



Agenda
Village of Glen Ellyn
Historic Preservation Commission Meeting
Thursday, December 18, 2025
7:00 PM
Glen Ellyn Civic Center, Galligan Board Room

Visitors are most welcome to attend all public meetings and can find copies of the Agenda online at www.glenellyn.org prior to the meeting. Any individual with a disability requiring 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.

- A. Call to Order**
- B. Approval of Minutes**
 - 1) September 18, 2025 Regular Meeting of the Historic Preservation Commission Minutes
 - 2) November 20, 2025 Regular Meeting of the Historic Preservation Commission Minutes
- C. Public Comment**
- D. Old Business**
 - 1) Village Board approval of the Historic Preservation Incentives Program
- E. Chairperson's Report**
- F. Trustee's Report**
- G. Staff Report**
- H. GEHS Director's Report**
- I. Reminders**
- J. Adjourn**

Civility Pledge - In the interest of civility, I pledge to promote civility by listening, being respectful of others, acknowledging that we are striving to support and improve our community, and understanding that we each may have different ideas for achieving that objective.



**Glen Ellyn Historic
Preservation Commission**
535 Duane Street
Glen Ellyn, IL 60137

Meeting 12/18/2025 7:00 PM
Department: Community Development
Department Head: Jennifer Henaghan
Category: Minutes
Prepared By: Jordan Frahm

**AGENDA ITEM (ID # 2025-
1027)**

DOC ID: 2025-1027

September 18, 2025 Regular Meeting of the Historic Preservation Commission Minutes

Statement of the Issue:

There was widespread desire among the HPC commissioners to have the minutes reformatted from how they were originally received by Village Staff before they could discuss approval.

Analysis:

Village Staff reformatted minutes to reflect a more narrative description of discussion items. Village Staff took suggestions from Commissioner Wilson on missing details from the minutes.

Budget Impact:

Contribution to Strategic Plan

Action Requested:

Review and approve the revised version September 18, 2025 Meeting Minutes.

Attachments:

1. DRAFT September 18 2025 HPC Minutes



Draft Minutes
 Village of Glen Ellyn
 Historic Preservation
 Regular Meeting
 September 18, 2025
 7:00PM
 Glen Ellyn Civic Center

Board or Commission: Historic Preservation **Date:** September 18, 2025
Meeting: Regular **Called to Order:** 7:00 p.m.
Quorum: Yes **Adjourned:** 9:00p.m.

MEMBER ATTENDANCE:

Penn French	Chairman	Present
Nathan Darga	Commissioner	Present
Donna Leak	Commissioner	Absent
Barb Lemme	Commissioner	Present
Robert Margetts	Commissioner	Present
Jeremy Schletz	Commissioner	Present
Zak Wilson	Commissioner	Present
Also Present:		
Jordan Frahm	Associate Planner	
Tim Loftus	GE Historical Society	
Kelley Kalinich	Village Trustee	
Adriana Ohl Zamora	Recording Secretary	
Jennifer Heneghan	Director Community Development	
Public Present:		
Matthew Jones		
Mike & Chris Wilson	Glen Ellyn resident – 779 Riford Rd.	
Steven Poteracki	Glen Ellyn– Architect 574 N. Main St.	
Gabe Koenig		
Lee Marks		

A. CALL TO ORDER

The September 18, 2025 regular meeting of the Historic Preservation Commission was called to order by Chairman French at 7:00 PM at the Glen Ellyn Civic Center.

B. PUBLIC COMMENT – None

C. APPROVAL OF MINUTES FROM AUGUST 21, 2025, HPC MEETING

MOVE TO APPROVE THE MINUTES OF HPC MEETING OF 8/21/2025 as amended

RESULT: Motion Unanimously Carried

MOVER: Commissioner Darga

SECONDER: Commissioner Margetts

AYES: 6

D. OLD BUSINESS

1. HPC- Update on Preservation Residential Matching Grant Pilot Program.
Planner Frahm hopes to launch Grant program by the end of the year and pursue suite of incentives in parallel with Pilot Program. Internally generated fees will be waived; applicants must pay third-party permit fees.
2. Planner Frahm discussed Expedited Review not being included in Pilot Program, as new Village software should allow review times to be shortened, calling into question efficacy.
3. Zoning allowances were tabled as we were updating zoning code, however we will explore other ways to take historical properties and ease zoning restrictions, have zoning reform for historical properties. Community Development Staff has discussed amending the nonconformities code. Chairperson French asked questions about the impact of setback reform versus lot coverage reform – a small sample analysis by Director Henaghan shows that setback reform has a greater impact. Director Henaghan also reminded the Commission that their discussions about lot coverage bonuses for historic or architecturally significant properties has raised the possibility of increasing the lot coverage maximum across the Village
4. Discussion continued regarding specifically the process of review and what homes are eligible for grant awards and permit waivers, and whether all homes are reviewed individually by the HPC. Commissioner Darga comments that those being qualified for one or both of the incentives being offered. Chairperson French asked Staff if they should take more time with the greater Historic Preservation Incentive Program or whether they should proceed. Village Staff and Trustee Kalinich supported continuing the approval of the grant program and fee waivers, that the incentive program approval process is not a one-and-done process, and that the greater suite of incentives can be

pursued as the Village Zoning Code is rewritten in 2026.

E. NEW BUSINESS

1. Landmark Designation Public Hearing - 779 Riford Road

Chairman French opens the public hearing and introduces Mike Wilson, owner of the property. Mike Wilson talks about how he is more committed to trying to preserve this home than to make any changes to it as alluded to in the previous discussion about zoning bonuses. Mr. Wilson discusses the early history of the home, the neighborhood and the significance of that area in the Village. He shares early memories of that specific house. Mr. Wilson discusses plans for restoration to the front porch using wood shingles. He says that he thinks taking care of old homes is fun. Commissioner Schletz asks the homeowner how soon they will know about conditions of the sheathing for the front porch restoration and the homeowner replies that they won't know until they begin.

Commissioner Margetts mentions the notable which the tenant confirms are for Halloween.

Commissioner Schletz notes that the home was marked as contributing to the 2007 Architectural Resource Survey and Chairperson French thanks Mr. Wilson for his efforts in preserving the home. The public hearing is closed, and Chairperson French makes a motion to designate 779 Riford Road as a Village Landmark as it meets many of the criteria for landmark designation, is in keeping with the priorities of the Village Comprehensive Plan and is harmonious with the surrounding neighborhood. Chairperson French says there is overwhelming evidence to approve. Commissioner Darga motions for approval for Landmark Designation, seconded by Commissioner Schletz. Motion passes unanimously 6 (yes) to 0 (no).

2. Landmark Alteration Request - 574 N. Main St.

Planner Frahm presents a brief history of the "Joseph McChesney House" and proposed addition to a landmark property. The house contributes to Mains Street Historic District and is rated significant in architectural resource surveys. 574 N. Main Street became a Village Landmark property in 1991.

Planner Frahm described the rear yard addition which includes a wrapping porch extending off of an existing bay window. Elevations of the addition are displayed to the Commissioners.

The Architect, Steven Poteracki, describes the need for the addition and the homeowner's commitment to honoring the historic details of the property.

The architect is confident that the addition will not greatly disrupt the appearance of the historical section of the home when viewed from the street.

Chairperson French notes that the current owners have been in the home for three years and is an example of young families being attracted to Glen Ellyn. Chairperson French notes that Mr. Poteracki has been to HPC focus group events and awards so is familiar with this type of project design.

Commissioner Lemme asks whether the foundation will be replicated. Mr. Poteracki says that they plan to match all the materials. Commissioner Lemme raises concerns about appearance of the addition from public view when approaching from the south. Mr. Poteracki discusses existing privacy trees that offer screening to that part of the property. Commissioner Lemme mentions some personal history with the home, and the Architect's attention to detail. Commissioner Lemme asks about the Architect mentioning damage to the front porch and if the front porch would be changing in appearance. Mr. Poteracki confirms that they will only be maintaining the existing front porch structure.

Commissioner Darga asks for clarification on a nonconforming garage. Planner Frahm confirms that a new garage would need to be set back a minimum of 3 feet from all property lines.

Commissioner Wilson asks if there is a Village requirement to follow Department of Interior preservation standards for alterations – Planner Frahm answers that there is not. Commissioner Wilson comments that he does not think the project meets Standard 9, which is that new additions shall be differentiated in form.

Chairperson French, Commissioners Wilson, Darga, Margetts, Mr. Poteracki, and GEHS Director Jeff Anderson discuss the historic preservation standards and interpretation of sympathetic design, construction design and materials indicating distinction between the original home and addition etc. Mr. Poteracki discusses how they could have altered the design so that the addition extends straight back, but that this proposal offers the most functional, complementary design for the home. Commissioner Margetts comments that he is not as concerned with the home matching in appearance, as we have had this process of documentation of the addition. Commissioner Margetts and Mr. Anderson discuss architectural forgery on historic properties.

Commissioner Margetts made a motion to approve for preliminary approval; Commissioner Dargo seconded the motion. Motion Passed with all in favor.

3. **TRUSTEES REPORT** –

Trustee Kalinich began by thanking Jeff and Historical society.

Trustee Kalinich received a communication this week from Recorder's office in DuPage County, they are in the process of applying for a grant to national archives, trying to get a grant to restore and preserve all books dating back to 1839. They are seeking Trustee Kalinich to write a letter of support on behalf of the Glen Ellyn and the Historic Preservation Commission.

Trustee Kalinich then went on to communicate the following points:

1. In process of interviewing Trustee Candidates, 7 outstanding applicants, decision will be made October 6th, recommendation made during board meeting
2. The Board is in the process of developing budget for 2026 and suggests that we talk about amount to be included in budget for incentives next year

Chairman French asks for clarification on the Board funding of the HPC grant program and Trustee Kalinich replies that she will get confirmation about the amount and what funds that were set aside for 2025 will be rolled over to 2026.

4. **CHAIRMAN REPORT** – No report
5. **GEHS DIRECTOR'S REPORT** – Jeff Anderson announces that he is resigning from the Glen Ellyn Historical Society Director position, moving to the History Museum in Arlington Heights. Highlights the donor wall and the ongoing efforts to honor the GEHS donors. Notes that the GEHS has ongoing projects with Stacy's Tavern and the adjacent property.

Commissioner Lemme asks why the Tavern project was not seen for HPC review.

Mr. Anderson notes that the Village is fantastic and has put a lot of money into the Tavern, that replacing the steps were necessary. We need to make them ADA compliant, that let them know when there are issues where they wanted to add things that did not fit with the historic character. There are conversations with public works and community developments. We said no metal rails. It is mainly replacement work, not anything new, no major changes.

- A. **STAFF REPORT** – Jordon Frahm mentioned RFP zoning code requirements discussion will take place next week.
- B. **ADJOURNMENT & NEXT MEETING DATE** – Commissioner Darga motioned to adjourn the meeting and Commissioner Margetts seconded the motion. The meeting was adjourned at 9:00 p.m. The

next HPC meeting is October 16,2025.

**Submitted by Adriana Ohl,
Recording Secretary
Reviewed by Jordan Frahm,
Staff Liaison**



**Glen Ellyn Historic
Preservation Commission**
535 Duane Street
Glen Ellyn, IL 60137

Meeting 12/18/2025 7:00 PM
Department: Community Development
Department Head: Jennifer Henaghan
Category: Minutes
Prepared By: Jordan Frahm

**AGENDA ITEM (ID # 2025-
1028)**

DOC ID: 2025-1028

November 20, 2025 Regular Meeting of the Historic Preservation Commission Minutes

Statement of the Issue:

Meeting minutes from the November 20, 2025 meeting of the HPC.

Analysis:

Reivew the November 20, 2025 meeting minutes for accuracy and clarity and provide any necessary corrections to Village Staff.

Budget Impact:

Contribution to Strategic Plan

Action Requested:

Review, amend as needed and approve the November 20, 2025 meeting minutes.

Attachments:

1. November 20, 2025 Historical Preservation Commission Minutes



Minutes
 Village of Glen Ellyn
 Historic Preservation
 Regular Meeting
 November 20, 2025
 7:00PM
 Glen Ellyn Civic Center

Board or Commission: Historic Preservation
Meeting: Regular
Quorum: Yes

Date: November 20, 2025
Called to Order: 7:00 p.m.
Adjourned: 9:01 p.m.

MEMBER ATTENDANCE:

Penn French	Chairman	Present
Nathan Darga	Commissioner	Absent
Donna Leak	Commissioner	Present
Barb Lemme	Commissioner	Present
Robert Margetts	Commissioner	Present
Jeremy Schletz	Commissioner	Absent
Zak Wilson	Commissioner	Present
Also Present:		
Jordan Frahm	Associate Planner	
Tim Loftus	President GE Historical Society	
Kelli Kalinich	Village Trustee	
Public Present:		
Mike & Chris Wilson	Glen Ellyn Residents	
Ian & Liz Dawson	Glen Ellyn Residents	

A. CALL TO ORDER

The November 20, 2025 regular meeting of the Historic Preservation Commission was called to order by Chairman French at 7:00 PM at the Glen Ellyn Civic Center.

B. PUBLIC COMMENT – None

C. APPROVAL OF MINUTES FROM September 15, 2025 HPC MEETING – Commissioner Lemme motioned to defer the approval of the minutes to the next HPC so the commission can provide amendments, Commissioner Margetts seconded the motion.

D. OLD BUSINESS

1. Presentation of Village Landmark Plaque for 779 Riford Road – Chairman French congratulates the Wilson family on their property’s landmark status presenting them with a landmark plaque.

E. NEW BUSINESS

1. Matching Grant Full Application Final Draft Review– Chairman French reported that the Matching Grant Full Application Final Draft is progressing and noted that Jordan Frahm has been instrumental in keeping the project on track. Frahm provided background, stating that the draft will go before the Village Board on December 8. During the Board workshop, trustees offered guidance on permit fee waivers, clarifying that waivers may be granted while still allowing for third-party reviews when necessary. The Board also suggested revising the payback provision to include a three-year time limit: if the project is reversed within that period, the incentive must be returned to the Village. Frahm added that the concept of adding an owner-occupancy requirement had been discussed, based on concerns from the Village about how that would impact builders applying; this update is not yet reflected in the draft.

Regarding the proposed three-year payback timeframe, Chairman French asked the HPC whether the limit should be extended. Trustee Kalinich noted that the three-year period was selected to maintain consistency with a similar requirement in the Village’s façade program and that it provides a reasonable timeframe for staff to track. Extending it further could create administrative challenges. The HPC concurred that the three-year timeframe should remain in place for the December 8 Village Board meeting.

Commissioner Margetts raised a question about homeowners potentially completing half of a project and returning the following year to apply for an incentive for the remaining portion. He asked whether limitations should be added to address this scenario. The HPC agreed to include language specifying that an applicant may apply only once within a three-year period following an award. Chairman French added that this requirement may also encourage applicants to complete their projects more efficiently.

2. Historic Preservation Incentives Text Amendment Review- Jordan Frahm reviewed the proposed Historic Preservation Incentives Text Amendment, noting that the updated language will be incorporated into Amend Title 2, Chapter 13, Section 12 – Historic Preservation Incentive Program, and a new section will be added as Title 2, Chapter 13, Section 13 – Severability, along with VC 2-13-12 Residential Preservation Incentive Program. He walked the HPC through the sections, noting that these provisions will appear in a new section of the Village Code.

Frahm also highlighted one item in the document that will require separate review by the Plan Commission in early 2026. This proposed change would add Section 10-8-6(B)3(b), allowing a legally permitted single-family dwelling that is nonconforming due to

setback to construct additions or make alterations to the principal structure, provided the nonconformity is not worsened.

Jordan asked the HPC if they had any questions regarding the grant criteria, project timeline, or grant disbursement process. Commissioner Lemme asked when the program would begin if approved. Frahm stated that the Village Board is scheduled to review the amendment on December 8, and if adopted, implementation would be effective immediately once the text amendment is filed. All grant submissions will be reviewed by the HPC before being forwarded to the Village Board's consent agenda for approval.

Chairman French noted that he is pleased to already see interest in the program but emphasized the importance of an official public announcement, through the Village website or newsletter before formally launching the program to the community.

Jordan concluded by stating that grant applications will be reviewed beginning in January 2026 and will be included in the HPC agenda packets. The HPC will also review outcomes from the December 8 Village Board meeting at its December 18 meeting.

Glen Ellyn resident Ian Dawson thanked the HPC for their efforts on the incentive program, noting that he is a strong supporter. He expressed that while the three-year limit on grant eligibility is somewhat disappointing, he believes it is fair. He asked whether approved projects could be started over a two-year period. Regarding public awareness, he acknowledged that the program has been on the public record. Concerning his own application, he noted that he plans to replace windows in phases due to the \$48,000 cost, completing the private side one year and the public side the next. He had hoped to apply for the grant for each phase, but may need to amend his application in light of the new three-year limitation. He concluded by stating that he believes this is an excellent program and well-suited for Glen Ellyn.

F. HISTORICAL SOCIETY BUSINESS – Tim Loftus, President of the Glen Ellyn Historical Society, reported that he will be attending HPC meetings until a new executive director is hired. He noted that Jeff Anderson has departed to accept a position with the Arlington Heights Historical Society, and the search for his replacement is currently underway. Loftus also shared that the building at 551 Geneva Road was demolished two weeks ago and that the final inspection was completed yesterday. The Historical Society is now working on a strategic plan for the future use of the property. Upcoming events include Christmas by Candlelight at Stacy's Tavern on December 6 from 4:00 to 7:00 p.m. In January, the Society will present the Glen Ellyn Ice Skating Exhibit featuring Ethan Short. Beginning in March 2026, the Society will offer 12 programs in celebration of America's 250th anniversary.

G. CHAIRMAN REPORT – No report

H. TRUSTEE'S REPORT – Trustee Kalinich provided several updates. She reported that the Village Board approved the budget at Monday's meeting. The budget includes \$80,000 for the HPC incentive program; however, the Board noted that if the full amount is utilized, they will consider increasing the allocation. Because this is a new program, the Board is comfortable beginning with the \$80,000 funding level. She also

noted that, as part of the budget process, the Village will abate bond payments in January 2026. In addition, the zoning code review is planned as a major project for 2026. The goal is to begin the review as soon as possible, and it is expected to occupy the majority of the year, with the intent to complete the work in full during that timeframe.

I. STAFF REPORT – No report

J. ADJOURNMENT & NEXT MEETING DATE – Commissioner Lemme motioned to adjourn the meeting and Commissioner Leaks seconded the motion. The meeting was adjourned at 9:01 p.m. The next HPC meeting is December 18, 2025.

Submitted by Elisa Pollina, Recording Secretary

Reviewed by Jordan Frahm, Staff Liaison



**Glen Ellyn Historic
Preservation Commission**
535 Duane Street
Glen Ellyn, IL 60137

Meeting 12/18/2025 7:00 PM
Department: Community Development
Department Head: Jennifer Henaghan
Category: Discussion Item
Prepared By: Jordan Frahm

**AGENDA ITEM (ID
2025-1026)**

DOC ID: 2025-1026

Village Board approval of the Historic Preservation Incentives Program

Statement of the Issue:

The Village Board approved a resolution to launch a Historic Preservation Incentive pilot program. This will allow for the HPC to start accepting applications for the Qualified Property List and matching grants.

Analysis:

The matching grant program was approved for funding of \$80,000 and for a period of 18 months. The program requirements and grant program were approved via resolution. The Fee Schedule within the Building Code was amended to allow for the waiving of permit fees for qualified properties. Village Staff will take appropriate actions to prepare for application intakes and communicate the new program to the public.

Budget Impact:

Contribution to Strategic Plan

Action Requested:

Review approved documents and discuss next steps.

Attachments:

1. Program Requirements and Application
2. Approved Incentive Program Resolution
3. Building Fee Waiver Ordinance

VILLAGE OF GLEN ELLYN

Village of Glen Ellyn Historic Preservation Incentive Program



January 1, 2026

January 1, 2026

VILLAGE OF GLEN ELLYN
Village of Glen Ellyn Historic Preservation Incentive Program

I. Purpose

The Village of Glen Ellyn (“Village”) and the Village’s Historic Preservation Commission recognize the importance of preserving historic residences. One hundred fifty years of American homebuilding provide Glen Ellyn with neighborhood charm, architectural heritage and local pride. Preservation programs not only protect historical and architectural assets, but also promote sustainability, community vitality, and a diverse housing stock. The Village’s Historic Preservation Incentive Program (“Program”) is created to encourage the restoration of architecturally or historically significant properties built at least 50 years prior to the date of application. The Village reserves the sole right to amend, modify, add, or delete any part or subpart of this Program.

II. Definitions

Architectural Resource Surveys – Village commissioned surveys conducted between 2002 and 2018 to determine whether buildings located in the Village were significant, potentially significant, contributing, or non-contributing to the historical architecture of the Village which resulted in ratings of buildings surveyed based upon these classifications.

Glen Ellyn Historical Society – An Illinois non-profit corporation which issues commemorative plaques for historically or architecturally significant buildings in the Village which are at least eighty (80) years old.

Glen Ellyn Historical Society Plaque – Commemorative plaques issued by the Glen Ellyn Historical Society for buildings for historically or architecturally significant buildings in the Village which are at least eighty (80) years old.

Historic Preservation Commission (“HPC”) – A Village commission as set forth in Title 2 (“Boards and Commissions”), Chapter 13 (“Historic Preservation Commission”) of the Glen Ellyn Village Code (“Village Code”).

Historic Preservation Incentive Program (“Program”) – The Village’s incentive Program as set forth herein whereby grants are provided for qualified homes for certain projects as defined by the Program and permit fees are waived pursuant to Section 4-1-4 (“Fee and Deposit Schedule”) of the Village Code.

Home – A building consisting of a single dwelling unit only, separated from other dwelling units by open space for residential use.

National Register of Historic Places (“NRHP”) – The official list of historic buildings, districts sites, structures, and objects administered by the National Park Service across the United States.

Qualified Property List – A list of homes eligible for a grant under the Program as determined by the HPC which shall be maintained by Village staff.

Village Landmarks – Areas, districts, places, buildings, structures, works of art and other objects within the Village that meet the criteria set forth in Section 2-13-3 (“Designation of Landmark or Landmark District; Recommendation and Preliminary Determination”) of the Village Code which have been designated by the Village Board.

III. Qualified Property List Eligibility Requirements

A. The following homes are eligible to be placed on the Qualified Property List, subject to HPC approval:

1. Homes that are Village Landmark properties;
2. Glen Ellyn Historical Society plaque properties;
3. Homes included in the National Register of Historic Places; and
4. Homes considered architecturally significant or potentially significant as set forth in the Architectural Resource Surveys.

B. A home that is fifty (50) years old or older shall be eligible to be included on the Qualified Property List, subject to HPC approval. The determination as to whether such a home qualifies shall be based on whether the home meets one or more of the following criteria:

1. The building 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; or
4. The property significantly contributes to the Village as a source of civic pride.

C. A final determination as to whether a home is eligible to be placed on the Qualified Property List shall be made by the HPC at an HPC meeting. A majority vote of the HPC members then in attendance shall be required to place a home on the Qualified Property List. Village staff shall review the permit history for a home, conduct site visits and/or utilize other historical resources to investigate whether a property has undergone significant alteration or is in a condition of extreme disrepair to assist the HPC in determining whether a home shall be placed on the Qualified Property List.

D. A property owner or a person with permission from a property owner shall be eligible to apply to be placed on the Qualified Property List.

IV. Qualified Projects

- A. Preservation construction projects for homes on the Qualified Property List are eligible to receive a residential preservation matching grant in an amount up to fifty percent (50%) the project costs not to exceed \$10,000. The total project costs must meet or exceed \$20,000.
- B. The determination as to whether a grant shall be awarded for a preservation project shall be made by the Village Board of Trustees based upon the recommendation of the HPC.
- C. Grant funds shall be disbursed after a preservation project is completed on a reimbursement basis based upon the submittal of all required documentation as set forth in the Program application attached hereto and incorporated herein by reference.
- D. Grant applications shall be accepted by the Village beginning January 1, 2026 for projects to be constructed after said date. Grant funds shall not be available for projects on a retroactive basis.
- E. Applicants shall execute an application for a grant in the form attached hereto and incorporated herein by reference.
- F. Grant award applications will be reviewed by the HPC in the order that they are received by the Village.

V. Grant Applications

- A. Grants will be awarded on a rolling basis and applications may be submitted each year provided Village funds are still available.
- B. Applicants must provide construction plans that comply with applicable the United States Secretary of the Interior's Standards for the Treatment of Historic Properties.
- C. Applicants shall provide multiple quotes for construction costs or shall provide documentation that multiple quotes were sought within a reasonable timeframe and were not obtained, or that a project required a level of expertise which limited the number or qualified bidders.
- C. An eligible project must include exterior improvements as part of the project that enhances a home's appearance and contributes to improving the streetscape surrounding the home.
- D. Projects will be evaluated by the HPC and the Village Board based on whether the project preserves or restores significant architectural features of the home, utilizes heritage materials, and uses principles of sympathetic design per the Secretary of the Interior's Standards for the Treatment of Historic Properties.
- E. Examples of eligible projects include the following:
 - 1. Rehabilitation of roof or siding using heritage materials like cedar or stone;
 - 2. Restoration of non-extant details like corbels on a craftsman bungalow;

3. Preservation of a home's historic feature, like a prominent front porch on an American Four Square; or

4. Protection of original architecture, like a turret on a Queen Anne Victorian.

F. Examples of ineligible project include the following:

1. Regular or deferred maintenance, such as painting not as part of a larger restoration project;

2. Landscaping;

3. Fences;

4. An accessory structure, unless accessory structure has been designated as a Landmark structure or placed on the National Register of Historic Places; or

5. Driveways or other paved areas.

G. A project must be completed within twelve (12) months of a project receiving Village Board approval for a grant award. Written requests for extensions of said period may be approved by the Village's Community Development Director and shall only be granted for extenuating circumstances.

H. Reimbursement for a project is subject to the availability of funds as appropriated by the Village Board on an annual basis.

I. Applicants shall provide the following documentation with an application:

1. Photos depicting existing conditions of the home;

2. A schematic drawing detailing the proposed project;

3. A scope of work with detailed costs for the project.

4. A project narrative which contains:

a. A description of proposed preservation work including information about the proposed building materials and methodology for proposed changes;

b. Details on how the project will positively impact the historical fabric of the Village;

c. Credentials and experience of the selected contractor(s); and

d. Any unusual or expected difficulties or hardships in constructing the project.

VI. Grant Limitations

A. If a home that has received a Program is later demolished or the project related improvements are altered or removed within three (3) years after the Village has reimbursed the applicant for the project, an applicant shall be required to reimburse the Village for the total value of the grant award. A provision providing this repayment requirement shall be included in a Preservation Incentive Program Agreement to be executed by an applicant.

B. If an applicant receives a grant award, the property that is the subject of the award is ineligible for any additional grant funds under the Program for three (3) years. Said three-year period shall begin when the Village disburses funds to an applicant for reimbursement for a project.

VILLAGE OF GLEN ELLYN
Historic Preservation Residential Matching Grant Award

REQUIRED SUBMITTALS WITH APPLICATION:

- Photos depicting existing conditions of the home that will receive improvements;
- A schematic drawing which details the proposed improvements;
- Scope of Work with detailed costs for each proposed improvement (excluding ineligible portions of improvements) from multiple contractors. All contractors must be registered with the Village's Community Development Department prior to a building permit being issued;
- A narrative as outlined below:
 - Description of proposed preservation work including information about the proposed building materials and methodology for proposed changes.
 - Details on how improvements sought will positively impact the historical preservation of the Village.
 - Credentials and experience of contractors
 - Any unusual or expected difficulties or hardships in making the proposed improvements.

APPLICANT INFORMATION:

Applicant Name: _____

Applicant Address: _____

Applicant Phone: _____ Email: _____

If tenant, what is the expiration date of your current lease? _____

If buyer is under contract or tenant, who is the property owner? _____

Property Owner Name: _____

Property Owner Address: _____

Property Owner Phone: _____ Property Owner Fax: _____

Property Owner E-mail: _____

OVERVIEW OF HISTORICAL IMPORTANCE OF THE HOME

DESCRIPTION OF PROPOSED IMPROVEMENTS

OVERVIEW OF HOW PROPOSED IMPROVEMENTS MEET PRESERVATION STANDARDS

RELEVANT EXPERIENCE OR EXPERTISE OF CONTRACTORS

DESCRIPTION OF ANY EXPECTED HARDSHIPS OR DIFFICULTIES

ITEMIZED ACTIVITY DESCRIPTION

COST

ITEMIZED ACTIVITY DESCRIPTION	COST
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APPLICATION CERTIFICATION

I/we, the undersigned certify that I/we have read, understand and agree to the requirements of the Village of Glen Ellyn’s Historic Preservation Incentive Program. I/we certify that all the information provided herein is true and accurate to the best of my knowledge. I/we understand that the project described in this application must receive all required permits and any other necessary approvals from the Village of Glen Ellyn prior to the commencement of any construction.

Furthermore, I/we, on behalf of my/ours successors, executors, agents, contractors and assigns, agree to save, hold harmless, indemnify and defend the Village of Glen Ellyn and any of its officers, officials, employees, agents and volunteers from all costs, injuries and damages to any person or property whatsoever, any of which is caused by an activity, condition or event arising out of the performance, preparation for performance or nonperformance of any project improvement included in my/our award application. The above cost, injury, damage or other injury or damage incurred by or to any of the above shall include, in the event of an action, court costs, expenses of litigation and reasonable attorneys’ fees. I/we understand that if my/our home is demolished, or project related improvements are altered or removed within three (3) years I/we will be required to repay the Village in an amount as described in the applicable Preservation Incentive Program Agreement which I/we shall separately execute upon approval of a grant award.

Applicant Name (PRINT)
Date: _____

Applicant Signature

Applicant Name (PRINT)
Date: _____

Applicant Signature

CONSENT FROM PROPERTY OWNER (Required if different from Applicant)

Property Owner Name (PRINT)
Date: _____

Property Owner Signature

Property Owner Name (PRINT)
Date: _____

Property Owner Signature



Village of Glen Ellyn

Resolution No. xxxx

**A Resolution Approving and Adopting the Village of Glen Ellyn's
Historic Preservation Incentive Program**

**Adopted by the
Village President and the Board of Trustees
Of the Village of Glen Ellyn
DuPage County, Illinois
This 8th Day of December, 2025**

Resolution No. XXXX

**A Resolution Approving and Adopting the Village of Glen Ellyn’s
Historic Preservation Incentive Program**

BE IT RESOLVED by the Village President and Board of Trustees of the Village of Glen Ellyn, DuPage County, State of Illinois (“Village”), in the exercise of their home rule powers, that the Village of Glen Ellyn’s Historic Preservation Incentive Program, attached hereto and incorporated herein by reference, is approved and adopted to be effective on January 1, 2026.

THIS RESOLUTION shall be in full force and effect from and after its adoption and approval as provided by law on January 1, 2026.

Adopted by the Village President and Board of Trustees of the Village of Glen Ellyn, Illinois, this 8th day of December, 2025.

Voting	Ayes	Nays	Abstain	Absent
Desai Bhagwakar				
Christiansen				
Duncan				
Kalinich				
Simon				
Thompson				
President Burket (in case of a tie)				

Approved by the Village President of the Village of Glen Ellyn, Illinois this ____ day of December, 2025.

James Burket, Village President

ATTEST

Caren Cosby, Village Clerk



Village of Glen Ellyn

Ordinance No. xxxx-VC

**An Ordinance Amending Title 4 (“Building Regulations”),
Chapter 1 (“Building Code”), Section 4-1-4
 (“Fee and Deposit Schedule”) of the Glen Ellyn Village Code**

**Adopted by the
Village President and the Board of Trustees
of the Village of Glen Ellyn
DuPage County, Illinois
This 8th Day of December, 2025**

Published in pamphlet form by the authority of the
Village President and Board of Trustees
of the Village of Glen Ellyn, DuPage County,
Illinois, this _____ day of December, 2025.

Ordinance No. xxxx-VC
An Ordinance Amending Title 4 (“Building Regulations”),
Chapter 1 (“Building Code”), Section 4-1-4
(“Fee and Deposit Schedule”) of the Glen Ellyn Village Code

WHEREAS, the Village of Glen Ellyn (“Village”) is a home rule unit of government as provided by the provisions of Article VII, Section 6 of the Illinois Constitution of 1970; and

WHEREAS, as a home rule unit of government, the Village is expressly empowered to perform any function pertaining to its government and affairs, including, but not limited to the power to regulate for the protection of the public health, safety, morals, and welfare; and

WHEREAS, as a home rule unit, the Village’s powers shall be construed liberally as held by the Illinois Supreme Court in the case of *Scadron v. City of Des Plaines*, 153 Ill.2d 164 (1992); and

WHEREAS, pursuant to Section 11-13-1 *et seq.*, 65 ILCS 5/11-13-1 *et seq.* (Zoning”), Section 11-30-1 *et seq.*, 65 ILCS 5/11-30-1 *et seq.* (“General Regulatory Powers”), Section 11-42-1 *et seq.*, 65 ILCS 5/11-42-1 *et seq.* (“Powers over Certain Businesses”), and the Village’s home rule powers, the Village Board has determined to adopt this Ordinance to amend the Village’s “Fee and Deposit Schedule” incorporated as part of the Glen Ellyn Village Code as set forth herein and other provisions of the Village Code regarding fees and the payment of fees; and

WHEREAS, Section 4-1-4(B) of the Village Code provides that the Village may amend the schedule of fees and deposits charged pursuant to said section upon Village Board approval; and

WHEREAS, pursuant to the above statutory authority, the Village’s home rule powers and Section 4-1-4(b) of the Village Code, the Village Board has determined to adopt this Ordinance to waive certain permit fees for homes that are qualified to participate the Village’s “Historic

Preservation Incentive Program” (“Program”), which Program was adopted by the Board pursuant to Resolution Number 25-88 on December 8, 2025, effective on January 1, 2026.

NOW, THEREFORE, BE IT ORDAINED BY THE VILLAGE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF GLEN ELLYN, DUPAGE COUNTY, ILLINOIS, in the exercise of their home rule powers, as follows:

Section 1. Recitals Incorporated. The foregoing recitals and all exhibits attached to this Ordinance are incorporated as though fully set forth in this Section 1.

Section 2. Village Code Amended. Title 4 (“Building Regulations”), Chapter 1 (“Building Code”), Section 4-1-4 (“Fee and Deposit Schedule”) of the Glen Ellyn Village Code is amended to add the underlined language as follows:

4-1-4. Fee and Deposit Schedule.

(A) The schedule of fees and deposits set forth herein is applicable to all new or reconstructed buildings and structures, new additions, alterations or remodeling to existing buildings, structures or accessory structures, and all property development unless otherwise specified.

(B) The schedule of fees and deposits shall be subject to periodic review, and may be amended upon Village Board approval.

* * * *

(G) *Waiver of fees - Historic Preservation Incentive Program:* Permit fees shall be waived for single-family residences that are qualified to participate in the Village’s Historic Preservation Incentive Program, which was adopted pursuant to Resolution Number 25-88 on December 8, 2025, effective January 1, 2026, as amended. All consultant fees, deposits, and site development fees for said single-family residences set forth in this section, as amended, shall be applicable and not subject to waiver.

Section 3. Severability and Repeal of Inconsistent Ordinances. If any section, paragraph, clause, or provision of this Ordinance shall be held invalid, the invalidity thereof shall not affect any of the other provisions of this Ordinance. All ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 4. Effective Date. This Ordinance shall be in full force and effect from and after the passage, approval, and publication in pamphlet form on January 1, 2026.

Passed by the Village President and Board of Trustees of the Village of Glen Ellyn, Illinois, this 8th day of December, 2025.

Voting	Ayes	Nays	Abstain	Absent
Desai Bhagwakar				
Christiansen				
Duncan				
Kalinich				
Simon				
Thompson				
Burket (in case of a tie)				

Approved by the Village President of the Village of Glen Ellyn, Illinois, this __ day of December, 2025.

James Burket, Village President

ATTEST

Caren Cosby, Village Clerk