

**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**