



Agenda
Village of Glen Ellyn
Special Village Board Workshop Meeting
Tuesday, October 14, 2025
6:00 PM
Glen Ellyn Civic Center, Room 301

Meeting Procedures Statement

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

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

- 1) Open:

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

- E. Historic Preservation Incentive Program**

- 1) Continuation of Discussion Regarding the Proposed Historic Preservation Residential Incentive Program (Community Development Director Henaghan)

- F. Adjourn**



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

Meeting 10/14/2025 6:00 PM
Department: Community Development
Department Head: Jennifer Henaghan
Category: Presentation
Prepared By: Jennifer Henaghan

**AGENDA ITEM (ID
2025-868)**

DOC ID: 2025-868

Continuation of Discussion Regarding the Proposed Historic Preservation Residential Incentive Program (Community Development Director Henaghan)

Statement of the Issue:

During the [March 17, 2025 Village Board workshop](#), Historic Preservation Commission (HPC) Chair Penn French presented a proposal for a Historic Preservation Incentive Program to encourage the renovation, rehabilitation, and continued use of homes that are architecturally and/or historically important to the Village. At that meeting, various Village Board members noted that the proposal be reviewed again at a future Village Board workshop.

At the April 17, 2025 and May 15, 2025 HPC meetings, the HPC drafted a resolution recommending that, as a first step, the Village proceed immediately with the cost-share grant program. The attached resolution was revised at the September 18, 2025, HPC meeting and contains the HPC's recommendations.

Analysis:

Program Eligibility

The HPC has proposed that all homes that are at least 50 years old would be potentially eligible for the Program. Homes that meet the qualifying age would be divided into two tiers:

1. Homes that have received Village Landmark status or Glen Ellyn Historical Society plaques, or structures that were evaluated and categorized as Significant or Potentially Significant in Architectural Resource Surveys commissioned by the Village Board of Trustees; and
2. Other homes that are at least 50 years old.

Homes in the first category that apply for the Program would be placed on the next HPC agenda for inclusion in the Program. If a home in this category has, in the opinion of staff, been significantly altered or is in poor condition, the applicant will need to appear before the HPC to provide information to inform the HPC's decision on eligibility. Homes in the second category may petition the HPC for inclusion in the program based on at least one of the following criteria:

1. The structure exhibits master craftsmanship,
2. The structure displays distinct features that exhibit a historically important architectural style from a representative period,

3. The property possesses local or regional cultural significance or is associated with historically significant individuals, and/or
4. The property significantly contributes to the Village as a source of civic pride.

The HPC would make the final determination on inclusion in the Program based on a majority vote of its members.

The Village has identified 526 single-family homes that are either significant or partially significant, which is approximately 7.5% of single-family homes within Glen Ellyn. Half of Glen Ellyn's homes were built in 1972 or earlier, so the majority of homes within the Village currently meet the 50-year cutoff for potential eligibility. Although thousands of homes would potentially be eligible due to age, the majority would not likely meet the criteria pertaining to historical, architectural, or cultural importance.

The Village's past architectural resource surveys have been concentrated in the historic center of town (south of St. Charles Road and north of Turner Avenue, plus an area west of Park Boulevard between Turner and Roosevelt Road). Allowing homes that have not previously been identified as historic to potentially participate in the program and opens it up to the entire community, regardless of geographic location.

Matching Grant

As proposed by the HPC, owners or representatives of qualified properties may submit a grant application to be reimbursed for 50% of the cost of eligible improvements, up to a maximum reimbursement of \$10,000. These funds would be awarded on a rolling, first-come-first-serve basis, with an open application window until the approved funds are exhausted.

Matching grant-eligible projects must include exterior improvements that enhance the home's appearance and contribute to improving the streetscape in a historically appropriate manner. Eligible projects might include:

1. Reconstruction of missing architectural features, such as a front porch or decorative trim that had been previously removed;
2. Replacement of non-original materials, such as replacing vinyl siding with original cladding materials or replacing aluminum windows with wood windows or installing traditional half-round gutters and round downspouts; or
3. Repairing or replacing deteriorated exterior features and reusing existing architectural elements, such as repairing wood windows or replacing rotted porch lumber but conserving the original porch columns, balusters, and brackets.
4. Examples of projects not eligible for incentives include using materials that are not period-appropriate (such as vinyl siding or windows), routine or deferred maintenance (such as minor repairs, painting, or replacement of asphalt shingles), landscaping, fences and other accessory structures, and driveways and other paved areas.

Applicants would need to provide quotes for construction costs (or qualify under stipulations allowing for sole-source bid). The HPC would consider grant applications on the merits of the proposed project's adherence to national preservation standards as approved by the United States Department of the Interior such as rehabilitating or returning significant architectural features, the use of heritage materials, sympathetic design, etc.

The Village Board would approve or disapprove grant requests based on the HPC's recommendation. Staff would then process the disbursement of the award after a project has been completed and reviewed for conformance to the approved application and the Village Code.

Building Permit Fee Waivers

As presented in the March 2025 workshop, the HPC is proposing that building permit fees be waived for historic homes, either in full, up to a certain percentage, or capped at a certain amount. Looking at building permits for residential additions and alterations from 2020-onward, the Village has taken in approximately \$404,000 per year in permit revenue. Assuming that the number of permits for historic homes is proportionate to their overall representation in the Village, this would be a loss of roughly \$30,000 per year in revenue attributable to building permits for additions and alterations to historic homes.

In addition to the loss of revenue, a decision would need to be made regarding the external costs that the Village incurs for plumbing reviews and inspections, tree preservation reviews, and specialized stormwater and wetlands reviews that are performed by third party contractors for especially large or complex projects. For a residential addition, these costs can be \$500–600 or more for plan reviews, \$200 for plumbing inspections (if applicable), \$275 for tree preservation review, and \$300 for stormwater/wetlands reviews for a total cost to the Village of \$1,000 or more per permit. Assuming five (5) historic home additions per year, this would be an expected Village expense of \$5,000–7,000 that would no longer be covered by permit fee revenue.

One alternative to a fee waiver would be to allow building permit fees to be 100% reimbursable as part of the matching grant program. This would cover the Village's expenses while also ensuring that the permit in question is for improvements that are in keeping with the United States Secretary of the Interior's Standards for Rehabilitation as well as the HPC's procedures and regulations. Staff has some concerns about the potential budget impact and is seeking direction from the Village Board.

Expedited Review

The HPC's focus groups stated a preference for expedited permit approvals for historic homes. However, they also stated that they did not want this to slow down the permit process for non-historic homes. Unfortunately, because the Village reviews permit applications in the order that they are submitted, giving a preference for one group of applicants would necessarily create added review times for other applicants. Staff has some concerns about the equity of a process such as this and is seeking direction from the Village Board.

Zoning Changes to Bulk Requirements

Bulk requirements within the Zoning Code include the ground floor area of the buildings on a lot and its relation to the area of a zoning lot, building height, building setbacks, open spaces, and the size and shape of the lot itself. Any changes to the Village's bulk requirements require approval through the public hearing process, which involves a public hearing before the Plan Commission and final action by the Village Board. Among its purposes, the Zoning Code is intended to:

- Promote a rational pattern of development;
- Facilitate the preservation of structures of historic, architectural, and aesthetic importance;
- Establish reasonable standards to which buildings and structures shall conform;

- Provide for the regulation of nonconforming buildings, structures and uses; and
- Prevent additions to buildings that do not comply with the Village's regulations.

As with all Village Code requirements, the Zoning Code should also ensure fair and equitable treatment for all property owners within the Village.

Lot Coverage Ratio

Most of the HPC focus group discussion focused on increasing the maximum allowable lot coverage ratio (LCR) for historic homes from 20% to 25%. Lot coverage for single-family homes has been debated extensively in the Village since it was reinstated in 1995. Lot coverage maximums were included in Glen Ellyn's first Zoning Code in 1923, but they were removed in the 1955 Zoning Code and absent from the Village's regulations for 40 years. In response to concerns about new homes being out of character with the surrounding neighborhood, LCR requirements were put into place in 1995 with a maximum allowable LCR of 25% for single-family homes and 35% for ranch homes. This was amended in 2002 to a maximum of 20% for homes greater than one story.

(Amendments have also been made to increase the allowable square footage of detached garage and porches that are excluded from the LCR calculation.)

As a sample set, staff reviewed Glen Ellyn landmark properties to determine existing lot coverages. Of the 37 single-family homes that have been designated as landmarks and for which there is an available plat of survey, only four (4) are at or above the current 20% lot coverage restrictions for two-story homes. A moderate addition with a footprint of 250+ square feet (which, for a two-story addition, would be 500+ square feet addition) could be constructed on 30 of the 37 lots containing landmark homes and still follow the current 20% lot coverage requirement.

Homeowners who wish to build an addition that does not meet Zoning Code requirements always have the option of seeking a variation through the public hearing process. In addition, the Village has an administrative variation process that does not require a public hearing. An administrative variation allows the Community Development Director to approve an additional 2% lot coverage for homes that are two or more stories. To be eligible, a property needs to meet the standards for variations and there needs to be no written objections filed by adjacent property owners to the request. When the potential for an administrative variation is included, only five (5) of 37 homes would not qualify for an addition with a footprint of at least 250 square feet (meaning a two-story addition could be at least 500 square feet).

Available Lot Coverage (sq. ft.)	# of Landmarks	# of Landmarks at 22% LCR (Admin. Var. Approval)
None	4	1
<100	2	1
100-250	1	3
250-500	8	3
500-1000	8	12
1000+	14	17

Staff also examined single-family variation requests that were considered by the Village Board within the past five years (October 2020-September 2025). During this time, the Board considered 68 requests for variations on single-family properties, and 23 of those (34%) included lot coverage variations. However, none of those lot coverage variation requests were for historic homes. There was a variation granted to increase the LCR to 23.7% on a historic property a few months earlier as part of a multiple-variation request to accommodate a 2,661-square foot addition. The lack of variation requests to increase LCR indicates that the existing lot coverage regulations are not disparately impacting historic homeowners.

The Village is in the process of issuing a request for proposals for a consultant to assist with an update of the Zoning Code, which will include a thorough examination of all current zoning regulations with input from Village stakeholders, including various boards and commissions. This process will begin in January 2026 and is expected to take 18-24 months. Given the robust debate around LCR over the past 30 years, staff anticipates this to be a topic of discussion for all homes in Glen Ellyn – historic and non-historic – when the Zoning Code updates are formulated.

Lot Width/Area

The Zoning Code contains numerous exceptions to allow construction on existing zoning lots that do not meet current lot width and area requirements. A variation is only necessary if a lot is less than 50 feet wide or 6,534 square feet in area. Only 5% of Glen Ellyn's landmarks are on such small lots.

Building Height

The Village has not experienced many variation requests for building height, so the current regulations do not appear to be a significant impediment for homeowners overall, including historic homeowners.

Building Setbacks

Of the 37 Glen Ellyn Landmark homes that were examined, 24 have one or more nonconforming setbacks. This is in keeping with the majority of variation requests being related to setbacks. Although there is also an available administrative variation process for setbacks, that process only allows for the approval of 20% of the setback requirement. For a typical interior side yard setback, that only allows for the possibility of a variation of one foot (1'), four inches (4").

If the Village Board desires to make a change to the bulk regulations, amending the Zoning Code regulations that pertain to nonconforming structures would make it easier for homeowners to construct an addition that maintains an existing building setback without the need to apply for a variation. This would have a greater impact for historic homeowners than any changes to LCR, height, or lot size requirements.

Budget Impact:

1. **Matching Grant:** \$50,000 was allocated in the 2025 budget, which is proposed to be carried over to 2026.
2. **Building Permit Fee Waivers:** Revenue reduced by approximately \$30,000 per year if building permit fees are completely waived for additions and alterations to historic homes. If

fees were eligible as part of the matching grant, there would be no additional impact to the budget.

3. **Expedited Review:** None, unless additional permit reviews are sent to third-party reviewers to meet review timelines.
4. **Zoning Changes to Bulk Requirements:** This element would have a minimal budget impact outside of costs related to a public hearing as it would be achieved through staff time as well as the 2026 Zoning Code update process.

Contribution to Strategic Plan

Strategic Priority: Development; Initiative: Successful growth, development, annexation and business retention.

Strategic Priority: Financial Stability; Initiative: Maintain financial stability and create a financial decision-making framework

Action Requested:

To advance the incentive program, staff seeks direction from the Board in five primary areas:

1. **Program Eligibility:** Does the Village Board have any concerns about the proposed criteria and process for approving program eligibility?
2. **Matching Grant:** Does the Village Board have any concerns about the HPC's proposal for the matching grant?
3. **Fee Waivers:** Does the Village Board wish to waive permit fees associated with historic homes, or have those fees included as an eligible matching grant expense?
4. **Expedited Permit Review:** Does the Village Board wish to implement a reduced permit review time for historic homes, which will incur additional third-party review fees?
5. **Zoning Code Amendments:** Does the Village Board wish for staff to proceed with any amendments to the Village's Zoning Code at this time?

Attachments:

1. 09-18-2025 Revised HPC Resolution

A Resolution by the Village of Glen Ellyn Historic Preservation Commission Requesting that Village Staff Fulfill Objectives for the Creation of a Historic Preservation Incentive Program; To Include a Historic Preservation Matching Grant Incentive Program.

A Resolution by the Village of Glen Ellyn Historic Preservation Commission Requesting that Village Staff Fulfill the Objectives as Discussed Herein, and at Regular Meetings of both Historic Preservation Commission Meetings and the March 17th, 2025, Village Board Workshop, regarding the Creation of a Historic Preservation Incentive Program. This is to Include the Formalization of a Process for Eligibility and Qualification, and an Application and Approval Process for Structures Qualified for the proposed Matching Grant Preservation Program.

Hereby, the Glen Ellyn Historic Preservation Commission (HPC), at the May 15th, 2025, Regular Meeting, resolves that the following directives and evaluation criteria be the framework for the creation of a Historic Preservation Incentives Program (henceforth referred to as “the Program”); and,

Whereas, structures must be at least 50 years old to be eligible for consideration for the Program; and,

Whereas, structures that have received Village Landmark status, or Glen Ellyn Historical Society plaques, or structures that were evaluated and categorized as Significant or Potentially Significant in Architectural Resource Surveys commissioned by the Village Board of Trustees and that typically emulate the architectural, historical, and cultural significance required to be eligible for the Program; and,

Whereas, Village Staff, as designated by the Historic Preservation Commission, will conduct an initial review of applicants to the Program; and,

Whereas, after an evaluation by staff, applicants that satisfy the age and designation criteria, and that have not undergone alteration or extreme disrepair that would disqualify the home for consideration as a Village Landmark or National Historic Register property, are to be included as a consent item at Regular Historic Preservation Commission Meetings for inclusion in the Program when applicable; and,

Whereas, properties that may meet age and designation criteria, but have a history of alterations, or the condition of the home is in dispute, will be brought before the HPC by an applicant for review, testimony, and discussion; and,

Whereas, such properties will be qualified for inclusion in the Program by a majority vote of HPC members; and,

Whereas, structures not designated as Village Landmarks, Glen Ellyn Historical Society properties, nor rated as Significant or Potentially Significant by Architectural Resource Surveys may petition the HPC for inclusion in the Program; and,

Whereas, such properties will encompass one or more of the following criteria representative of the U.S. Department of the Interior preservation standards: the structure will exhibit master craftsmanship, the structure will display distinct features that exhibit a historically important architectural style from a representative period, the property possesses local or regional cultural significance or is associated with historically significant individuals, and/or the property significantly contributes to the Village as a source of civic pride; and

Whereas, such properties may be qualified for inclusion in the Program by a majority vote of the Historic Preservation Commission after petitioned by an applicant for review, testimony, and discussion; and,

Whereas, the Village of Glen Ellyn intends ~~for to recommend to the Village Board~~ the creation of a suite of incentives including a residential preservation grant program, bulk zoning allowances, expedited review and permit fee waivers for these qualified properties that embody the mission of the Program; and,

Whereas, the Historic Preservation Commission requests the Village Board pursue the entire suite of incentives as appropriate and aligned with the overall objectives of the Village relating to historic preservation and community development; and,

Whereas, the first incentive that is intended to be introduced is the Preservation Matching Grant, which has been approved by the Village Board for an initial funding amount of \$50,000; and,

Whereas, the owners or representatives of qualified properties may submit a grant application for up to \$10,000 (total project costs must meet or exceed \$20,000) for consideration by the Historic Preservation Commission on a rolling, first-come-first-serve basis, with an open application window until approved funds are exhausted; and,

Whereas, the applicants must provide construction plans that demonstrate U.S. Department of the Interior preservation standards and provide multiple quotes for construction costs, or qualify under stipulations allowing for sole-source bid; and,

Whereas, the Historic Preservation Commission will consider grant applications on the merits of the proposed project's adherence to national preservation standards as directed by the Department of the Interior such as rehabilitating or returning significant architectural features, the use of heritage materials, sympathetic design, etc.; and,

Whereas, matching grant-eligible projects must include exterior improvements that enhance the home's appearance and contribute to improving the streetscape. Examples of costs not eligible for incentives include routine or deferred maintenance projects (such as painting not as part of a restoration), landscaping, fences and other accessory structures, and driveways and other paved areas; and,

Henceforth, the Historic Preservation Commission directs Village Staff to act on all the objectives herein as for the creation of a Historic Preservation Incentive Program, including guidelines for eligibility and qualification, and the initiation of the Matching Grant program. The Historic Preservation Commission designates Village Staff to pursue these objectives, recommended to be created as a Pilot Program for a period of 18 months.

And so, by a unanimous vote of 6 “Yea” votes, to 0 “Nay” votes, the Historic Preservation Commission of the Village of Glen Ellyn approves this resolution for the creation of the Historic Preservation Incentive Program on this 15th Day of May 2025.

FINAL DRAFT