



Agenda
Village of Glen Ellyn
Architectural Appearance Commission Meeting
Wednesday, January 14, 2026
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 the Minutes**
 - 1) Review and Approval of the Minutes of the December 10, 2025, Architectural Appearance Commission Meeting.
- C. New Business**
 - 1) Discussion regarding the Intent and Purpose, and Duties of the Commission
- D. Chairman's Report**
- E. Trustee Liaison's Report**
- F. Staff Report**

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
535 Duane Street
Glen Ellyn, IL 60137

Meeting 1/14/2026 7:00 PM
Department: Community Development
Department Head: Jennifer Henaghan
Category: Minutes
Prepared By: Daniel Harper

AGENDA ITEM
(ID # 2025-1042)

DOC ID: 2025-1042

Review and Approval of the Minutes of the December 10, 2025, Architectural Appearance Commission Meeting.

Statement of the Issue:

Review and Approval of the Minutes of the December 10, 2025, Architectural Appearance Commission Meeting.

Analysis:

Review and Approval of the Minutes of the December 10, 2025, Architectural Appearance Commission Meeting.

Budget Impact:

Contribution to Strategic Plan

Action Requested:

Review and Approval of the Minutes of the December 10, 2025, Architectural Appearance Commission Meeting.

Attachments:

1. DRAFT Minutes - Glen Ellyn Architectural Appearance Commission 12-10-25

Draft Minutes
Glen Ellyn Architectural Appearance Commission
Wednesday, December 10, 2025, at 7:00 PM Glen Ellyn Civic Center
Galligan Board Room
535 Duane Street, Glen Ellyn, IL 60137

A. Call to Order and Roll Call

Chairperson Jacobson called the meeting to order at 7:01 PM and explained the Architectural Appearance Commission's function and procedures as an advisory body.

Roll was called.

Present: Chairperson Jacobson and Commissioners Albrecht, Goranov, Mees, Rahn.

Absent: Commissioners Schlembach and Smith and Village Trustee Sonya Bhagwaker.

Also in attendance: Daniel Harper, Planning Manager, and Laura Musgraves, Acting Recording Secretary

B. Approval of the Minutes

Commissioner Albrecht made a motion to approve the draft minutes of the October 25, 2025, meeting. Commissioner Goranov seconded the motion. The motion passed by voice vote.

C. Old Business

None to report.

D. New Business

1. Exterior Appearance Review — 505 Pennsylvania Avenue.

Planning Manager Daniel Harper gave a brief overview of the Exterior Appearance Application submitted by the petitioner, Trans Holding Corporation, represented at the meeting by its representative, Mr. Kane Tran.

The applicant requests exterior approval for an alteration of the property located at 505 Pennsylvania Avenue. The property is located in the C5A Central Retail Core Zoning District, comprising two lease spaces for 505 and 507 Pennsylvania Avenue, both owned by the petitioner. The applicant seeks to modify the exterior of 505 Pennsylvania Avenue to match the lease space of 507 Pennsylvania Avenue currently occupied by lessee Eli Tea.

The proposal includes increasing the storefront window size by removing existing wood panels and replacing them with glazing to the commercial façade of the building. The windows are

proposed to be framed with aluminum, and although the Commission historically discourages metal framing, the proposed framing would match the existing framing of the window at 507 Pennsylvania Avenue.

The applicant proposes to replace the failing masonry wall of the building with new red brick that is the closest best match to the existing brick at 507 Pennsylvania Avenue. Harper summarized the Architectural Appearance Guidelines that are relevant to the application, including Section 3.3.3 (windows and doors), Section 3.3.4 (building materials) and Section 3.3.11 (compatibility with original structures.)

Mr. Harper gave background information on past approvals of exterior alterations to 505 and 507 Pennsylvania Avenue. Staff made an Administrative Approval when the former Architectural Review Commission (ARC) transitioned to the Architectural Appearance Commission (AAC) and no committee was established to review the application at that time.

Mr. Harper described significant structures in the downtown area that complement the proposed style. Although metal trim around windows is generally discouraged, the applicant wishes to preserve the historical character of the facade.

Commissioner Albrecht asked for a photo of brick on the building next door to the property, and Harper pointed out a portion of the building that is visible in the photo exhibit.

Chairperson Jacobson asked if the brick had to be refurbished. The petitioner, Mr. Kane Tran, answered yes because the existing brick is failing.

Commissioner Mees asked about the detail along the top of the windows. Mr. Tran described the proposed change, adding that the change would make the window a bit higher.

Commissioner Mees asked if it would be the same size as the window at Eli Tea, and Mr. Tran answered yes. Mr. Tran added that he does not want to alter the façade other than making it match the other lease space.

Chairperson Jacobson asked about lighting, and Mr. Tran answered that he would keep it the same as it exists now. Chairperson Jacobson commented that she thought the changes would be an improvement and asked if there were any other questions.

Commissioner Goranov asked about changes to any other aspects of the building besides the front. Mr. Tran answered there would be no changes to the side of the building unless anything needed repair or painting. He was undecided about the color of paint and was considering white with lighting to light up the alley.

The Commission had a brief discussion of color, adding that lighting was not necessary in the alley and it would require a separate permit.

Commissioner Albrecht spoke in support of light paint color and added that she appreciated the applicant's attention to the original detail of the building.

Motion to approve as presented by Chairperson Jacobson, seconded by Commissioner Rahn. Motion was approved unanimously with five (5) yes and zero (0) no.

Mr. Harper described the next steps for the petitioner, including approval by the Village Board at the meeting on January 5, 2026. The Commission's approval of the application will be on the consent agenda, so the petitioner is not required to appear. Tran confirmed that no work on the façade will take place until after Board approval is received.

Mr. Tran questioned staff about a financial scam involving his contractor, which was perpetrated outside of the Village, but the scammer used publicly available information about the AAC application to initiate the scam. Mr. Harper explained that this is a common occurrence not only in Glen Ellyn, but with other municipalities in the suburban area. This particular incident was addressed in Village protocols, and internal procedures have been changed to prevent future occurrences. Mr. Harper said to Mr. Tran that the Village would provide assistance to the contractor to dispute the charges, if needed.

Commissioner Albrecht asked Mr. Tran what business venture would be in the vacant space, and Mr. Tran answered possibly an ice cream shop.

E. Chairman's Report- Nothing to report.

F. Trustee Liaison Report- No Report.

G. Staff Report- Daniel Harper.

Mr. Harper provided an update to the Maplewood Brewery project that was considered by the Commission at their October meeting. The application was approved by the Village Board, and the permit has been issued. Harper recently spoke with the petitioner regarding the door design, which he wants to flip-flop the single door and double door from the original proposal, but this change is not significant enough to warrant AAC approval a second time. The Commission agreed. Harper reported that Maplewood Brewery will present its Sign Variation application to the Plan Commission at their meeting tomorrow, December 11, 2025.

Mr. Harper reported that the Village Board approved, at their meeting on Monday, December 8, 2025, several variations relating to surfacing and parking at the Legacy Shops property at 1184 Roosevelt Road. The petitioner's request not to build a sidewalk adjacent to the property was denied. Also at the December 8, 2025, meeting, the Village Board approved a variation for a deck being constructed at 167 Forest Avenue.

At the Village Board meeting on November 10, 2025, the Board approved a text amendment for the C4 office district where restaurants were not allowed. The text amendment allows for consideration of restaurants via approval of a Special Use Permit, and petitioners must go through the zoning entitlement process to be approved for restaurant use.

Chairman Jacobson asked if there were any questions regarding the staff report.

Commissioner Albrecht asked if Maplewood Brewery had a target date for opening. Harper answered possibly in spring 2026, but they have an extensive approval process because of the construction of a distillery.

Chairman Jacobson complimented Mr. Harper's email communication regarding examining the scope of the Commission. In a brief discussion, the Commission agreed that many of the AAC's responsibilities and guidelines have not changed since 2006 and perhaps a comprehensive review of the scope of the Commission should be considered. Mr. Harper asked the Commission if they wished to do a blanket review of the text on their own, or have staff make edits to present for their review. The Commission chose the latter to be considered at their next meeting in January 2026.

Mr. Harper provided one final project update. In 2026, the Community Development Department will review the Village's Zoning Code and recently completed an RFP process for bids. Four (4) proposals were received, and CD staff will meet with Village Administration to select a vendor. The project may start as early as February 2026, and the Commission may be asked to participate with other Village commissions in roundtable discussions or focus groups.

Commissioner Goranov asked if AI was considered. Harper answered yes, possibly in research analysis some of the vendors they are considering may use AI capabilities.

Seeing no other questions, Chairperson Jacobson asked for Motion to Adjourn. Commissioner Albrecht motioned; Commissioner Goranov seconded. All voted in favor of the motion.

I. Adjournment- 7:39 PM



Glen Ellyn
535 Duane Street
Glen Ellyn, IL 60137

Meeting 1/14/2026 7:00 PM
Department: Community Development
Department Head: Jennifer Henaghan
Category: Discussion Item
Prepared By: Jordan Frahm

AGENDA ITEM
(ID # 2026-2)

DOC ID: 2026-2

Discussion regarding the Intent and Purpose, and Duties of the Commission

Statement of the Issue:

Village Staff has created this agenda item for the discussion of the current and historical role of the Architectural Appearance Commission (whose duties were previously observed by the Architectural Review Commission before its dissolution in 2017). AAC members and Village staff shall discuss possible amendments to the "Intent and Purpose" and "Duties" sections of Village Code as they pertain to the AAC in Title 2 Chapter 8.

Analysis:

Between 1975 and July 2017, the Village of Glen Ellyn, under the power of State statute, created and maintained an Architectural Review Commission (ARC). Originally called the Arts and Preservation Commission and formed by Ordinance No. 1925-VC in 1975, the Architectural Review Commission was officially renamed by Ordinance No. 2650-VC in 1981. The original intent and purpose of the commission was to "encourage and promote acceptable, attractive, cohesive and compatible new buildings, structures, remodeling and additions, so as to maintain and improve the established standards within the multiple dwelling, business, commercial, planned development, and public land uses of said Village" and to "protect and to stabilize the general appearance of buildings, structures, and landscaping, in the multiple dwelling, business, commercial, planned development, and public land uses of Glen Ellyn."

Prescribed duties of the ARC included cooperation with the Planning Commission, review of any construction or remodeling on land owned by the Village or any public grounds under the jurisdiction of the Village, and the review and recommendation regarding the exterior appearance and landscape plans for "any proposed new construction or remodeling or additions in the multiple dwelling, business, commercial, planned development and public buildings". The ARC utilized the Architectural Appearance Guidelines passed by Village Ordinance most recently in 2006, which the AAC continues to use to this day.

The ARC was dissolved by Ordinance No. 6519 as part of the Village's continuous effort to increase efficiency in development review and to "provide transparency and clarity to businesses, developers, contractors, and residents" throughout the development review process. Numerous factors are outlined in the Ordinance as a rationale for eliminating the ARC. These include but are not limited to:

- Reducing the length of time needed for a project to reach Village Board action
- Lessening the amount of unnecessary costs for developers
- Transferring duties of the ARC (Exterior Appearance/Sign Code variation review) to the Plan Commission
- Transferring reviews to Village Staff when reviews are ultimately approved or rejected by the Village Board
- Promoting efficiencies in the conduct of Commission meetings by reducing the number of meetings required for petitioners
- Promoting efficiencies and cost economies involving the use of staff time to prepare for Commission meetings
- Eliminating potential confusion of the public and petitioners in holding multiple reviews

In February 2022, the Village of Glen Ellyn used the same power granted by the State of Illinois to compose a new panel, the Architectural Appearance Commission, by Ordinance No. 6941. The AAC was created by the Village Board to "improve the appearance and character of new principal buildings, principal building additions, and associated landscaping for non-residential, multi-family residential and attached single-family residential properties throughout the Village". The AAC is to have specific expertise related to architecture or landscape architecture to assist in "maintaining the character of the Village". In the creation of the AAC, "certain Exterior Appearance requests" were transferred from the responsibility of the Plan Commission to the Architectural Appearance Commission. In practice, this has been the exterior appearance review of all new construction commercial, multi-family, and single-family attached developments throughout the Village. The duties of the current AAC contrast with the former ARC as the current role of the Architectural Appearance Commission does not include review for remodeling projects. See the relevant sections of the Village Code below for review.

2-8-2. - Intent and purpose.

It shall be the intent and purpose of the Architectural Appearance Commission to:

(A) Encourage and promote acceptable, attractive, cohesive and compatible significant façade renovations, new principal buildings, principal building additions that require Planned Unit Development Approval, and the associated landscaping for non-residential, multi-family residential, and attached single family residential properties in the downtown Central Business District C5A and C5B zoning designations.

(B) To maintain and improve the general appearance and character of new principal buildings and associated landscaping for non-residential, multi-family residential, and attached single family residential properties throughout the Village.

2-8-5. - Duties.

(A) To review and make recommendations regarding the exterior architectural design drawings, materials, and landscape plans for the following:

1. Exterior appearance reviews in the downtown C5A and C5B zoning districts:

(a) New non-residential, multi-family, and attached single-family principal building construction.

(b) Non-residential, multi-family, and attached single-family principal building additions that require Planned Unit Development Approval.

(c) Significant exterior façade remodeling.

2. Exterior appearance reviews throughout the remainder of the Village:
 - (a) New non-residential, multi-family, and attached single-family principal building construction.

Budget Impact:

Contribution to Strategic Plan

Action Requested:

Discuss the current and future role of the Architectural Appearance Commission in the review of development projects in the Village of Glen Ellyn.

Attachments:

1. Ord 1925 - Creation of the A&P Commission
2. Ord 2650 - Renaming of the A&P Commission
3. Ord. 6519 - Dissolution of the ARC
4. Ord. 6941 - Creation of the AAC

ORDINANCE NO. 1925 VC

An Ordinance Creating the Art and Preservation Commission

Be it Ordained by the President and Board of Trustees of the Village of Glen Ellyn, DuPage County, Illinois:

SECTION 1. - Creation of Commission

There is hereby created an Art and Preservation Commission, which shall be advisory to the Village Board.

SECTION 2 - Intent and Purpose

It shall be the intent and purpose of the Art and Preservation Commission to:

- a) Encourage and promote acceptable, attractive, cohesive and compatible new buildings, structures, remodeling and additions, so as to maintain and improve the established standards within the multiple dwelling, business, commercial, planned development, and public land uses of said Village.
- b) Protect and to stabilize the general appearance of buildings, structures, and landscaping, in the multiple dwelling, business, commercial, planned development, and public land uses of Glen Ellyn.

SECTION 3. - Commission Membership

- a) Appointment. The Art and Preservation Commission shall consist of ten members appointed by the Village President, with the approval of a majority of the Board of Trustees, to serve without compensation. All appointments shall begin in May and end on April 30th, or until such time as a successor is appointed, providing, however that this period does not extend beyond sixty days. A member of the Board of Trustees to be appointed by the President shall serve as an ex officio non-voting member for a term of one year.
- b) Terms. Each member shall serve for a term of three years.
- c) Vacancies. Vacancies on said commission shall be filled for the unexpired term of the member whose place has been vacant in the same manner in which original appointments are required to be made.
- d) Removal. A Commission member may be removed for cause by a majority vote of the Village President and Board of Trustees.
- e) Chairman. The Village President with the advice and consent of a majority of the Village Board shall designate one of the members of the Commission to be Chairman. The Chairman shall be appointed annually in May of each year.
- f) Secretary. The Commission shall have a Secretary who is not a member of the Commission, and shall be provided by the Administrator's office.

SECTION 4. - Meetings

a) Regular Meetings. Regular meetings shall be bi-monthly on days certain as determined by the Chairman of the Commission.

b) Special Meetings. Special meetings of the Commission may be called by the Chairman from time to time. Members of the Commission must receive notice not less than 48 hours prior to a special meeting. Notice of said special meeting must be posted in the Civic Center not less than 48 hours before said meeting. Special meetings may also be called by the written request of any two members of the Commission. Such written request shall be received ^{by the chairman} no less than five days prior to the requested date of meeting.

c) Quorum. A majority of the Commission members shall be necessary to constitute a quorum to transact any Commission business at any regular or special meeting of the Commission.

d) Manner of Acting. The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the members.

e) Failure to Act. If the Commission within thirty days after the Chairman receives notice of the referral has failed to make recommendations on matters referred to it, its privilege to offer recommendations shall be abrogated, unless the Commission requests and is granted further time in which to study the matter by the Village President. No time extension shall be granted on Planned Unit Development petitions referred to it by the Plan Commission.

f) Rules of Procedure. The Commission shall enact rules of behavior not inconsistent with ordinances or statutes that further enhance the purposes of the Board or Commission.

SECTION 5. - Duties

a) To cooperate with the Planning Commission as required under the Glen Ellyn Zoning Code Ordinance # 1904.

b) To review and make recommendations regarding the exterior design drawings, landscape and site plans and materials for any proposed new construction or remodeling or additions in the multiple dwelling, business, commercial, planned development and public buildings.

c) Since public buildings should set a standard of excellence, no building, gate, fence, lamp or ornamentation shall be erected or remodeled upon land belonging to the Village, or upon any public grounds under the jurisdiction of the Village, without first obtaining recommendations of the Art and Preservation Commission.

SECTION 6. - Criteria

Any applicant seeking a building permit for multi-family, business, commercial, planned development, and public land uses shall refer to the guidelines indicated in the Appearance Guide and Criteria for the Village of Glen Ellyn.

SECTION 7 - Reports and Records

- a) The Commission shall keep permanent records and minutes of its meetings, showing the vote of each member upon each topic submitted to it.
- b) The Commission shall prepare and submit minutes of each meeting to the Village Board in a timely manner.
- c) The Commission shall submit its recommendations to the Village Board in writing.
- d) A minority report may be attached to the majority recommendation.

SECTION 8. - Severability

If any section, sentence, clause or phrase of this ordinance is for any reason held by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remaining portions of this ordinance.

SECTION 9. - Effective Date

This ordinance shall be in full force and effect from and after its passage and approval according to law.

PASSED AND APPROVED THIS 10th DAY OF February, 1975.

Constance C. Zimmermann
Village President

ATTEST:

Carl W. Olson
Village Clerk

Roll Call Vote:

Ayes 5

Nays 0

ORDINANCE NO. 2650-1c

AN ORDINANCE AMENDING SECTION 2-8

WHEREAS, the Village of Glen Ellyn desires to re-name the Art and Preservation Commission the Architectural Review Commission;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF GLEN ELLYN, ILLINOIS:

SECTION ONE: That Sections 2-8-1, 2-8-2 (exclusive of (A) and (B)) and 2-8-3 (A) of the Glen Ellyn Municipal Code be amended to read as follows:

2-8-1 CREATION OF COMMISSION: There is hereby created an Architectural Review Commission, which shall be advisory to the Village Board.

2-8-2 INTENT AND PURPOSE: It shall be the intent and purpose of the Architectural Review Commission to:

2-8-3 COMMISSION MEMBERSHIP

(A) Appointment: The Architectural Review Commission shall consist of ten (10) members appointed by the Village President, with the approval of a majority of the Board of Trustees, to serve without compensation. All appointments shall begin on June 1st and end on May 31st. A member of the Board of Trustees to be appointed by the President shall serve as an ex officio nonvoting member for a term of one year.

SECTION TWO: This ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

AYES: 5
NAYS: 1
ABSENT: 1

PASSED AND APPROVED this 13th day of April, 1981.

Patricia P. Findley
Village President *Pro-tem*

ATTEST:

CM [Signature]
Village Clerk

Village Of Glen Ellyn

Ordinance No. 6519-VC

**An Ordinance to Amend Various Sections of the Village Code
Of the Village of Glen Ellyn to Dissolve the Architectural Review Commission**

**Adopted by the
President and the Board of Trustees
of the Village of Glen Ellyn
DuPage County, Illinois**
This 24 Day of July, 2017.

Published in pamphlet form by the authority of the
President and Board of Trustees of the Village of
Glen Ellyn, DuPage County, Illinois,
this 25 day of July, 2017.

PREPARED BY AND MAIL TO:
VILLAGE OF GLEN ELLYN
ATTN: VILLAGE CLERK
535 DUANE STREET
GLEN ELLYN, IL 60137

Ordinance No. _6519_-VC

**An Ordinance to Amend Various Sections of the Village Code
Of the Village of Glen Ellyn to Dissolve the Architectural Review Commission**

Whereas, pursuant to Section 5/11-13-1 of Chapter 65 of the Illinois Compiled Statutes, the Village of Glen Ellyn has the statutory authority by general ordinance to establish an Architectural Review Commission, and did so in 1975; and

Whereas, the President and Board of Trustees of the Village of Glen Ellyn deem it to be in the best interest of the Village to periodically review and improve the functionality and status of its various advisory commissions, including the Architectural Review Commission and the Plan Commission, and the exercise of the powers conferred to the Commissions by Ordinance or Resolution; and

Whereas, the Village Board continually evaluates the Village's development review process to increase its efficiency and provide transparency and clarity to businesses, developers, contractors, and residents throughout this process; and

Whereas, the Village Board seeks to reduce the length of time needed for a project to reach the Village Board for action and to lessen the amount of unnecessary costs for developers; and

Whereas, the Village Board finds that the Plan Commission can competently perform certain current functions of the Architectural Review Commission and that internal staff can competently perform certain reviews which ultimately will be approved or rejected by the Village Board, that the reduction of the number of meetings required of petitioners for development of private and commercial properties will serve to promote efficiencies in the conduct of commission meetings and promote efficiencies and cost economies involving the use of staff time to prepare for Commission meetings; and

Whereas, the Village Board finds that the changes under consideration for improvement of the development review processes, the potential for confusion to the public and petitioners in

holding multiple reviews, and the pledge of the Village Board and Planning and Development Department to provide for substantive opportunities for public review and input on development proposals would benefit the Village; and

Whereas, the President and Board of Trustees have determined it is in the best interest of the Village to amend the Glen Ellyn Village Code to eliminate the Architectural Review Commission and transfer the responsibility of conducting public hearings for sign variation requests to the Plan Commission.

Now, Therefore Be it Ordained by the President and Board of Trustees of the Village of Glen Ellyn, DuPage County, Illinois, in the exercise of its home rule powers, as follows:

Section One: The findings of fact and conclusions set forth hereinabove are hereby adopted by the President and Board of Trustees as the findings of fact and conclusions of the Corporate Authorities of the Village of Glen Ellyn.

Section Two: That Title 2, Chapter 8, Section 2-8-1 et seq., of the Village Code of the Village of Glen Ellyn entitled "Architectural Review Commission" is hereby repealed and the Architectural Review commission is dissolved.

Section Three: That Title 2, Section 2-4-5 of the Village Code of the Village of Glen Ellyn entitled "Duties" is hereby amended by adding thereto a new subsection 2-4-5(C), as follows with the remainder of the Section being renumbered accordingly:

"(C) To hold public hearings, make written findings of fact and submit the same with recommendations to the Village Board of Trustees on applications for variations from regulations of the sign code in the manner prescribed by and subject to the standards established in Title 4, Chapter 5, of the Municipal Code of the Village of Glen Ellyn entitled "Sign Code"."

Section Four: That Title 1, Section 1-7-10(B)2 of the Village Code of the Village of Glen Ellyn is hereby deleted in its entirety and in lieu thereof, the following language shall be substituted:

"(2) Coordinate effective procedural administration of planning, building and zoning matters through the Plan Commission, Zoning Board of Appeals, Historic Preservation Commission, and Building Board of Appeals and other village departments."

Section Five: That Title 4, Section 4-5-17(G)1(a) of the Village Code of the Village of Glen Ellyn entitled "Manner of Requesting" is hereby deleted in its entirety and in lieu thereof, the following language shall be substituted:

"(G) Sign Variation Request:

1. Manner of Requesting:

(a) Any person seeking a variation from this chapter shall file an application with the planning and development director who shall, in a timely manner, place the request on an agenda for the Plan Commission to consider at a public hearing. The Plan Commission shall act in an advisory capacity and make a recommendation on the request to the Village Board of Trustees. Upon receiving a recommendation from the Plan Commission, the request shall be scheduled for consideration by the Village Board in a timely manner. The Village Board shall then approve, approve with conditions or deny the application."

Section Six: That Title 4, Section 4-5-17(G)2 of the Village Code of the Village of Glen Ellyn entitled "Hearing" is hereby deleted in its entirety and in lieu thereof, the following language shall be substituted:

"2. Hearing: The Plan Commission will conduct a public hearing at a regularly scheduled meeting to consider the request. Said hearing shall be duly advertised in a newspaper with a general circulation within the municipality not less than fifteen (15) nor more than thirty (30) days before the hearing."

Section Seven: That Title 4, Section 4-5-17(G)3 of the Village Code of the Village of Glen Ellyn entitled "Evidence and Findings" is hereby deleted in its entirety and in lieu thereof, the following language shall be substituted:

"3. Evidence and Findings: The applicant or his or her representative is required to attend the hearing and present the case.

(a) The Plan Commission shall conduct an evidentiary hearing and shall not recommend approval of the request unless the commission makes positive findings based on the evidence presented that all of the following standards have been met:

(1) The request complies with the statement of purpose found in Section 4-5-2 of this chapter; and

(2) The plight of the owner is based on unique circumstances due to an unusual physical limitation, such as an irregular lot shape, substantial lot depth, unusual geographic location, exceptional topographic feature, or other condition, that is peculiar to the subject property

or establishment and the conditions upon which the request is based are not generally applicable to other property within the same zoning district; and

- (3) The variation, if granted, would have no adverse impact on property values in the surrounding area or be injurious to other property or improvements in the neighborhood in which the property is located; and
 - (4) The variation, if granted, would have no adverse impact on the existing or desired character of the surrounding area; and
 - (5) The variation, if granted, would not endanger the public health, safety or welfare.
- (b) For the purpose of supplementing the above standards, the Plan Commission, in making its findings and recommendation may also take into consideration the extent to which the evidence establishes or fails to establish the following facts favorably to the applicant:
- (1) That the purpose of the variation is not based exclusively upon a desire to make more money out of the property.
 - (2) That the alleged difficulty or particular hardship has not been created by any person presently having an interest in the property or by the applicant.
 - (3) That the variation is the minimum variation necessary.
 - (4) That the property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations governing the district in which it is located.
- (c) A showing that the granting of the requested variation would be more profitable to the applicant or that the sign would be more valuable if the requested variation granted is not grounds for granting approval of a variation.”

Section Eight: That Title 4, Section 4-5-17(G)4 of the Village Code of the Village of Glen Ellyn entitled “Conditions and Restrictions” is hereby deleted in its entirety and in lieu thereof, the following language shall be substituted:

“4. Conditions And Restrictions: The Plan Commission may recommend and the village board may require such conditions and restrictions upon the premises benefited by a sign variation as may be necessary in their opinion to comply with the standards set forth in this section, to reduce or minimize any injurious effects of such sign variation upon other property in the neighborhood, to implement the general purpose and intent of this chapter or to bring the existing or proposed signs on the property into compliance or closer into compliance with this chapter and the village's appearance review guidelines.”

Section Nine: That all ordinances and resolutions, or parts thereof, in conflict with the provisions of this Ordinance are, to the extent of such conflict, expressly repealed.

Section Ten: That this Ordinance shall be in full force and effect following its passage,

approval, and publication in pamphlet form.

Passed by the President and Board of Trustees of the Village of Glen Ellyn, Illinois, this

24 day of July, 2017.

Ayes: Trustee Fusales, Kenwood, Ladesic, Pryde,
Small

Nays: 0

Absent: Trustee Enright

Approved by the Village President of the Village of Glen Ellyn, Illinois, this 24 day of July, 2017.

[Signature]
Village President

Attest:

[Signature]
Village Clerk

(Published in pamphlet form and posted on the 25 day of July 2017.)



CERTIFICATION

I, John Chereskin, duly elected Village Clerk of the Village of Glen Ellyn, Illinois, do hereby certify that the attached is a true and correct copy of Ordinance No. 6519-VC, passed by the Board of Trustees of the Village of Glen Ellyn, Illinois, at the Regular Meeting of said Board held on the 24 day of July 2017, and that the same was signed and approved by the President of said Village on the 24 day of July 2017.

I do further certify that the original, of which the attached is a true and correct copy, is entrusted to me as Village Clerk of said Village for safekeeping and that I am the lawful custodian and keeper of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Village of Glen Ellyn, Illinois, this 27 day of July, 2017.


Village Clerk

CORPORATE SEAL



Village of Glen Ellyn

Ordinance No. 6941 - VC

An Ordinance to Amend Sections of Title 1 and Title 2
of the Village Code of the Village of Glen Ellyn
to Establish an Architectural Appearance Commission

Adopted by the
President and the Board of Trustees of the
Village of Glen Ellyn
DuPage County, Illinois
This 4 Day of February, 2022.

Published in pamphlet form by the authority of the
President and Board of Trustees of the Village of
Glen Ellyn, DuPage County, Illinois, this 15
day of February, 2022.

Ordinance No. 6941 -VC

**An Ordinance to Amend Sections of Title 1 and Title 2
of the Village Code of the Village of Glen Ellyn
to Establish an Architectural Appearance Commission**

Whereas, pursuant to Section 5/11-13-1 of Chapter 65 of the Illinois Compiled Statutes, the Village of Glen Ellyn has the statutory authority by general ordinance to establish an Architectural Appearance Commission; and

Whereas, the President and Board of Trustees of the Village of Glen Ellyn deem it to be in the best interest of the Village to periodically review and improve the functionality and status of its various advisory commissions and the exercise of the powers conferred to the Commissions by Ordinance or Resolution; and

Whereas, the Village Board continually evaluates the Village's development review process to increase its effectiveness and efficiency; and

Whereas, the Village Board seeks to improve the appearance and character of new principal buildings, principal building additions, and associated landscaping for non-residential, multi-family residential and attached single family residential properties throughout the Village; and

Whereas, the Village Board finds that the creation of a new commission with specific expertise related to architecture and landscape architecture would assist in maintaining the character of the Village; and

Whereas, the President and Board of Trustees have determined it is in the best interest of the Village to amend the Glen Ellyn Village Code to create the Architectural Appearance Commission and transfer the responsibility of conducting certain Exterior Appearance requests from the Plan Commission to this new Architectural Appearance Commission.

Now, Therefore Be it Ordained by the President and Board of Trustees of the

Village of Glen Ellyn, DuPage County, Illinois, in the exercise of its home rule powers, as follows:

Section One: The findings of fact and conclusions set forth hereinabove are hereby adopted by the President and Board of Trustees as the findings of fact and conclusions of the Corporate Authorities of the Village of Glen Ellyn.

Section Two: That the heading of Title 2, Chapter 8, Section 2-8-1 et seq., of the Village Code of the Village of Glen Ellyn entitled "Architectural Review Commission" hereby be deleted and in lieu thereof, the language as set forth in Exhibit "A", attached hereto shall be substituted, including a new heading entitled "Architectural Appearance Commission".

Section Three: That Title 1, Section 1-7-10(B)2 of the Village Code of the Village of Glen Ellyn is hereby deleted in its entirety and in lieu thereof, the following language shall be substituted:

"(2) Coordinate effective procedural administration of planning, building and zoning matters through the Plan Commission, Architectural Appearance Commission, Zoning Board of Appeals, Historic Preservation Commission, and Building Board of Appeals and other village departments."

Section Four: The Village Clerk is hereby directed to cause the text of the Glen Ellyn Village Code to be amended as approved by this Ordinance and said amendment shall be inserted in proper order into the Village Code and shall be published and made available for inspection and purchase by the general public.

Section Five: This Ordinance shall be published in pamphlet form within thirty (30) days after its approval in the manner provided by law.

Section Six: The amendment approved herein shall become effectively immediately.

Passed by the President and Village Board of Trustees of the Village of Glen Ellyn, Illinois, this

14 day of February, 2022.

Ayes

<input type="checkbox"/>	Mark Senak	<input checked="" type="checkbox"/>	Anne Gould	<input checked="" type="checkbox"/>	Bill Payne
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	<input checked="" type="checkbox"/> Kelli Christiansen	<input checked="" type="checkbox"/> Kelley Kalinich	<input checked="" type="checkbox"/> Steve Thompson
	<input checked="" type="checkbox"/> Gary Fasules		
Nays	Mark Senak	Anne Gould	Bill Payne
	Kelli Christiansen	Kelley Kalinich	Steve Thompson
	Gary Fasules		
Absent	Mark Senak	Anne Gould	Bill Payne
	Kelli Christiansen	Kelley Kalinich	Steve Thompson
	Gary Fasules		

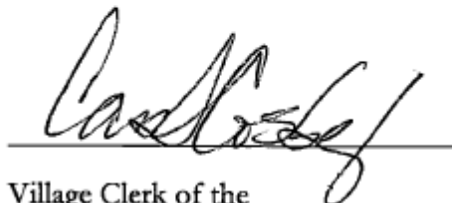
Approved by the Village President of the Village of Glen Ellyn, Illinois, this 14 day of

February, 2022.



Village President of the
Village of Glen Ellyn, Illinois

Attest:



Village Clerk of the
Village of Glen Ellyn, Illinois

AFFIX VILLAGE SEAL

(Published in pamphlet form and posted on the 15 day of February, 2022.)

“Exhibit A”

CHAPTER 8 ARCHITECTURAL APPEARANCE COMMISSION

2-8-1: CREATION OF COMMISSION:

There is hereby created an architectural appearance commission, which shall be advisory to the village board.

2-8-2: INTENT AND PURPOSE:

It shall be the intent and purpose of the architectural appearance commission to:

- (A) Encourage and promote acceptable, attractive, cohesive and compatible significant façade renovations, new principal buildings, principal building additions that require Planned Unit Development Approval, and the associated landscaping for non-residential, multi-family residential, and attached single family residential properties in the downtown central business district C5A and C5B zoning designations.
- (B) To maintain and improve the general appearance and character of new principal buildings and associated landscaping for non-residential, multi-family residential, and attached single family residential properties throughout the Village.

2-8-3: COMMISSION MEMBERSHIP:

- (A) Appointment: The architectural appearance commission shall consist of seven (7) members who shall be appointed by the village president, by and with the advice and consent of the board of trustees, to serve without compensation. A member of the board of trustees to be appointed by the president shall serve as an ex officio nonvoting member for a term of one (1) year. All commissioners shall reside, own property, or work in the village. The village president may choose commission members with special knowledge or special interest in the village of Glen Ellyn who are not currently residing, property owners, or working within the village.
- (B) Terms: Each member shall serve for a term of three (3) years. All terms shall expire on July 31.
- (C) Vacancies: Vacancies on said commission shall be filled for the unexpired term of the member whose place has been vacant in the same manner in which original appointments are required to be made.
- (D) Removal: A commission member may be removed by a majority vote of the village president and board of trustees.
- (E) Chairman: The village president with the advice and consent of a majority of the village board shall designate one of the members of the commission to be chairman. The chairman shall be appointed annually in August of each year.
- (F) Secretary: The commission shall have a secretary who is not a member of the commission and shall be provided by the administrator's office.

- (G) Membership: The architectural appearance commission shall consist of seven (7) members. Three (3) of the members must be qualified by experience or training to review matters pertaining to architecture. One (1) of the members must be qualified by experience or training to review matters pertaining to landscape architecture. It is preferred that the remaining three (3) members include one (1) appointed member currently serving on each of the following commissions: Plan Commission, Historic Preservation Commission, and Environmental Commission. If current commission members are unavailable, at large members may be appointed.

2-8-4: MEETINGS:

- (A) Regular Meetings: Regular meetings of the commission shall be held once per month.
- (B) Special Meetings: Special meetings of the commission may be called by the chairman from time to time. Members of the commission must receive notice not less than forty-eight (48) hours prior to a special meeting. Notice of said special meeting must be posted in the civic center and on the Village website not less than forty-eight (48) hours before said meeting. Special meetings may also be called by the written request of any two (2) members of the commission. Such written request shall be received by the chairman no less than five (5) days prior to the requested date of meeting.
- (C) Quorum: The presence of a majority of the commission members then in office shall be necessary to constitute a quorum to transact any commission business at any regular or special meeting of the commission.
- (D) Manner Of Acting: The act of a majority of the members present at a meeting at which a quorum is present shall be the act of the members.
- (E) Rules Of Procedure: The commission shall enact rules of behavior not inconsistent with ordinances or statutes that further enhance the purposes of the board or commission.

2-8-5: DUTIES:

- (A) To review and make recommendations regarding the exterior architectural design drawings, materials, and landscape plans for the following:
- a. Exterior Appearance reviews in the downtown C5A and C5B zoning districts:
 - i. New non-residential, multi-family, and attached single-family principal building construction.
 - ii. Non-residential, multi-family, and attached single-family principal building additions that require Planned Unit Development approval.
 - iii. Significant exterior façade remodeling.
 - b. Exterior Appearance reviews throughout the remainder of the Village:
 - i. New non-residential, multi-family, and attached single-family principal building construction.

2-8-6: CRITERIA:

Any applicant seeking a building permit for a nonresidential building, multi-family dwelling, or attached single-family dwelling shall refer to the guidelines in the "Appearance Review Guidelines" adopted by Ordinance No. 5508 on October 9, 2006 and located on the village's web page (www.glenellyn.org).

2-8-7: REPORTS AND RECORDS:

- (A) The commission shall keep permanent records and minutes of its meetings, showing the vote of each member upon each topic submitted to it.
- (B) The commission shall prepare and submit minutes of each meeting to the village board in a timely manner.
- (C) The commission shall submit its recommendations to the village board in writing.
- (D) A minority report may be attached to the majority recommendation.

2-8-8: FEE:

Every petition reviewed before the architectural appearance commission shall be accompanied by an application fee. See subsection 4-1-4(A) of this code.

CERTIFICATION

I, Caren Cosby, duly elected Village Clerk of the Village of Glen Ellyn, Illinois, do hereby certify that the attached is a true and correct copy of Ordinance No. 10941-VC, passed by the Board of Trustees of the Village of Glen Ellyn, Illinois, at the Regular Meeting of said Board held on the 14th day of February 2022, and that the same was signed and approved by the President of said Village on the 14th day of February.

I do further certify that the original, of which the attached is a true and correct copy, is entrusted to me as Village Clerk of said Village for safekeeping and that I am the lawful custodian and keeper of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the Village of Glen Ellyn, Illinois, this 14th day of February, 2022.



Village Clerk

CORPORATE SEAL