

MINUTES
Glen Ellyn Architectural Appearance Commission
Wednesday, January 14, 2026 at 7:00 PM
Glen Ellyn Civic Center
Galligan Board Room
535 Duane Street

A. Call to Order and Roll Call

Acting Chairperson Albrecht called the meeting to order at 7:00 PM and explained the Architectural Appearance Commission's function and procedures as an advisory body.

Roll was called.

Present: Commissioners Albrecht, Mees, Schlembach, and Smith

Absent: Chairperson Jacobson, Commissioner Goranov, and Commissioner Rahn

Also in attendance: Jordan Frahm, Associate Planner, Trustee Sonia Desai Bhagwakar and Adriana Ohl Zamora, Recording Secretary.

B. Approval of the Minutes

Commissioner Mees made a motion to approve the draft minutes of the December 10, 2025 meeting. Commissioner Schlembach seconded the motion. The motion passed by voice vote.

C. Old Business

None to report

D. New Business

1. Discussion regarding the Intent and Purpose and Duties of the Commission

Staff Presentation

Jordan Presented to the Commissioners the Intent and Purpose and Duties of the Commission which includes the History of Architectural Review. ARC dissolved in 2017, AAC was started in 2022; main difference between the both is that the ARC looked at all Village owned properties on public grounds, new construction; ARC reviews all re modeling and additions where AAC reviews C5A and C5B zoned area.

ARC dissolved in 2017 was to "provide transparency and clarity to business, developers, contractors and residents" and to also limit review time. In 2022, Village Board established the AAC and the duties within the code similar to the intent and purpose of the ARC but with a focus on the character and architecture in buildings in downtown area.

Commissioner Questions

Commissioner Mees- Stated that there should be more of a say on the remodels and additions of the community since at times the remodels do not include an architect. Concerned with some stuff that might sneak through without having an architect.

Commissioner Albrecht- Would like to have the commission to have a say so with every new commercial building and remodel that is done within Glen Ellyn. Commitment to city should be to all city not just the historic section of town.

Commissioner Mees- Other areas in Glen Ellyn, not just the historic side are also worthy of being overseen by this commission.

Commissioner Schlembach- Noted that under intent and purpose, section 2-8-2, chapter 8 would like to see last 11 words deleted and delete paragraph B in its entirety.

Mr. Frahm - This is definitely something that can be requested; you can start the conversation.

Commissioner Schlembach- No reference to significant facade renovation, this should be included. It can be defined in different ways, in monetary or in percentage of building. Terminology needs to be defined. What is significant facade renovation, as is what is a principal building.

Mr. Frahm – You can suggest the inclusion of significant facade renovation, and you can define what significant facade is and have a clear scope of project.

Mr. Frahm - Any building in Glen Ellyn that has a shed should have a main building.

Commissioner Schlembach- If ARC was removed due to slow process, we need to have good representation for petitioner, this should be required in all cases. We should allow petitions via Zoom, I don't know why we couldn't go back to using Zoom. Petitioner is slowing process by not paying for architect's time.

Commissioner Mees- This would be so that the architect could speak with us at the meeting and answer our questions.

Mr. Frahm - If people are coming into meetings unprepared and petitioners are not being prepared, that is a good point and I do agree as that being something that can help in improving the process.

Commissioner Smith- I agree with how the code is currently written; the landscape between Roosevelt Road and downtown Glen Ellyn are two different types of areas, and length of time, I have been on the other side and we came before the board twice and presented, both times was approved. That process added months, for a small business owner in Glen Ellyn, that is significant. That is a factor in looking at where our reach should be. Commission should not be here to provide free advice, that should not be our intent and purpose.

Commissioner Schlembach- There are items that could be administratively approved, and report back to Commissioner what was approved. That would mean Mr. Harper, Planning Manager, speaking with Susan and getting that approved through the Administrative Process.

Commissioner Smith- I don't think we are allowed to have Administrative approved changes on the side; I think we have to follow the open meetings act.

Mr. Frahm - We would have to come up with parameters of what you are discussing in the various zones of Glen Ellyn first.

Commissioner Albrecht- The guidelines and stipulation that we can use have not been looked at or upgraded since 2006, it's an entire can of worms; there are some nice tweaks and things we can do to make it Glen Ellyn, workshops would be great.

Commissioner Mees- If we have an opportunity to update guidelines, maybe that would streamline the process?

Mr. Frahm - Having a staff review, from a policy-making standpoint that is not the best practice, just something to think about.

Commissioner Albrecht- it was mainly materials that were frowned upon, maybe just take a look at guidelines.

Public Comment

Anne Gould- Points to consider and discuss; geographically expand the prevue without completely slowing it down. The sign code at some points were moved to Plan Commission, I think it should come back to AAC. Update guidelines; we have 3 architects on the board, consider amending it to 4 architects. Include buildings over 50 years old for review criteria. We saw a little breakdown, perhaps because it was a historic building and I think that the process for how historic buildings are reviewed should be modified.

Commissioner Schlembach- Would it be possible to consolidate Historic preservation and AAC since there is overlap?

Mr. Frahm- Consolidating may not be the solution.

Mees-Perhaps consolidating if the case involves two commissions

Jordan- We have had special joint meetings like that in the past, it has been done and we would be amendable.

Trustee Bhagwakar- We have pressing items before us at the moment but, I have brought this up with staff a couple of times.

Mr. Frahm - The top items to follow up on are: expanding geographic scope, defining significant facade, changing review process, allowing architect or professional to attend via Zoom, upgrading review guidelines.

Commissioner Albrecht- Do we need to have support from Village board, to put some of these ideas together to be presented to Board.

Trustee Bhagwakar - I will take this back and we will talk about it.

Commissioner Albrecht- Very common for us to go a few months without having an item to review; we are open and available to work on this while we are not reviewing projects on agenda.

E. Chairman's Report

Nothing to report

F. Trustee Liaison Report

No updates with regards to train project; given the climate with the federal government we want to ensure we have the funding before moving forward.

Taft- the demolition was done which was held up by government shut down.

Downtown Park is moving forward.

Strategic Planning has been started, a consultant and brainstorming sessions to forecast what we want to see the Village do and look like in the future.

Approved consultant for updating the Zoning code.

Looking at E-bikes.

G. Staff Report

I will be leading these meetings now and we are starting the Zoning code re-write.

H. Adjournment

Member Schlembach made a motion to adjourn the meeting. Member Smith seconded the motion and the motion passed by voice vote at 8:00pm

Respectfully submitted,
Adriana Ohl-Zamora