

MINUTES
Glen Ellyn Plan Commission Meeting
Thursday, June 26, 2025, at 7:00 PM
Glen Ellyn Civic Center
Galligan Board Room

A. Call to Order and Roll Call

Chairperson Tim Loftus called the meeting to order at 7:00 p.m. and explained the Plan Commission's function and operating procedure as an advisory body. He described the public hearing protocol including for public comment and announced that comments would be recorded.

Roll was called. Chairperson Loftus, Plan Commissioners, Morrison, Arango, Wyant, Kreuzer, Cooper and Dawson were present; Commissioners Brown and Pesce were absent.

Also in attendance: Steve Thompson, Village Trustee, Paul Stephanides, Village Attorney, Jennifer Hennigan, Community Development Director, and Daniel Harper, Planning Manager.

Commissioner Morrison made a motion to move the new business item (511 Duane Street, Insula Aesthetics Special Use Permit) to be before the old business item (670 Crescent Blvd., Glenbard West High School Addition) in the order of consideration for the meetings proceedings. Motion was seconded by Dawson. Motion passed by voice vote.

B. Public Comment (non-agenda items)

There was no off-agenda audience comment.

C. Approval of Minutes

1. Review and Approval of the May 22, 2025, Plan Commission Meeting Minutes

Commissioner Kreuzer moved to approve the minutes. Commissioner Morrison seconded the motion, and the motion passed by voice vote.

D. New Business

1. Public Hearing – 511 Duane Street, Insula Aesthetics Special Use Permit

Motion to open the Public Hearing by Commissioner Cooper second by Commissioner Arango. Motion passed by voice vote.

Sworn In Daniel Harper, Planning Manager, Village of Glen Ellyn- presented staff report. Mr. Harper reported that Insula Aesthetics is applying for a special use permit to expand their existing health spa to the neighboring commercial space as it is now vacant.

Sworn in. the Petitioner, Ashley Herman, described their services offered and the need for expansion.

Chairman Loftus: will there being any significant change in the retail square footage of the space?

Ms. Herman: The retail space will not expand significantly as our products are small, but we can expand to accommodate more demand.

Chairman Loftus: What types of exterior work are you proposing for the new space?

Ms. Herman: No significant changes beside windows or doors upgrades.

Chairman Loftus asked Mr. Harper if there would be two wall signs allowed.

Mr. Harper responded that wall signs are limited store fronts, so one sign would be allowed but they could do another window sign.

Commissioner Dawson asked the applicant about retail growth and if she had projections for sales growth?

Ms. Herman: Retail sales was 6% of our business and is now 15% and rising.

Commissioner Dawson: Will the floor plan presented be significant enough for your retail needs?

Ms. Herman: Yes, our products are small, and the inventory is stored away out of sight.

Commissioner Morrison: What will be your training hours be?

Ms. Herman: We are flexible but were anticipating Friday afternoons from 3 p.m. to 7 p.m. and Saturday mornings.

Commissioner Wyant: Are you able to track what percentage of customers reside in Glen Ellyn?

Ms. Herman: 80% from Glen Ellyn. More people are coming from out of town for the increased training opportunities.

Commissioner Morrison: Question for Village Attorney - Do we have regulations for operating hours in the downtown?

Mr. Stephanides: Only for liquor licenses.

Chairman Loftus asked Village Staff had received any comments from the public regarding the application.

Mr. Harper: No public comment was received for this request.

Commissioner Kreuzer: Is this entire block all service-based uses?

Mr. Harper: Yes, the block consists of the vision center, Insula Aesthetics, an insurance office, a physical therapist and the tailor.

Commissioner Arango asked Mr. Harper about parking regulations or concerns.

Mr. Harper responded that additional off-street parking was not required in the C5A zoning district and that existing on-street and off-street parking areas were adequate to meet any new demand.

Chairperson Loftus requested for a motion to close the public hearing. Commissioner Wyant motioned to close the public hearing, Commissioner Cooper seconded the motion, and the motion passed by voice vote.

Commissioner Kreuzer made the Motion to approve the requested Special Use Permit as presented. Seconded by Commissioner Dawson. The motion passed by a roll call vote with all commissioners present voting "Yes". The motion passed with seven (7) votes yes unanimously.

Commissioner Dawson made motion to approve the findings of fact as written. Commissioner Kreuzer Second. Motion passes unanimously.

2. Continuation Public Hearing-670 Crescent Blvd., Glenbard West High School Addition

Motion to re-open the Public Hearing by Commissioner Dawson second by Commissioner Arango. Motion passed by voice vote.

Sworn in, Daniel Harper Planning Manager for the Village of Glen Ellyn presented the requested variations and the four items of requested information that was requested by the Plan Commission at their May 22, 2025, meeting. The four items to be discussed upon the reopening of the public hearing were:

1. A photometric plan that includes interior light as well exterior light on a 24/7 basis.
2. Additional information pertaining to need of the Learning Commons area of the proposed addition.
3. Information regarding how the School District will handle remote parking during construction.
4. Information regarding forward looking enrollment projections at Glenbard West High School for a ten-year period.

Commissioner Questions

Commissioner Wyant: Can we discuss the public comments that were submitted?

Mr. Harper: You can ask the school district questions brought forth in the public comments.

Commissioner Cooper: Are we prevented from asking questions of the application that are not included in the four items listed?

Mr. Stephanides: Requested that all Commissioners that were not present at the May 22, 2025, meeting state on their record that they have reviewed the evidence from the May 22, 2025, meeting and that they are ready to participate in deliberation and vote on a recommendation for the application.

Commissioners Cooper and Arango stated that they reviewed the documentation from the May 22, 2025, meeting and were ready to vote on a recommendation for the application.

Mr. Stephanides: If items are not included in the four questions listed but a germane to the four items, the Chairperson can allow them on a case-by-case basis.

There were questions from Commissioners Cooper and Kreuzer regarding the public notice procedure for the public hearings and for the continuation of public hearings.

Commissioner Morrison asked for clarification regarding the standards for consideration of a variation.

Petitioners Dan Krita, Brenden May, Mark Zaprzalka, Seth Chapman, Jeremy Roling, Craig Lamp, Jessica Santee, Jessalyn Kelly introduced themselves. Ms. Kelly gave a presentation summarizing their responses to last month's questions. Mr. Chapman discussed the district's enrollment projections, which was last done in 2022 and will be done again this fall. In 2021, they were at 1,906, this year were at 2,330. This is the only school in the district that is projected to maintain (not lose) enrollment.

Commissioner Wyant: What is the origin of the best practice suggested classroom size?

Ms. Kelly: 850 to 900 sqft is the accepted best practice for classroom size and is also impacted by labor contract conditions.

Ms. Kelly continued her presentation and explained that the proposed lighting plan would be following village code and lighting would be reduced to the minimum required standard for lighting for accessibility standards. Ms. Kelly presented the site logistics plan to address parking concerns during the proposed construction. Ms. Kelly explained that the maximum needed capacity would be during the summer and that the Village administration, and the construction team are working towards solutions for construction parking during the school year.

Chairman Loftus: Could you describe what the enrollment boundaries are for West high school?

Mr. Chapman: Provided the boundaries for the area zoned for students who would attend Glenbard West High School

Commissioner Wyant clarified that although the district is projected to lose enrollment, Glenbard West is projected to maintain enrollment. Commissioner Wyant asked about referendum language particularly if it used the words "expanding the building" was included or if the referendum measure included "infrastructure improvements".

Mr. Chapman: Responded saying that the referendum language would have had to include language regarding the expansion. He stated that the language was reviewed by a bond council.

Commissioner Wyant responded that the language only included "infrastructure improvements" and did not specifically state "expansion".

Commissioner Cooper: What is the hardship being requested as part of the learning commons?

Commissioner Kreuzer: What is a definition of learning common?

Mr. Krita: Learning commons can come in different forms. The purpose of this commons space is to support the cafeteria functions and to allow for more student autonomy.

Commissioner Cooper: Expressed that the learning commons explanation does pertain to the hardship of the variations being requested.

Ms. Kelly explained that it was included because the district had committed to provide a learning common as part of their proposal to the community during the referendum.

Commissioner Kreuzer: Is the expansion being proposed larger than what was originally presented as part of the referendum?

Mr. Kritta: Yes, we had to address the short comings of the existing building which necessitated the larger footprint. The addition portion is larger, but the footprint learning commons remains the same.

Mr. Chapman: The angle of the addition was modified because of community input to preserve as much as the hill as possible.

Commissioner Wyant asked Mr. Kritta to describe the proposed modification to Biester Gym. Mr. Kritta explained that the Biester addition is designed for security purposes. The Biester addition would be part of a future project and is not included in the Plan Commission application.

Chairman Loftus stated that the Plan Commission was not here to relitigate the referendum. The Plan Commission are here to make a recommendation as the Commission on this application.

Commissioner Kreuzer: My question is why is the addition larger than what was originally proposed? This would presumably reduce the scope of the requested variations.

Chairman Loftus: Stated that the Plan Commission are here to make a recommendation on what is being proposed.

Commissioner Dawson: The original design would have required less variations.

Chairman Loftus: It's not in our purview to redesign the building.

Mr. Chapman: These changes were made in response to the desire of the community to preserve the top of the hill.

Commissioner Arango: Were the changes made after the referendum was approved?

Mr. Chapman: Yes. The original concept was modified after the referendum based on community input.

Commissioner Cooper: What is the difference in area from the original conceptual design to the proposed design tonight?

Mr. Kritta: We do not have the difference in area based on the initial concept and what is being proposed now.

Commissioner Cooper: Asked for a clarification on the language and intent of the referendum.

Trustee Thompson requested a 10-minute recess from the Plan Commission.

Chairman Loftus asked for a motion to declare a recess.

Hearing none, Chairman Loftus declared a ten-minute recess at 8:20 p.m.

The public hearing resumed at 8:30 p.m.

Commissioner Morrison: The lighting in the building when it is not occupied would be reduced to 50%?

Ms. Kelly: Only in emergency pathways. Classrooms would be reduced to zero.

Kreuzer: Why were glass curtain walls chosen for the stairwell?

Chairman Loftus: It's not in our purview to redesign the building.

Mr. Kritta: The light would meet the village standards as the light inside the stairwell would be limited to 0.5-foot candle and would follow the village code.

Cooper: Why 0.5-foot candle and not a lesser amount?

Applicant: 0.5-foot candle is a code minimum for visibility in required emergency egress.

PUBLIC COMMENTS

Public Comments received by the Village were read by Daniel Harper and placed into record. The received comments are attached.

Mark Frigo – I have a kid who graduated from west. I am member of the environmental commission. I have a question as to why this was not formally brought to the Environmental Commission. Mr. Frigo expressed concern regarding the proposed trees to be

removed and the location of equipment and laydown yards. Mr. Frigo expressed concerns that the trees to preserved will die during the construction. Mr. Frigo expressed a need to have a village arborist to review the tree removal plan. Mr. Frigo expressed concerns for stormwater management, shade loss from tree removal, and the windows causing bird mortality.

Marty Boyd – Ms. Boyd expressed concerned about the limitation of the items of the continuation. Ms. Boyd expressed her believe that the petitioners have not presented a hardship. She expressed concerns regarding the preservation of the building, lighting and parking for the site. She expressed that the ballot initiative did not specifically address a proposed building expansion.

Chairperson Loftus requested for a motion to close the public hearing. Commissioner Kreuzer motioned to close the public hearing, Commissioner Dawson seconded the motion, and the motion passed by voice vote.

DELIBERATION-

Morrison expressed support of the application.

Wyant expressed that he would not support the application as the variations are extensive and the applicant did not present a convincing rationale.

Kreuzer: I don't know if the school district has presented a convincing request in variations and hardship.

Cooper: I will be voting in support of the application.

Dawson: I do not see a hardship shown. In my opinion, the village is side stepping lot coverage requirements in the R2 residential district.

Loftus: The referendum should have no bearing on the application tonight. We are to look at what the variation requests are. I would support the application.

Arango: I have big concerns about the application and what the struggles we as a community will face because of this addition. I don't know if we have been presented hardships regarding the school's application. I am going to trust that the school district will come through for Glen Ellyn and our children's future.

Commissioner Morrison made a motion to approve the application. Commissioner Cooper seconded the motion.

Motion to was passed with a vote of (5) yes and (2) no. Commissioners Wyant and Dawson voting in dissent.

Kreuzer made motion to approve the findings of fact as written. Seconded by Cooper. Motion passes 6-1. Commissioner Dawson in the dissent

E. Trustee Thompson Report

Chair Loftus asked about Route 53 work.

Chair Loftus asked about the status of the new Starbucks.

Commissioner Arango said the PGS sign looks pretty good.

Trustee Thompson thanked the Commissioners for their careful consideration of the Glenbard West project.

Commissioner Arango asked about the management of Lake Ellyn Park and complained about the tall, overgrown weeds.

F. Chairperson's Report

None.

G. Staff Report

Mr. Harper gave a description on the permitting and application statuses of previous Plan Commission items.

H. Other Business

No other business

I. Adjournment

Member Arango made a motion to adjourn the meeting. Member Kreuzer seconded the motion, and the motion passed by voice vote at 9:33PM

Respectfully submitted,
Daniel Harper, Planning Manager