishes in the effort to make this their forever home. Tom works from home putting in over forty hours a week and spends the majority of that time on the phone - converting the unused and unfinished attic space to a usable work office creates the amenity that will keep him and his family of four in 445 Stagecoach Run for many years to come. Thank you for your valuable time and your consideration in the matter.



Print Date: 9/15/2025

Notes

Disclaimer: The GIS Consortium and MGP Inc. are not liable for any use, misuse, modification or disclosure of any map provided under applicable law. This map is for general information purposes only. Although the information is believed to be generally accurate, errors may exist and the user should independently confirm for accuracy. The map does not constitute a regulatory determination and is not a base for engineering design. A Registered Land Surveyor should be consulted to determine precise location boundaries on the ground.

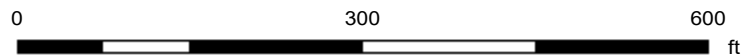


Legend

Zoning and Development

Zoning

- R1: Single Family Residential District
- R2: Single Family Residential District



Print Date: 9/15/2025

Notes

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Villanova Residence 445 Stagecoach Run

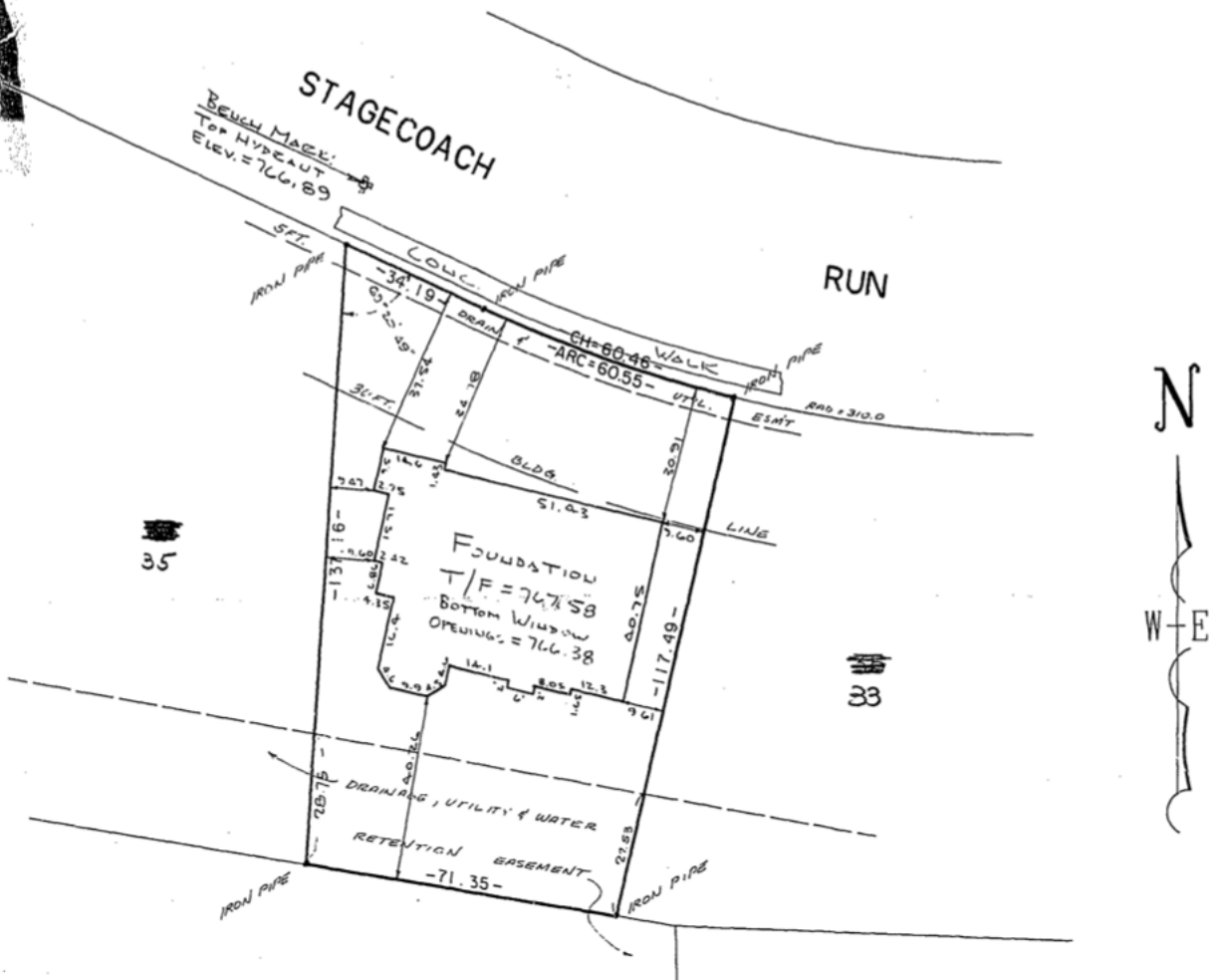
PLAT OF SURVEY

OF LOT 34 IN STACY WOODS RESUBDIVISION UNIT 3, BEING A SUBDIVISION OF PART OF THE WEST HALF OF THE SOUTHWEST QUARTER OF SECTION 2, TOWNSHIP 39 NORTH, RANGE 10 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED MAY 12, 1989 AS DOCUMENT R89-055876 IN DU PAGE COUNTY, ILLINOIS.

This property is known as 445 Stagecoach Run, Glen Ellyn, IL.

Ordered by: O & R Construction, 101 1/2 E. Front St., Wheaton, IL.

POT
URVEY



25

26

STATE OF ILLINOIS)
COUNTY OF DU PAGE) s. s.

This is to certify that I, Harold F. Steinbrecher, Jr., a Registered Professional Engineer and Illinois Land Surveyor, have surveyed the property shown and described on the annexed plat, which to the best of my knowledge and belief, is a correct representation of said survey. All distances are in feet and decimal parts thereof. Scale of plat is 20 feet to one inch.

Wheaton, Illinois, June 12, 1989.
FOUNDATION LOCATED 12/21/89

Harold F. Steinbrecher, Jr. P.E.
Harold F. Steinbrecher, Jr. P.E.
Harold F. Steinbrecher, Jr., P.E.
Registered Professional Engineer 22924
Illinois Land Surveyor 1594
110 North West Street
Wheaton, Illinois 60187
Telephone (312) 668-4143



30-598



EXTERIOR ELEVATION: FRONT / NORTH

1/4" = 1/8" 02

WINDOW SCHEDULE:

1/4" = 1/8" 01

ISSUE DATES	
DESCRIPTION	DATE
00 PROPOSAL MTG.	11.07.24
00 CONTRACT / RETAINER	12.06.24
00 DOCUMENT EXISTING	01.16.25
00 INPUT EXISTING	03.20.25
01 PROGRAM - SD.01	04.18.25
02 SD.02 + DD.01	05.02.25
03 SD.03 + DD.01	05.16.25
04 SD.04 + DD.02	06.19.25
05 SD.05 + DD.03	05.18.25
05 PRELIMINARY PRICING	05.18.25

VILLANOVA RESIDENCE
 445 STAGECOACH RUN
 GLEN ELLYN, ILLINOIS 60137

Z+O
 architecture + interiors
 504 hillside avenue
 glen ellyn, illinois 60137

p 630.858.5888
 f 630.858.5828
 zplusoai@astound.net
 zpluso.com

STATE OF ILLINOIS
 DESIGN FIRM
 REGISTRATION
 NUMBER
 184007431-0001

EXPIRES: 2026-11-30

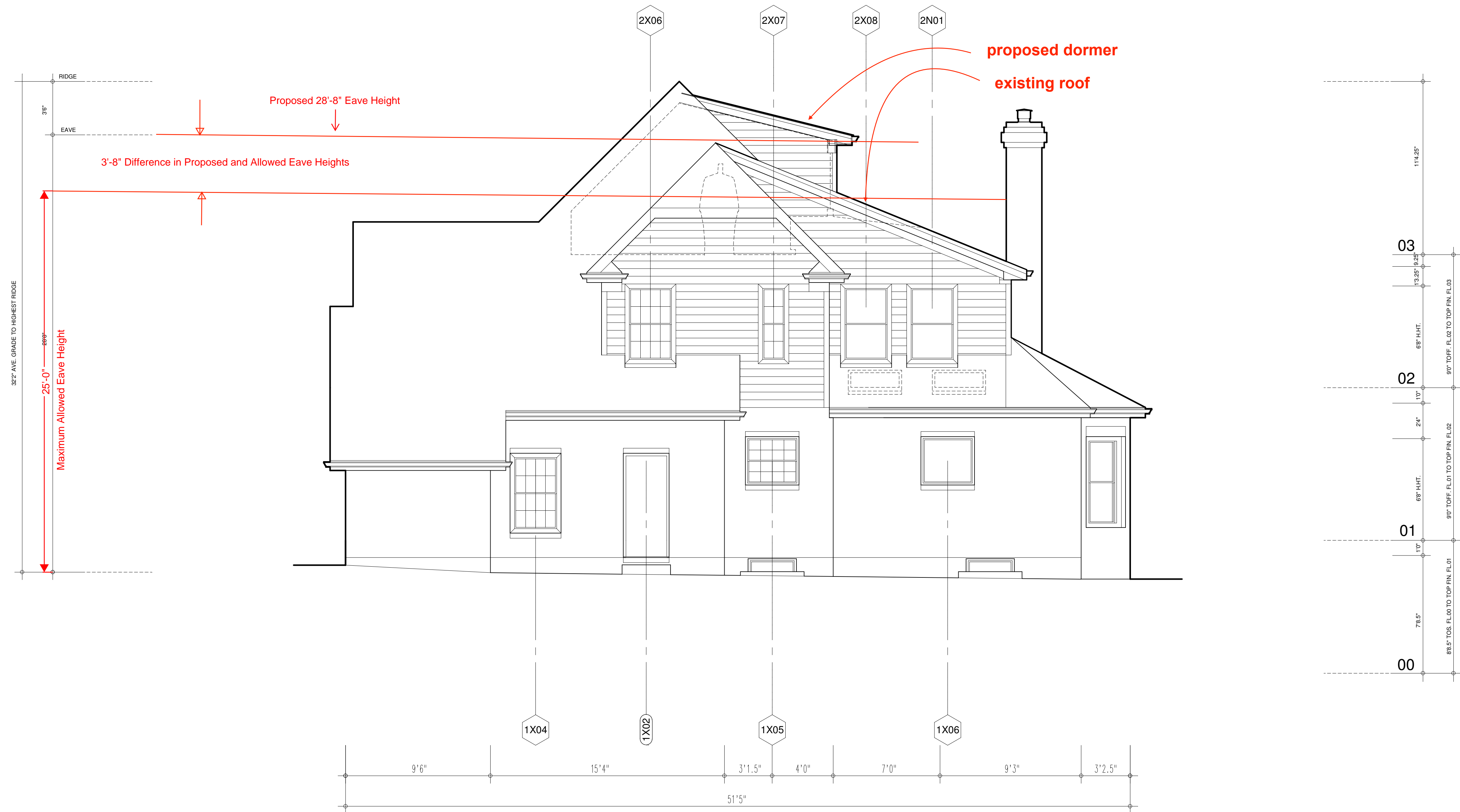
DRAWING TITLE

EXTERIOR ELEVATION
 FRONT / NORTH FACADE

PROJECT NO.: 24.016

SHEET NUMBER

A4.00



EXTERIOR ELEVATION: RH / WEST FACADES

1/4" = 1'0" 02

DOOR SCHEDULE: EXTERIOR

1/4" = 1'0" 10

ISSUE DATES	
DESCRIPTION	DATE
00 PROPOSAL MTG.	11.07.24
00 CONTRACT / RETAINER	12.06.24
00 DOCUMENT EXISTING	01.16.25
00 INPUT EXISTING	03.20.25
01 PROGRAM - SD.01	04.18.25
02 SD.02 + DD.01	05.02.25
03 SD.03 + DD.01	05.16.25
04 SD.04 + DD.02	06.19.25
05 SD.05 + DD.03	05.18.25
05 PRELIMINARY PRICING	05.18.25

VILLANOVA RESIDENCE
 445 STAGECOACH RUN
 GLEN ELLYN, ILLINOIS 60137

Z+O
 architecture + interiors
 504 hillside avenue
 glen ellyn, illinois 60137

p 630.858.5888
 f 630.858.5828

zplusoai@astound.net
 zpluso.com

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STATE OF ILLINOIS
 DESIGN FIRM
 REGISTRATION
 NUMBER
 184007431-0001

EXPIRES: 2026-11-30

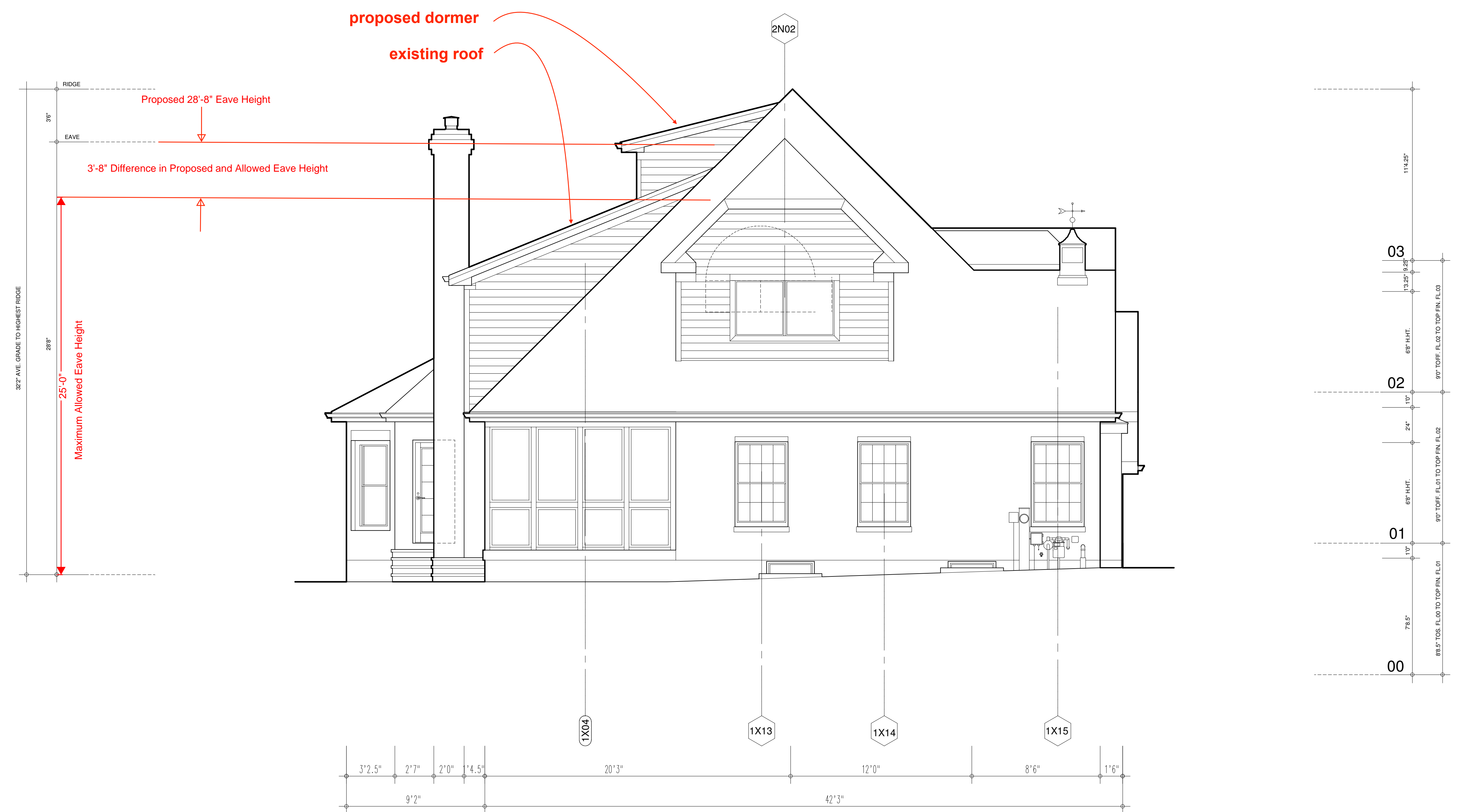
DRAWING TITLE

EXTERIOR ELEVATION
 RH / WEST FACADE

PROJECT NO.: 24-016

SHEET NUMBER

A4.01



ISSUE DATES	
DESCRIPTION	DATE
00 PROPOSAL MTG.	11.07.24
00 CONTRACT / RETAINER	12.06.24
00 DOCUMENT EXISTING	01.16.25
00 INPUT EXISTING	03.20.25
01 PROGRAM + SD.01	04.18.25
02 SD.02 + DD.01	05.02.25
03 SD.03 + DD.01	05.16.25
04 SD.04 + DD.02	06.19.25
05 SD.05 + DD.03	05.18.25
06 PRELIMINARY PRICING	05.18.25

VILLANOVA RESIDENCE
 445 STAGECOACH RUN
 GLEN ELLYN, ILLINOIS 60137



p 630.858.5888
 f 630.858.5828

zplusoai@astound.net
 zpluso.com

STATE OF ILLINOIS
 DESIGN FIRM
 REGISTRATION
 NUMBER
 184007431-0001

EXPIRES: 2026-11-30

DRAWING TITLE

EXTERIOR ELEVATION
 LH / EAST FACADE

PROJECT NO.: 24.016

SHEET NUMBER

A4.03

EXTERIOR ELEVATION: LH / EAST FACADE

1/4" = 1/8" 02

EQUIPMENT SCHEDULE			MILLWORK SCHEDULE			PLUMBING FIXTURE SCHEDULE		
00 FOUNDATION / BASEMENT			00 FOUNDATION / BASEMENT			00 FOUNDATION / BASEMENT		
NO.	ROOM	DESCRIPTION	NO.	ROOM	DESCRIPTION	NO.	ROOM	DESCRIPTION
EQ0.01			MW0.01			PF0.01		
EQ0.02			MW0.02			PF0.02		
EQ0.03			01 FIRST FLOOR			PF0.03		
EQ0.04			MW1.01			01 FIRST FLOOR		
EQ0.05			MW1.02			PF1.01		
01 FIRST FLOOR			MW1.03			PF1.02		
EQ1.01			MW1.04			PF1.03		
EQ1.02			MW1.05			PF1.04		
EQ1.03			MW1.06			PF1.05		
EQ1.04			MW1.07			03 THIRD FLOOR		
EQ1.05			MW1.08			PF3.01		
EQ1.06			MW1.09			PF3.02		
EQ1.07			MW1.10			PF3.03		
EQ1.08			MW1.11			PF3.04		
02 SECOND FLOOR			MW1.12			PF3.05		
NONE			MW1.13			PF3.06		
03 THIRD FLOOR			MW1.14					
EQ3.01			MW1.15					
			MW1.16					
			MW1.17					

EQUIPMENT SCHEDULE

13

MILLWORK SCHEDULE

07

PLUMBING FIXTURE SCHEDULE

01

ISSUE DATES	
DESCRIPTION	DATE
00 PROPOSAL MTG.	11.07.24
00 CONTRACT / RETAINER	12.06.24
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04 SD.04 + DD.02	06.19.25
05 SD.05 + DD.03	05.18.25
05 PRELIMINARY PRICING	05.18.25

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Z+O
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010101010101010101010101

STATE OF ILLINOIS
 DESIGN FIRM
 REGISTRATION
 NUMBER
 184007431-0001

EXPIRES: 2026-11-30

DRAWING TITLE

DEMOLITION
 ROOF

PROJECT NO.: 24.018

SHEET NUMBER

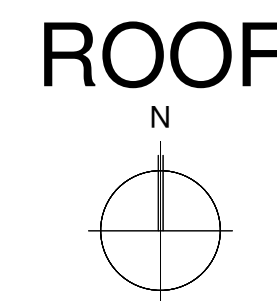
A1.03

GENERAL NOTES: 03

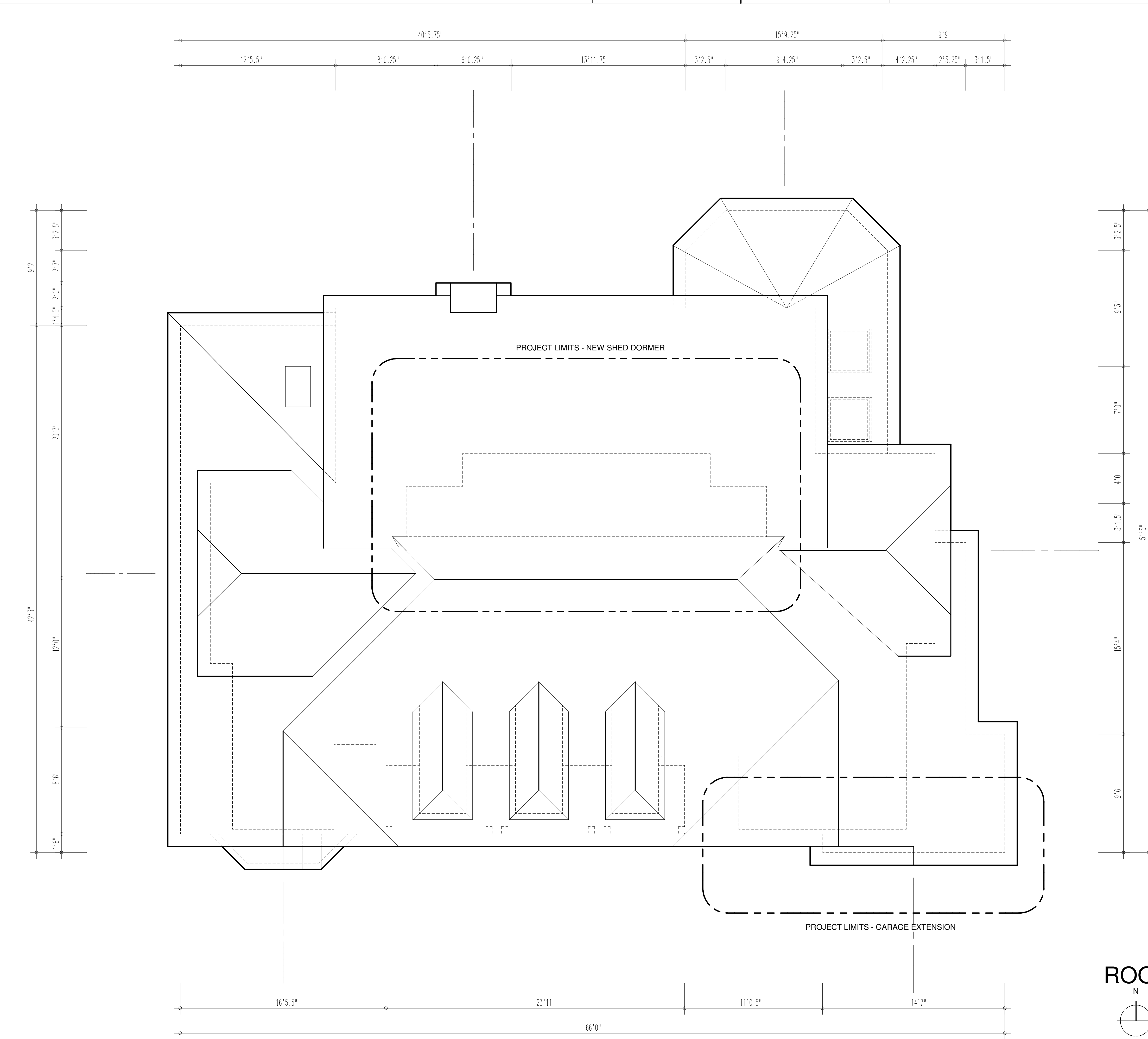
SYMBOLS: 02

KEY NOTES: 01

MTG.05: 2025-07.18
NOT FOR CONSTRUCTION
PRELIMINARY
BUDGET PRICING



1/4" = 1'0" 04



DEMOLITION: ROOF

ISSUE DATES	
DESCRIPTION	DATE
00 PROPOSAL MTG.	11.07.24
00 CONTRACT / RETAINER	12.06.24
00 DOCUMENT EXISTING	01.16.25
00 INPUT EXISTING	03.20.25
01 PROGRAM + SD.01	04.18.25
02 SD.02 + DD.01	05.02.25
03 SD.03 + DD.01	05.16.25
04 SD.04 + DD.02	06.19.25
05 SD.05 + DD.03	06.19.25
05 PRELIMINARY PRICING	06.19.25

VILLANOVA RESIDENCE
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 GLEN ELLYN, ILLINOIS 60137

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010101010101010101010101
 STATE OF ILLINOIS
 DESIGN FIRM
 REGISTRATION
 NUMBER
 184007431-0001

EXPIRES: 2026-11-30

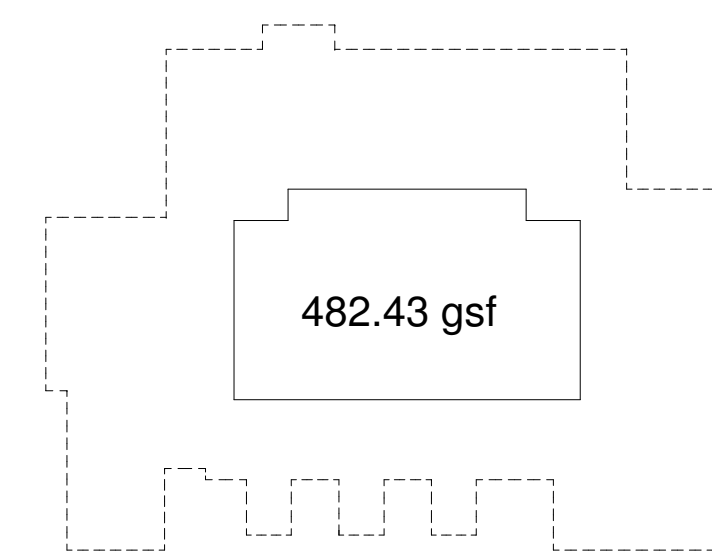
DRAWING TITLE

NEW CONSTRUCTION
 THIRD FLOOR

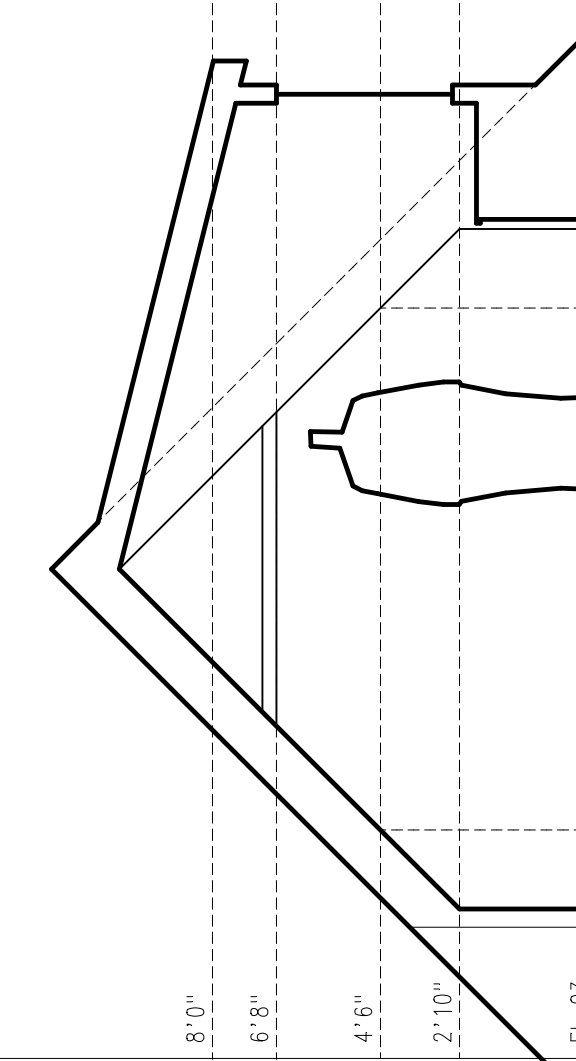
PROJECT NO.: 24.016

SHEET NUMBER

A2.03



GENERAL NOTES: 03

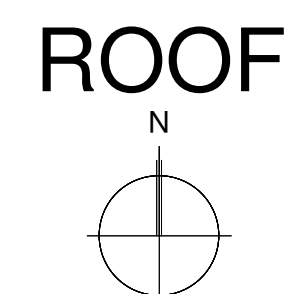


SYMBOLS: 02

section

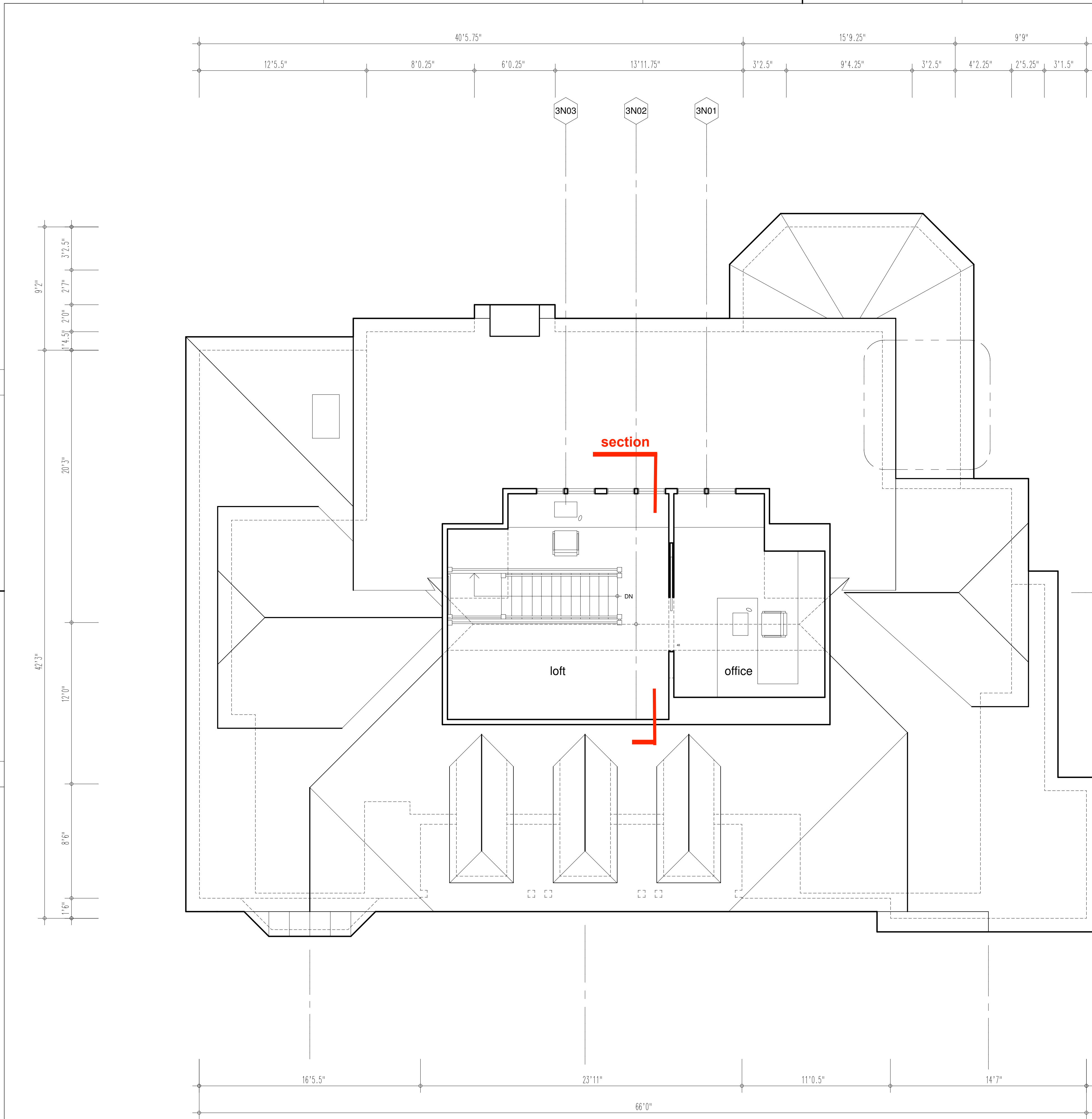
MTG.05: 2025-07.18

NOT FOR CONSTRUCTION
PRELIMINARY
 BUDGET PRICING



1/4" = 1'0"

KEY NOTES: 01



NEW CONSTRUCTION: THIRD FLOOR



**Glen Ellyn Zoning Board
of Appeals**
535 Duane Street
Glen Ellyn, IL 60137

Meeting 10/7/2025 7:00 PM
Department: Community Development
Department Head: Jennifer Henaghan
Category: Public Hearing
Prepared By: Daniel Harper

**AGENDA ITEM (ID
2025-839)**

DOC ID: 2025-839

Public Hearing — 734 Meredith Place — Non-Conforming Structure Alteration Variation

Statement of the Issue:

The petitioners are Dan and Anna Wilt, the owners of the property at 734 Meredith Place. They have applied for zoning variations to accommodate the proposed enlargement and structural alteration of an existing nonconforming detached garage.

Analysis:

REQUEST: The petitioners request approval of the following variation from the Glen Ellyn Zoning Code:

1. Section 10-5-4(A)4(a) to allow for an existing accessory structure to be enlarged or structurally altered with a corner side-yard setback of one-foot (1'-0") in lieu of the required twenty-foot (20'-0") corner side-yard setback.

ZONING/USE: The subject property is zoned R2 - Residential District and improved with a two-story single-family home.

PUBLIC NOTICE: Notice of the public hearing was published in the September 19, 2025, edition of the Daily Herald, mailed to property owners within 250 feet of the subject property, and a placard was placed on the property.

ZONING HISTORY: According to a building permit record dated 5/1/1969, a variation was granted on 9/23/1968 to allow for the construction of the detached garage at its current location.

PERMIT HISTORY:

Year	Permit No.	Type
2013	20131490	Roof Remodel
2012	20121322	Fence
2012	20120665	Window and Siding Replacement
1978	B5157	Water and Wastewater Connection
1969	B1124	Detached Garage
1966	B352	New Single-Family Home

ANALYSIS: In order to proceed with the project as proposed, the petitioner will need to be granted the following variations from the Zoning Code:

1. Section 10-5-4(A)4(a) to allow for an existing accessory structure to be enlarged or structurally altered with a corner side-yard setback of one-foot (1'-0") in lieu of the required twenty-foot (20'-0") corner side-yard setback.

The property currently has a 500 square foot two-car garage that is located approximately one foot (1'-0") from the eastern property line. The applicant is proposing to raise the roof of the existing garage to allow for a garage door opening of eight feet (8'-0") in height. According to the applicant, the current garage door opening is six feet (6'-0") tall and does not accommodate heights of contemporary cars. The maximum ridge height of the proposed enlargement would be thirteen feet and eight inches (13'-8") and would be the allowed height for a detached garage per village code.

The alteration of the structure requires a zoning variation because a structural modification to a legally existing non-conforming structure is not permissible per village code.

Budget Impact:

Contribution to Strategic Plan

Action Requested:

The ZBA should consider the testimony presented during the public hearing and review the written evidence presented as part of the petitioners' application packet. The ZBA should make findings of fact and determine if practical difficulty or a particular hardship exists for the requested variation and if the essential character of the neighborhood is maintained.

The ZBA may choose to make a recommendation to the Village Board for the approval, approval with conditions, or denial of the request per Section 10-10-12 of the Glen Ellyn Zoning Code.

Attachments:

1. Application - Zoning Variation
2. Narrative statement-Variance Application
3. Aerial Map 734 Meredith
4. Zoning Map 734 Meredith
5. Plat of Survey
6. Site Plan
7. Building Elevations
8. Floor Plan
9. Photo 1
10. Photo 2
11. Photo 3



VILLAGE OF GLEN ELLYN

Zoning Variation Application Packet

*Community Development Department
535 Duane Street – Glen Ellyn, IL 60137 – Telephone 630.547.5250 – Fax 630.547.5370*

APPLICATION FOR ZONING VARIATION

Date Filed: 8/19/2025

Application No: 2025-0032

Name of Applicant: Dan Wilt

Address of Applicant: 734 Meredith Place Glen Ellyn, IL 60137

Property Interest of Applicant: Owner

Name of Owner: Daniel & Anna Wilt

Address of Owner: 734 Meredith Pl Glen Ellyn, IL 60137

Phone:

Email:

Contacts:

Type	Name	Address	Phone	Email
Petitioner	Dan Wilt	734 Meredith Place Glen Ellyn, IL 60137		
Web Administrator	Dan Wilt	734 Meredith Place Glen Ellyn, IL 60137		
Parcel Owner	Daniel & Anna Wilt	734 Meredith Pl Glen Ellyn, IL 60137		

Property Address: 734 Meredith Pl

Project Name: Web Project

Project Description: We have an existing detached garage that is assumed to have been built along with the primary residence in 1969. The garage is needing several repairs and the garage opening is only 6 feet tall, which cannot accept many modern cars. Therefore, we are seeking to complete the needed repairs and lift the garage 2 feet to allow for a modern door opening or we may decide to build a new garage. In either case, we are seeking to maintain the garage in the existing location.

Legal Description of Property:

Lot 13 in Merediths addition to Glen Ellyn, a subdivision in sections 2 and 11, Township 39 North, range 10, east of the third principal meridian, according to the plat thereof recorded October 20, 1926 as document 224493 in Dupage county, Illinois.

Zoning: R2, Single Family Residential District

Lot Dimensions: 158.51' x 57.77' x 165.59' x 59.87'

Lot Area: 9604

: 05024210170000

Present Use:

Primary residence

Estimated Date to Begin New Use/Construction: 10/6/2025

Narrative Statement:

We are seeking variance approval for code 10-5-4 (A)4(a), which states that Accessory Structures in the corner-side yard must be set back a minimum 20-feet from the corner-side property line. Our garage is less than 20 feet from the property line and we are seeking approval to keep it in the same location.

EVIDENCE RELATING TO ZONING CODE STANDARDS FOR A VARIATION:

1. Provide evidence that due to the characteristics of the property in question, there are practical difficulties or particular hardship for the applicant/owner in carrying out the strict letter of the Zoning Code:
We could not complete this project as planned and still comply with the code. It is not physically practical to comply with the code given the existing structures and landscaping.
The configuration and layout of our back yard would have to be completely changed. The existing garage would need to be torn down, existing fencing would need to move, up to 13 mature trees removed, landscaping impacted, a new driveway installed and power line considerations. Likely other issues.
2. Provide evidence that the property in question cannot yield a reasonable return if permitted to be used under the conditions allowed by the Zoning Code (i.e., without one or more variations) OR Provide evidence that the plight of the applicant/owner is due to unique circumstances relating to the property in question:
The garage was built with the house in 1969.

The property and landscaping is mature and established. Moving the garage would be a significant financial burden and a disruption to the mature, long standing configuration of the property.

3. Provide evidence that the requested variation(s), if granted, will not alter the essential character of the locality of the property in question:

A garage has already existed in this location since 1969 and rehabbing or replacing it will only improve the character but not alter the essential character of the locality of the property in question.

4. Provide evidence that the particular physical surroundings, shape or topographical condition of the property in question would bring particular hardship upon the applicant/owner as distinguished from a mere inconvenience if the strict letter of the Zoning Code were to be carried out:

The property is less than 60 feet wide. The configuration and layout of our back yard would have to be completely changed. The existing garage would need to be torn down, existing fencing would need to move, up to 13 mature trees removed, landscaping impacted, a new driveway installed and power line considerations. Likely other issues.

5. Provide evidence that the conditions upon which the petition for variation is based would not be applicable generally to other property within the same zoning district:

Other properties may have wider lots, may not have mature trees to remove, may be able to use the existing driveway, and/or may be newer compliant structures built after this code was published.

6. Provide evidence that the purpose of the variation is not based exclusively upon a desire to make more money out of the property in question:

The purpose of this variance is to repair our garage, make it more functional, and improve it cosmetically, in alignment with the character of the neighborhood.

7. Provide evidence that the alleged difficulty or particular hardship has not been created by any person presently having an interest in the property in question or by the applicant.

The garage was built before the current property owners were born.

8. Provide evidence that the granting of the variation will not be detrimental to the public welfare or injurious to other property or improvements in the neighborhood in which the property in question is located.

The garage has remained in the existing location since the home was built in 1969. Since that time, the garage has not been detrimental to the public welfare, or injurious to other property or improvements in the neighborhood.

9. Provide evidence that the proposed variation will not: Impair an adequate supply of light and air to adjacent property.

Keeping the garage is the existing location and raising the structure approximately 2 feet will not have a material impact on supply of light or air to the property to the north or west. There is no properties to the east and the primary residence is to the south.

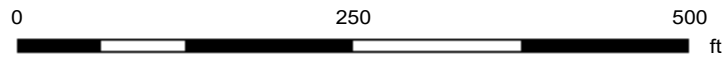
10. Provide evidence that the proposed variation will not: Substantially increase the hazard from fire or other dangers to the property in question or adjacent property.
There are no power lines that hang over the garage currently. There are no new fire hazards or other dangers as a result of this variation.
11. Provide evidence that the proposed variation will not: Otherwise impair the public health, safety, comfort, morals or general welfare of the inhabitants of the Village. The existing garage has not impaired public health, safety, comfort, morals or general welfare since it was built in 1969.
12. Provide evidence that the proposed variation will not: Diminish or impair property values within the neighborhood.
The proposed variation will retain or improve property values with a nicer, repaired structure.
13. Provide evidence that the proposed variation will not: Unduly increase traffic congestion in the public streets and highway.
No new traffic will result in maintaining a garage in this location.
14. Provide evidence that the proposed variation will not: Create a nuisance.
There has not been a nuisance since the garage was build in 1969.
15. Provide evidence that the proposed variation will not: Results in an increase in public expenditures.
The current garage has remained in place since 1969 and we are not aware of it causing an increase in publish expenditures.
16. Provide evidence that the variation is the minimum variation that will make possible the reasonable use of the land, building or structure.
Keeping the garage in the current location is the minimum variance to continue use of the land and structure.
17. Please add any comments which may assist the commission in reviewing this application.
We've lived in Glen Ellyn for 10+ years and love living in this community. We are simply seeking to improve our property and add value to the properties in the neighborhood. We appreciate you approving this request without any conditions. Thank you!

Narrative statement

Detached Garage Rehabilitation Project

734 Meredith Place, Glen Ellyn

We have an existing detached garage that was built along with the primary residence in 1969. The garage is needing several repairs, including to the concrete slab and roof. Also, the garage opening is only 6 feet tall, which cannot accept many modern cars. Therefore, we are seeking to complete the needed repairs and lift the garage 2 feet to allow for a modern garage door opening. In the future, we may decide to build a new garage. In either case, we are seeking to maintain the garage in the existing location.



Print Date: 9/15/2025

Notes


Disclaimer: The GIS Consortium and MGP Inc. are not liable for any use, misuse, modification or disclosure of any map provided under applicable law. This map is for general information purposes only. Although the information is believed to be generally accurate, errors may exist and the user should independently confirm for accuracy. The map does not constitute a regulatory determination and is not a base for engineering design. A Registered Land Surveyor should be consulted to determine precise location boundaries on the ground.

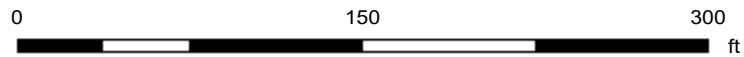


Legend

Zoning and Development

Zoning

 R2: Single Family Residential District



Print Date: 9/15/2025

Notes

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644 Pearce Ford
Oswego, Illinois 60543
P: 630-917-4550

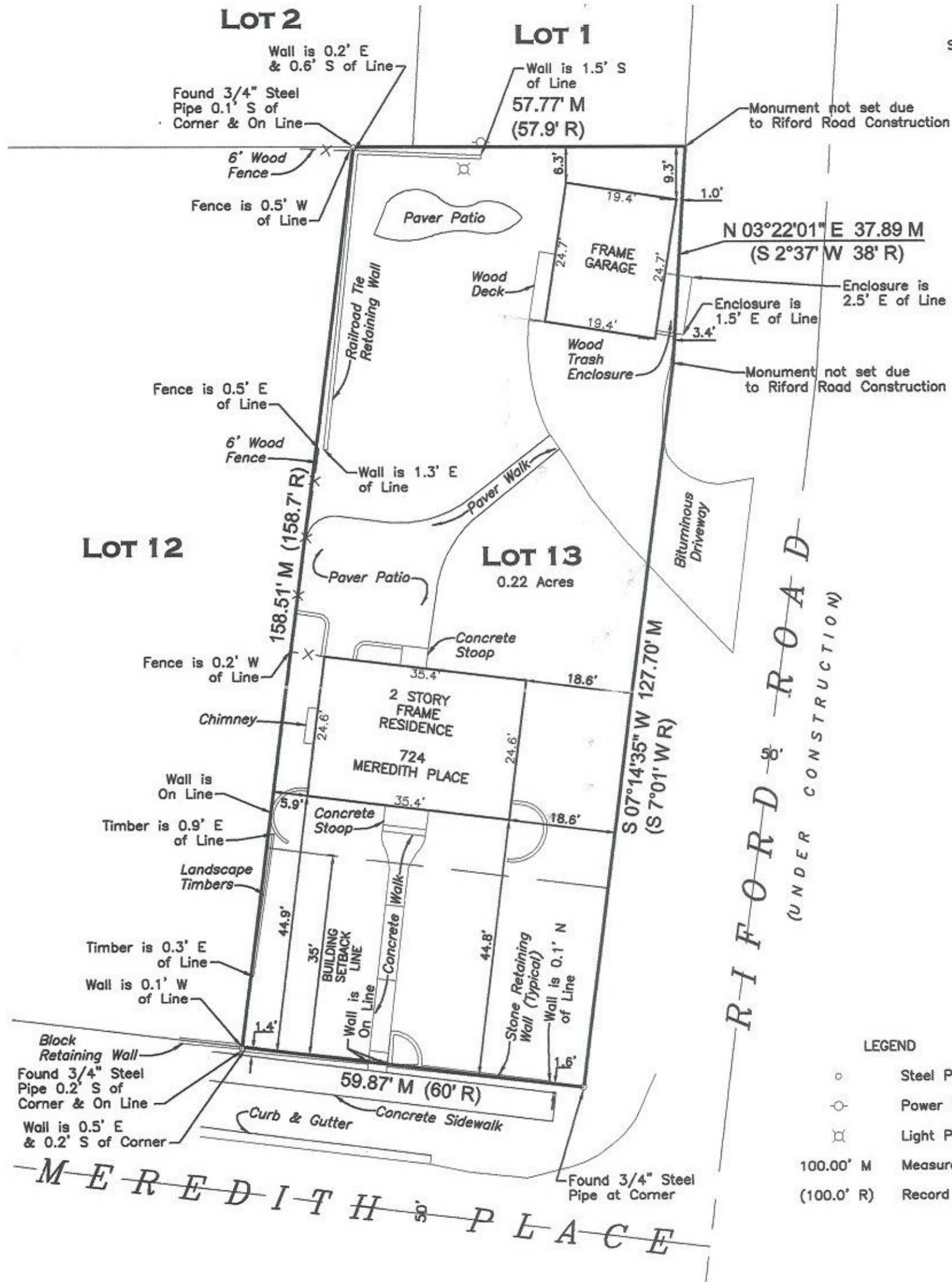
ILLINOIS PROFESSIONAL DESIGN
FIRM NO. 184-005891

PLAT OF SURVEY

OF
LOT 13 IN MEREDITHS ADDITION TO GLEN ELLYN, A
SUBDIVISION IN SECTIONS 2 AND 11, TOWNSHIP 39 NORTH,
RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN,
ACCORDING TO THE PLAT THEREOF RECORDED OCTOBER 20,
1926 AS DOCUMENT 223493 IN DUPAGE COUNTY, ILLINOIS.



SCALE: 1" = 20'



LEGEND

- Steel Pipe
- ⊙ Power Pole
- ⊗ Light Pole
- 100.00' M Measured Dimension
- (100.0' R) Record Dimension

Notes:

1. Only those easements and building setback lines depicted on the recorded Plat of Subdivision are shown hereon.
2. All dimensions are shown in feet and decimal parts thereof.
3. No distance should be assumed by scaling.
4. No underground improvements have been located unless shown and noted.
5. Please compare all dimensions and report any discrepancies at once.
6. This Plat of Survey is void without the original red colored seal and signature affixed.
7. Basis of Bearings: Recorded Plat of Subdivision
8. Survey performed for: The Fry Group, LLC
9. Fieldwork Completed: September 3, 2010



State of Illinois)
County of Kendall)

This is to certify that I have surveyed the premises shown hereon and the the annexed plat is a representation of said survey.

Dated at Oswego, Illinois September 7, 2010.

Robert M. Bachara, P.L.S.
Illinois License No. 035-003744
License Expiration Date: November 30, 2010

This Professional Service conforms to the current Illinois Minimum Standards for a Boundary Survey.

JOB NO.: 10015



644 Pearce's Ford
Oswego, Illinois 60543
P: 630-917-4550

ILLINOIS PROFESSIONAL DESIGN
FIRM NO. 184-005891

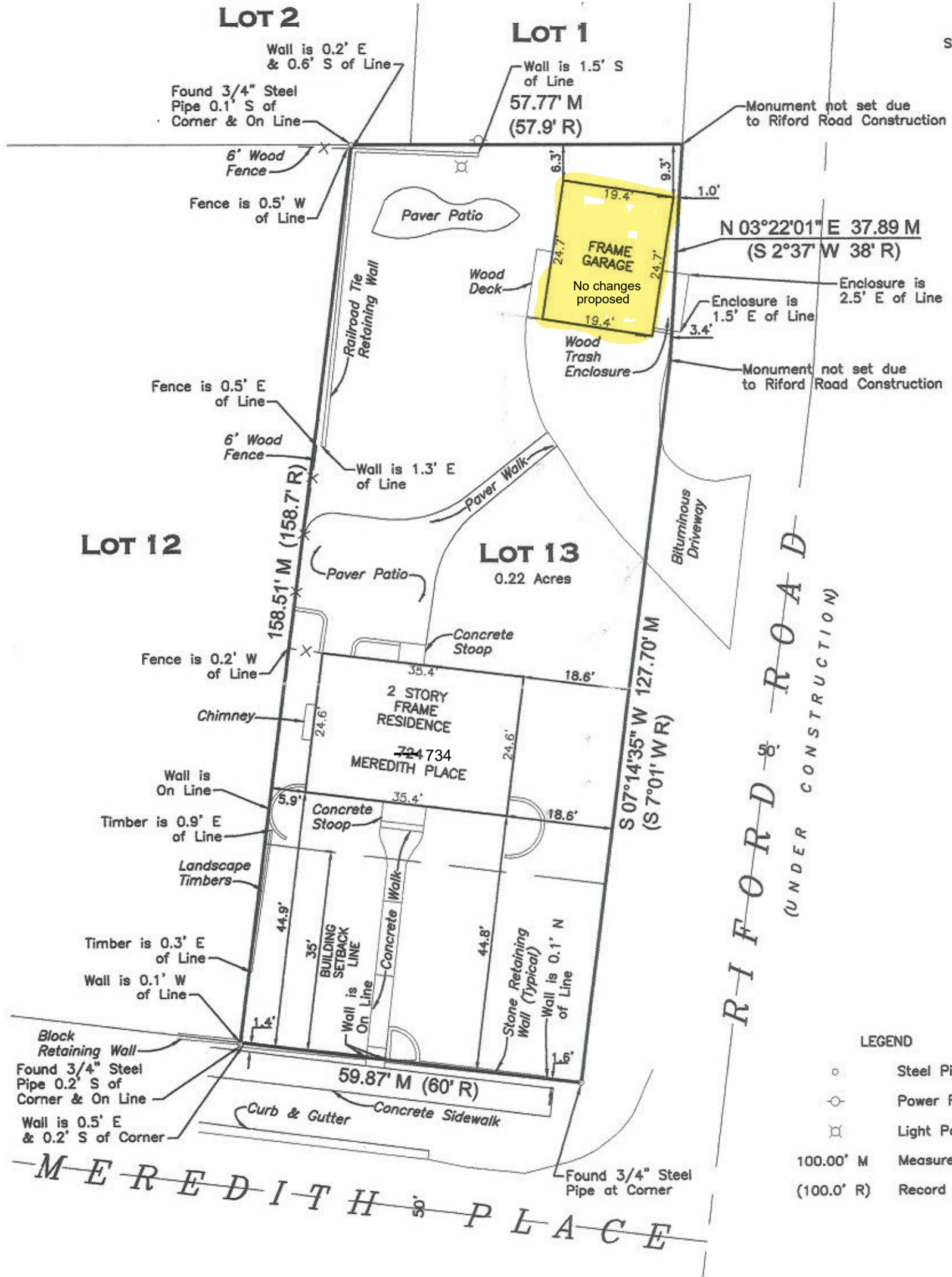
PLAT OF SURVEY

OF
LOT 13 IN MEREDITHS ADDITION TO GLEN ELLYN, A
SUBDIVISION IN SECTIONS 2 AND 11, TOWNSHIP 39 NORTH,
RANGE 10, EAST OF THE THIRD PRINCIPAL MERIDIAN,
ACCORDING TO THE PLAT THEREOF RECORDED OCTOBER 20,
1926 AS DOCUMENT 223493 IN DUPAGE COUNTY, ILLINOIS.

Existing Site Plan
No changes proposed



SCALE: 1" = 20'



Notes:

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4. No underground improvements have been located unless shown and noted.
5. Please compare all dimensions and report any discrepancies at once.
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8. Survey performed for: The Fry Group, LLC
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JOB NO.: 10015

State of Illinois)
County of Kendall)

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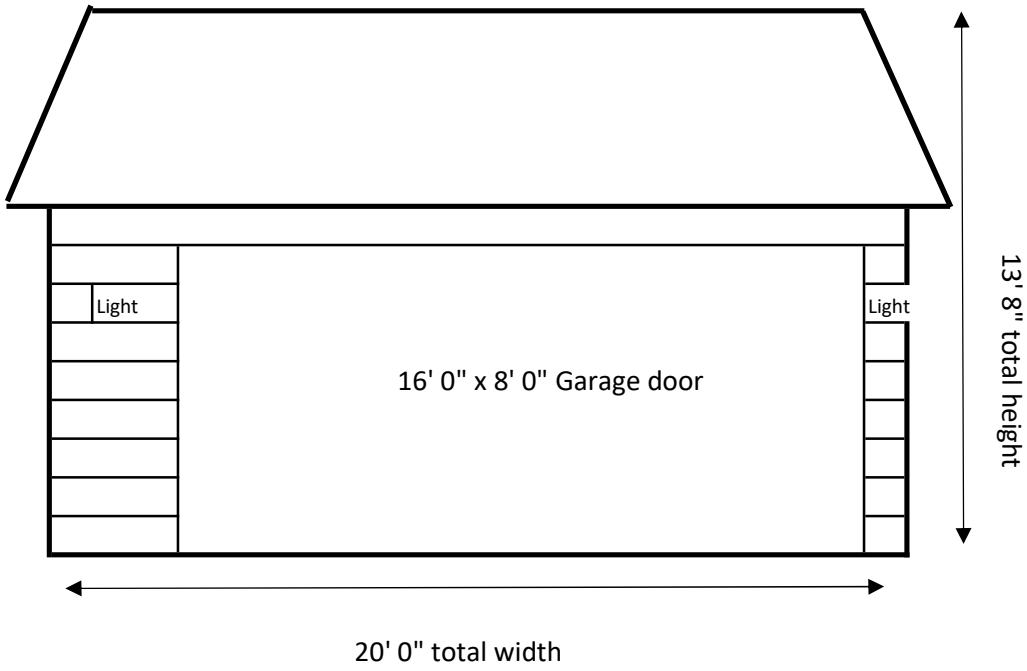
Dated at Oswego, Illinois September 7, 2010.

Robert M. Bachara

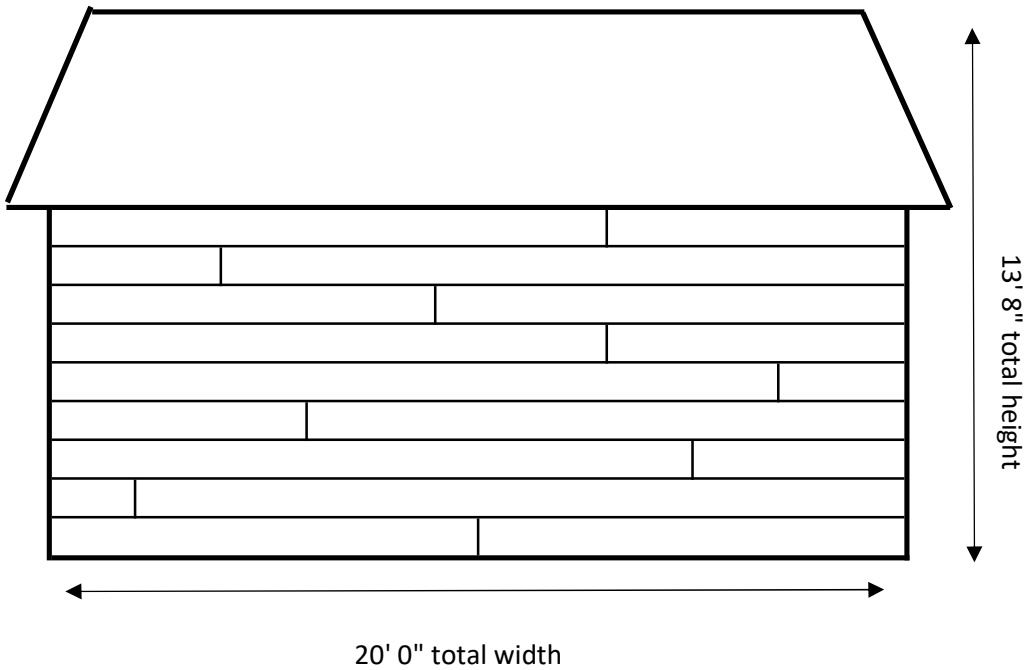
Robert M. Bachara, P.L.S.
Illinois License No. 035-003744
License Expiration Date: November 30, 2010

This Professional Service conforms to the current Illinois Minimum Standards for a Boundary Survey.

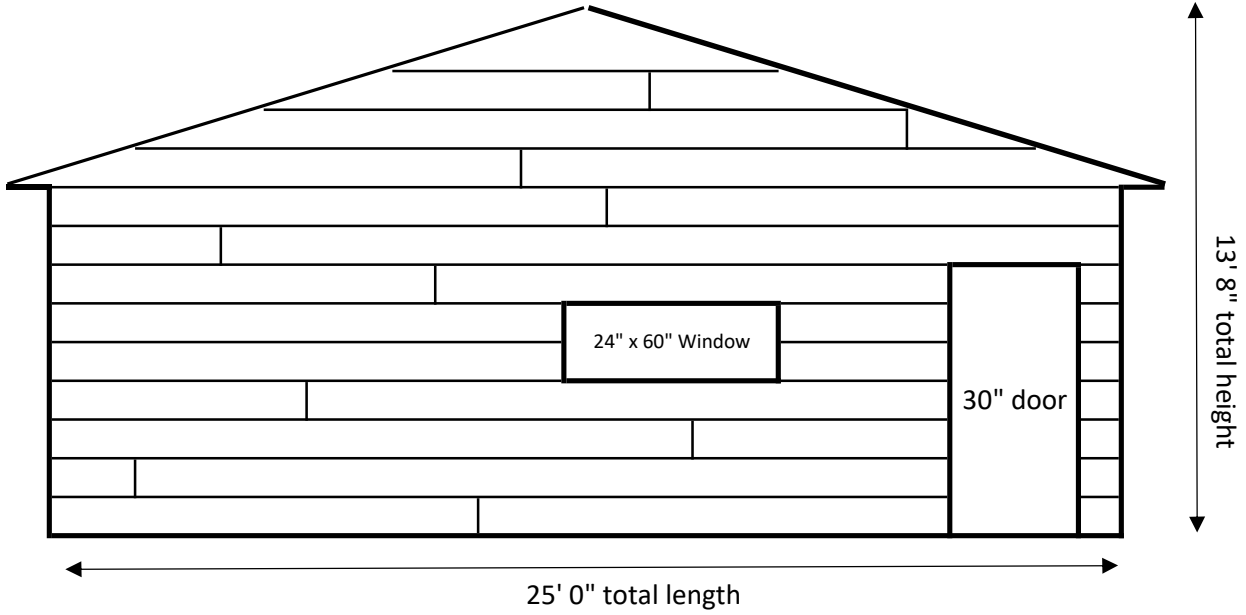
Garage front view



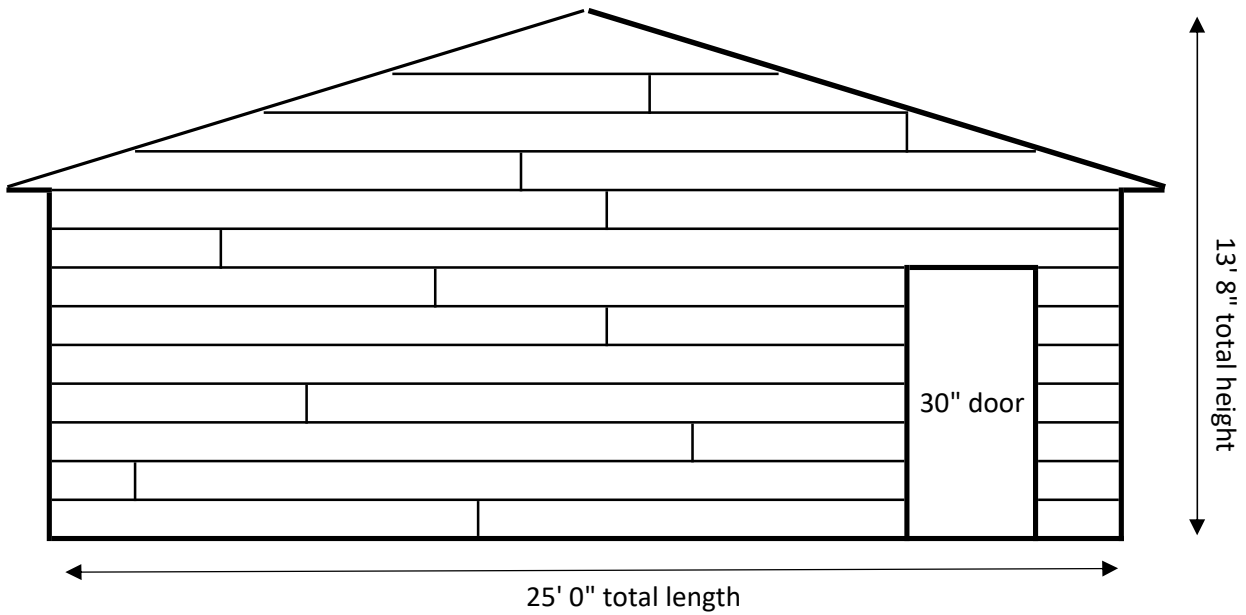
Garage Rear view



Garage west view

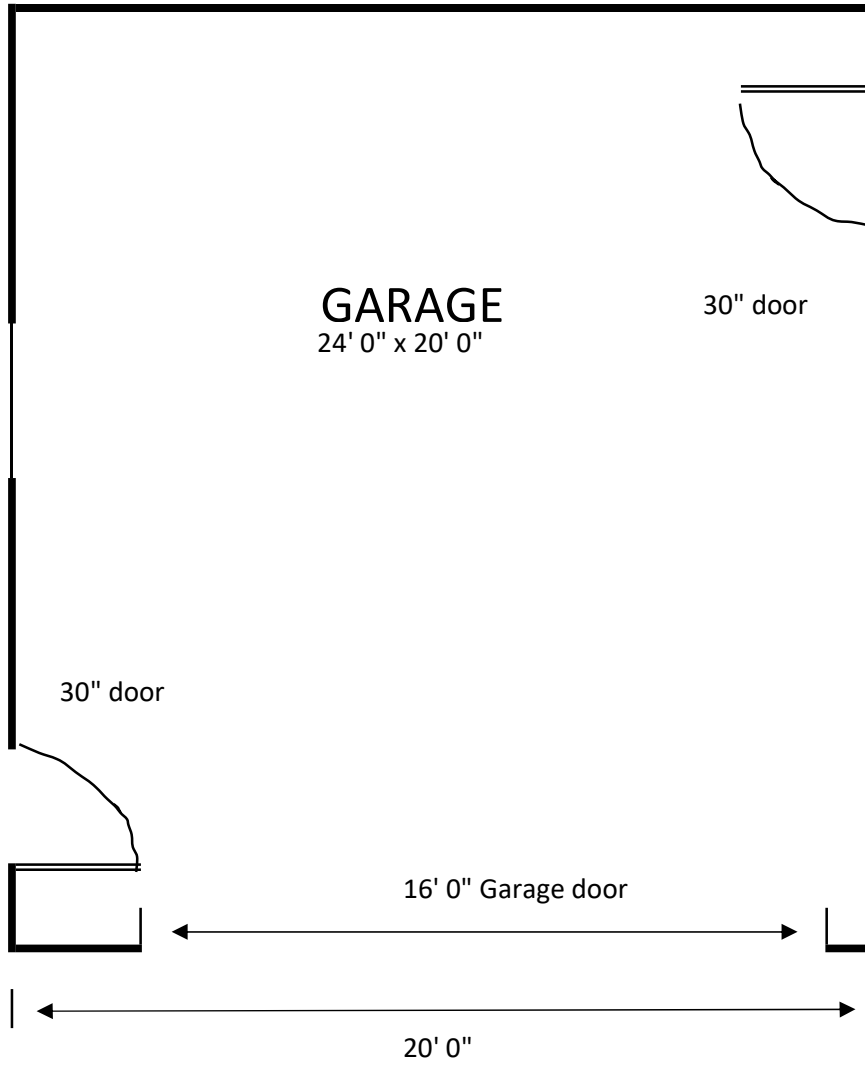


Garage east view



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24' 0"









Glen Ellyn Zoning Board of Appeals
535 Duane Street
Glen Ellyn, IL 60137

Meeting 10/7/2025 7:00 PM
Department: Community Development
Department Head: Jennifer Henaghan
Category: Policy
Prepared By: Daniel Harper

AGENDA ITEM (ID # 2025-832)

DOC ID: 2025-832

Motion to Adopt Rules of Procedure for the Glen Ellyn Zoning Board of Appeals

Statement of the Issue:

The Zoning Board of Appeals (“ZBA”) does not currently have a document that formalizes rules and procedures for how the Board should govern its meetings and public hearings. Village Attorney Paul Stephanides has drafted a document outlining rules and procedures for the ZBA to adopt and implement for its future business.

Analysis:

The ZBA was presented with the draft Rules of Procedure of the Glen Ellyn Zoning Board of Appeals at its July 8 meeting. The Rules of Procedure to be considered and adopted by the ZBA shall govern the ZBA’s meetings and public hearings.

Budget Impact:

Contribution to Strategic Plan

Action Requested:

Review and Approval of Rules of Procedure for the Glen Ellyn Zoning Board of Appeals.

Attachments:

1. GE ZBA Rules 09-25-25

**ZONING BOARD OF APPEALS
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 Zoning Board of Appeals (“ZBA”) shall govern the ZBA’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 ZBA.

1.3. These Rules are adopted pursuant to the authority granted by Section 2-14-4 (“Meetings”) of the Village Code.

2. MEMBERS AND DUTIES

2.1. The ZBA 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 ZBA, 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 ZBA 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. Any ZBA member who has a proprietary interest, or other conflict of interest pursuant to Chapter 12 (“Ethics”) of Title 1 (“Administrative”) of the Village Code in any matter before the ZBA shall not vote thereon and shall remove themselves from any meeting or hearing at which said matter is under consideration. If more than a majority of ZBA members remove themselves from a hearing, the Board shall refer the matter to the Village President and Board of Trustees for direction.

2.4. Any person appearing before the ZBA is prohibited from communicating with the ZBA’s members about matters before the ZBA outside of ZBA 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 ZBA 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 ZBA meetings shall be held on the second Tuesday of every month at 7:00 P.M., or such other days and/or times as determined by the ZBA, 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 ZBA if any case or matter is not ready to proceed, or if a quorum of the ZBA is not available for a regular meeting.

3.2. A quorum for a meeting of the ZBA shall be the physical presence of a majority of the ZBA members then in office pursuant to Section 2-14-4(D) of the Village Code. Electronic attendance at a meeting shall be governed by the rules adopted by the Village President and Board of Trustees on September 22, 2025.

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

3.4. The latest edition of Robert's Rules of Order shall govern the ZBA'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.

3.5. The order of agenda items may be modified by the Chair with the consent of the ZBA.

3.6. The Rules for Public Comment adopted by the Village President and Board of Trustees on September 22, 2025 ("Rules for Public Comment"), as amended, shall govern the ZBA.

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 other than appearing on a subsequent agenda. One continuance shall be granted to a petitioner who has filed an application with the Village, if requested. Further continuances shall be at the ZBA'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 ZBA may grant a continuance pursuant to a motion voted upon by a voice vote.

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 ZBA 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 ZBA may limit the number of witnesses whose testimony is cumulative or not relevant to a matter before the ZBA.

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 ZBA 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 ZBA 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 ZBA shall adopt written findings of fact and a recommendation based upon the ZBA's adopted motion by a majority vote of those members in attendance.

4.15. ZBA members who are absent for one or more hearing sessions may vote on the ZBA'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 majority vote of members of the ZBA at any regular meeting of the ZBA.