



Agenda  
Village of Glen Ellyn  
Village Board Workshop Meeting  
Monday, June 15, 2026  
7:00 PM  
Glen Ellyn Civic Center, Room 301

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Meeting Procedures Statement

*Visitors are most welcome to attend all meetings of the Village Board and can find copies of the Agenda in the meeting room or online at [www.glenellyn.org](http://www.glenellyn.org) prior to the meeting. Any individual with a disability requiring a 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. All matters on the Agenda may be discussed, amended, and acted upon.*

**A. Call to Order**

**B. Pledge of Allegiance**

**C. Roll Call**

**D. Audience Participation**

- 1) Members of the public are welcome to speak to any item not specifically listed on tonight's agenda for up to (3) three minutes during the Audience Participation portion of the agenda. For those items which are on tonight's agenda, you will have the opportunity to comment when the item is discussed. Please complete the Audience Participation form and submit it to the Village Clerk and if you have materials you wish to share with the Board, provide those also to the Village Clerk. When recognized, please step to the podium to my left and state your name for the record. Individuals wishing to address the Board shall exercise proper decorum and respect for the proceedings and the business of the Village Board and shall refrain from abusive demeanor and language. Public officials are not obligated to respond to questions.

**E. Presentation**

- 1) Discussion of a Proposed Ordinance Amending Title 7 ("Business Regulations") of the Glen Ellyn Village Code Regulating the Procedures Governing Village Business Licenses (Economic Development & Communications Director Hannah and Village Attorney Stephanides)
- 2) Discussion of Proposed Amendments to Title 4 ("Building Regulations") of the Glen Ellyn Village Code Regulating Fees and Deposits (Community Development Director Henaghan)

**F. Reminders**

- 1) Village Board Special Workshop Meeting Monday, June 22, 2026 at 6 pm
- 2) Village Board Meeting Monday, June 22, 2026 at 7 pm

**G. Adjourn to closed executive session for the purpose of discussing pending litigation pursuant to 5 ILCS 120/2(c)(11), not to return to open session**

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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 Village Board**  
535 Duane Street  
Glen Ellyn, IL 60137

Meeting 6/15/2026 7:00 PM  
Department: Administration  
Department Head: Mark Franz  
Category: Presentation  
Prepared By: Paul Stephanides

**AGENDA ITEM (ID  
# 2026-446)**

**DOC ID: 2026-446**

## **Discussion of a Proposed Ordinance Amending Title 7 ("Business Regulations") of the Glen Ellyn Village Code Regulating the Procedures Governing Village Business Licenses (Economic Development & Communications Director Hannah and Village Attorney Stephanides)**

### **Statement of the Issue:**

The proposed ordinance sets forth various amendments to Title 7 ("Business Regulations") of the Village Code to ensure the Village's procedures for business licenses conform to current practices and allow for better enforcement.

### **Analysis:**

Village staff has evaluated the regulations governing the procedures for Village business licenses contained in Title 7 ("Business Regulations") of the Village Code. The Village Attorney has drafted the attached ordinance as a result of that evaluation for presentation to the Village Board.

The draft ordinance provides a streamlined procedure for applications for business licenses and the processing of such applications. These procedures would apply across the board to all businesses licensed by the Village to provide uniformity and clarity. The ordinance codifies many procedures the Village has had in place for applications and the processing of applications.

The draft ordinance also eliminates provisions in the Code that are no longer applicable, such as language that references a 2006 amendment in Section 3-1-8 of the Code regarding administrative approvals for certain businesses and language regarding frontage consents contained in Section 3-1-10 of the Code and other similar provisions. The ordinance sets forth procedures for delinquent payments of license fees and also provides that if an applicant owes any fees or charges to the Village or otherwise is not in compliance with the Village Code for any reason, the applicant is not eligible for a license.

Section 3-1-12 of the Code has been revised to provide for an emergency process for the suspension or revocation of a license for cases in which a business poses a threat to public health, safety and welfare. This section has been written and reviewed in conjunction with other Village departments, including Community Development and the Police Department. The section allows for an appeal of a suspension or revocation of a license to the Village Board. These procedures would apply to a business licensed by the Village and the ordinance contains numerous amendments to the various categories of businesses set forth in the Code for which these procedures would be applicable.

**Budget Impact:**

Possible increase in collection of fees.

**Contribution to Strategic Plan**

Strategic Priority: Financial Stability; Initiative: Maintain financial stability and create a financial decision-making framework.

**Action Requested:**

Staff requests the Village Board discuss the draft ordinance and provide feedback.

**Attachments:**

1. Draft Ordinance

# DRAFT



## Village Of Glen Ellyn

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### Ordinance No. xxxx-VC

### **An Ordinance Amending Title 7 (“Business Regulations”) of the Glen Ellyn Village Code Regulating the Procedures Governing Village Business Licenses**

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**Adopted by the  
Village President and the Board of Trustees  
of the Village of Glen Ellyn  
DuPage County, Illinois  
This \_\_\_\_ Day of \_\_\_\_\_, 2026**

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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 \_\_\_\_\_, 2026.

**Ordinance No. xxxx-VC**

**An Ordinance Amending Title 7 (“Business Regulations”) of the Glen Ellyn Village Code  
Regulating the Procedures Governing Village Business Licenses**

**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**, Division 42 (“Powers Over Certain Businesses”) of the Illinois Municipal Code, 65 ILCS 5/11-41-1 *et seq.*, provides the Village with the authority to license and regulate numerous businesses; and

**WHEREAS**, the Village President and Board of Trustees have determined to amend Title 3 (“Business Regulations”), Chapter 1 (“Licenses and Permits”) of the Glen Ellyn Village Code pursuant to the Village’s home rule authority and Division 42 of the Illinois Municipal Code as set forth herein to regulate the procedures governing Village issued business licenses.

**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 are incorporated as though fully set forth in this Section 1.

**Section 2. Village Code Amended.** Title 3 (“Business Regulations”), Chapter 1 (“Licenses and Permits”) of the Glen Ellyn Village Code is amended to add the underlined language and delete the overstricken language as follows:

### **3-1-1. Applicability of chapter; compliance.**

(A) Unless otherwise specifically provided in this Code, licenses and permits shall be issued as prescribed in this chapter.

(B) It shall be unlawful for any person, either directly or indirectly, to conduct any business or nonprofit enterprise or establishment without a license or permit, or to use in connection therewith any vehicle, premises, machine or device regulated by this title or for which a permit or license is required.

### **3-1-2. Application; issuance of license or permit.**

~~Each application shall state the name of the applicant, the permit or license desired, the location to be used, if any, the license period, and the fee to be paid. Each application shall give such additional information as may be needed for the guidance of the Village official responsible for issuing the permit or license applied for.~~

(A) An applicant for a license or permit shall provide the following information in addition to any other information required by this title:

(1) The name of the applicant;

(2) Whether the applicant is an individual, partnership or corporation:

(a) If an individual, the applicant shall provide the name and the residence (and any business) address of the applicant;

(b) If a partnership, the applicant shall provide the business and residence address of each partner, including limited partners;

(c) If the applicant is a corporation, the applicant shall provide the name, state of incorporation, and the names and business and residence addresses of the officers, directors and managers in charge of any local facility thereof;

(3) The license or permit sought;

(4) The location and mailing address of the business, the telephone number(s) of the business, and an e-mail address for the owner or general manager;

(5) Whether the premises are owned or leased by the applicant, and if leased, the name and address of the lessor;

(6) The number of square feet of space to be occupied by the business if applicable;

(7) The business or activity to be licensed;

(8) The date of the license or permit application and if the proposed business is temporary, the period for which the license or permit is requested;

(9) The number of employees, if applicable;

(10) Such additional information as deemed necessary by the Village.

(B) The Village shall issue a license or permit pursuant to the application if the application is in proper form, the license fee is paid in advance, and any investigation or inspection shows that the conduct of the business or activity would not violate this Code or other Village ordinances or regulations. The Village may also issue a conditional license or permit when an investigation or inspection discloses a condition which must be corrected, when the applicant has provided satisfactory assurance that the condition will be corrected within a reasonable time, and the conduct of the business or activity pending the correction of the condition will not endanger the public health, safety or welfare.

### **3-1-3. Forms Applications.**

~~Forms for applications, Applications for licenses and permits shall be prepared and kept on file by the Cashier's Office and Village Clerk Village.~~

### **3-1-4. Signatures.**

~~Each license or permit issued shall bear the signature of the Village Clerk or such other signatures as may be directed by the Board of Trustees Village Manager.~~

### **3-1-5. Investigations and inspections.**

~~Upon receipt of an application for a license or permit, where the provisions of this Code necessitate an inspection or investigation before issuance, the same shall be referred to the proper official within 48 hours to make the investigation.~~

~~The official charged with the duty of making the investigation or inspection shall make a report thereon within ten days after receipt of the application.~~

An applicant for a license or permit or the license or permit holder shall permit the Village to conduct appropriate investigations and inspections to determine the applicant's eligibility for the permit or license and the license or permit holder's compliance with the requirements of the permit or license. Such inspections may include inspections of any building or premises where the licensed or permitted business or activity is conducted or proposed to be conducted if applicable. Such investigations or inspections may be conducted by the official specified in this Code or other Village ordinances or regulations, or by the official's designee. Whenever the analysis of any commodity or material used in a business or activity covered by a license or permit, including, but not limited to, food or beverages, is reasonably necessary to secure compliance with this Code or other Village ordinances or regulations, or to detect violation thereof, the license or permit holder

shall upon request promptly provide sufficient samples of the material or commodity to an authorized representative of the Village to allow analysis thereof.

### **3-1-6. Fees; delinquent payment.**

All fees and charges for licenses or permits shall be paid at the time application is made. Fees and charges shall be as set forth in Section 4-1-4 of this Code and as provided elsewhere in this Code as applicable.

~~When application for any annual license is made after the expiration of six months of the current license year, the license fee for the remainder of the year shall be one-half of the annual fee.~~

A fee of ten percent (10%) of the license or permit fee shall be added to such fee for each calendar month which shall have expired from and after the date on which such fee was delinquent under the provisions of this title. This fee shall be in addition to any other fines and charges provided by this Code.

### **3-1-7. Term Termination of permit or license.**

~~All annual licenses shall terminate on December 31 in the year in which they are issued, unless otherwise specifically provided in this Code.~~

~~The Cashier's Office shall mail to all licensees, three weeks prior to the expiration date of an annual license, notice of such expiration date. Failure on the part of the Cashier's Office to send such notice, or failure of the licensee to receive it, does not excuse the licensee for failing to obtain a new license, or a renewal; and it shall not be a defense to an action for operating without a license.~~

(A) Licenses or permits shall be valid from July 1 to June 30 of the following year. All licenses or permits which are in existence on May 1, 2026, and which expire on December 31, 2026, are eligible to be renewed on January 1, 2027, until June 30, 2027, at the annual fee prorated for such period.

(B) License and permit fees shall be as established in this title, or as otherwise provided in this Code. License and permit fees are nonrefundable, and no refund shall be made if a licensed or permitted business is discontinued during the licensed period.

(C) *Payment of outstanding fines and fees required.* No license or permit provided for in this Code shall be issued or renewed if an applicant or licensee owes any outstanding fines or fees to the Village or is not otherwise in compliance with any provision of this Code.

### **3-1-8. Building and premises.**

No license or permit shall be issued for the conduct of any business or act, if the building and premises to be used for the purpose do ~~does~~ not fully comply with the requirements of the provisions of this Code.

No license or permit shall be issued for the conduct of any business or the performance of any act which would involve a violation of ~~the zoning ordinance~~ this Code.

~~The Community Development Director shall have administrative approval authority to grant approval to allow existing uses operating prior to June 1, 2006, that require but do not have special use permits to achieve the status of a legal nonconforming use until there is a change in use or an expansion of the use, at which time the owner must apply for and receive approval of the requisite special use permit. The Community Development Director shall have no obligation to grant any such administrative approval and may at his or her discretion require the submission of a special use permit application or proceed with enforcement action if deemed appropriate. In determining whether to grant such an approval, the Director shall consider the compatibility of the use with other nearby uses, any complaints received about the operations of the use and the actions of the Village Board in granting other special uses.~~

### **3-1-9. Transfer; change of location.**

~~Licenses may be transferred by the original licensee, provided written notice thereof is given to the Cashier's Office ten days prior to the transfer, and no more than one transfer of any license shall be made within the license year.~~

~~However, it shall be unlawful to transfer any hotel, alcoholic liquor, chauffeur's, itinerant merchant's, solicitor's or peddler's license or permit; and any attempted transfer thereof shall have no effect.~~

~~The location of any licensed business or occupation, or of any permitted act, may be changed, provided ten days' written notice thereof is given to the Cashier's Office.~~

The location of any licensed business or occupation pursuant to this title may not be changed. A new license shall be required for any business or occupation that proposes to change its location.

### **3-1-10. Frontage consents.**

~~(A) — Whenever the consent of an adjoining or neighboring owner is required as a prerequisite to the conduct of any business or occupation, or the location of any establishment, such consents must be obtained by securing the necessary signatures to a written consent petition, which shall be filed with the Village Clerk.~~

~~(B) — Consents once given and filed shall not be withdrawn and need not be renewed for the continuous conduct of the same business, whether by the original proprietor or a successor.~~

~~(C) — It shall be unlawful to forge any name to a consent petition.~~

~~Each consent, when filed, shall be accompanied by the affidavit of the person securing the signatures that they were signed in his presence and are genuine, and that the petition contains the necessary number of signatures.~~

~~(D) — No frontage consent petition shall be construed to permit the erection of a structure or building, or the conduct of a business, or the Commission of any act, where such structure, building or act is prohibited by the zoning ordinance.~~

**~~3-1-11~~ 3-1-10. Nuisances.**

(A) No business, whether licensed or not, shall be so operated as to be, or create, a nuisance as set forth in this title or chapter 2 (“Nuisances”) of Title 7 (“Health and Sanitation”) of this Code, as amended.

(B) No occupant of land operating a patio used in conjunction with a restaurant on nonresidential private property for any purpose, whether such occupant is licensed or not under this title, shall operate a patio on private property for any purpose at any time before 8:00 a.m. on Monday through Friday and 9:00 a.m. on Saturday and Sunday and shall close at or before 10:00 p.m. on Sunday through Thursday and 11:00 p.m. on Friday through Saturday if such patio and any area of the private property serving the patio area is situated immediately adjacent to a residential land use containing twelve ~~12~~ (12) or more units that can be used for residential purposes. For the purposes of this provision, "patio" is defined as private property containing a structure or improvement, including, but not limited to, outdoor and pathways, walks, waste storage areas, emergency and nonemergency ingress and egress (including through the principal use) and other accessory structures. Restaurants which have liquor licenses shall also limit the use of any patio in accordance with the restrictions contained within the grant of the liquor licenses. Operation in violation of this subsection is hereby declared a nuisance.

This provision shall not affect garbage hauling operations by a waste hauler, private or public utility activities, activities pursuant to a permit issued by the Village under its Building Code or any activities by the Village or another governmental unit or agency.

**~~3-1-12~~ 3-1-11. Inspections.**

(A) Whenever inspection of the premises used for or in connection with the operation of a licensed business or occupation is required to ensure compliance with any code provision, or to detect violation thereof, it shall be the duty of the licensee, or the person in charge of the premises, to admit thereto, for the purpose of making such inspection, at any reasonable time, the officer or employee of the Village who is authorized or directed to make such inspection.

(B) Whenever an analysis of any commodity or material is reasonably necessary to ensure conformance with any code provision, it shall be the duty of the licensee to give to the authorized officer or employee of the Village, upon request, sufficient samples of such material or commodity.

(C) In addition to any other penalty, the Village ~~President~~ Manager may revoke or suspend the license of any licensee who refuses to permit any inspection under this section, or who interferes with any Village officer or employee making ~~the~~ an inspection.

(D) Licensed premises shall be maintained in a clean, safe and lawful manner and may be inspected by the Village to ensure compliance with this Code and all applicable laws, ordinances

and regulations. It is a prior condition of the acceptance of such a license from the Village that the license holder agrees to such inspections.

**3-1-13 3-1-12. Revocation, suspension of license; fines; costs.**

Any license or permit may be revoked by the Village President at any time during the term of such license or permit for any violation by the licensee of the Code provisions relating to the license or permit, and such revocation is in addition to any fine imposed.

(A) *Suspension and revocation.* In addition to any other penalty which may be authorized by this Code or other Village ordinances or regulations, the Village Manager or the Manager's designee may suspend or revoke any license issued pursuant to this title if the license holder refuses to allow a required inspection or jeopardizes public health, safety or welfare by violating this Code, other Village ordinances, or state or federal laws or regulations which apply to the licensed business or activity. The procedure for suspension or revocation of any license issued pursuant to this chapter shall be as follows:

(B) *Notice of hearing on suspension or revocation of license.* Except as provided in subsection (C) of this section, prior to the revocation or suspension of a license, a public hearing shall be held before the Village Manager or the Manager's designee, and the licensee shall be served with a written notice stating the nature of the violations alleged and the date, time and place of the public hearing at which the Village Manager or the Manager's designee will receive evidence concerning the alleged violation. Notice of the hearing shall be hand-delivered to the licensee's place of business and shall be sent by United States mail as stated on the license application, and service shall be deemed complete at the time the notice is deposited in the mail. The hearing date shall be set no sooner than five (5) days after the date of service without the agreement of the licensee.

(C) *Summary suspension pending expedited hearing.* Where the Village Attorney or the Police Chief, or their respective designees, present to the Village Manager or the Manager's designee sufficient evidence demonstrating probable cause to believe that the licensee has violated the provisions of this Code or of the laws of the United States or the State, and that said violation will immediately threaten the public health, safety or welfare, the Village Manager or the Manager's designee may, upon the issuance of a written order stating the reason for such conclusion and without prior notice or hearing, order the licensed premises closed and the license summarily suspended pending a public hearing and determination on suspension or revocation. Said hearing shall commence not more than seven (7) days following entry of such an order, unless the licensee shall agree to a longer period. Upon entering an order of summary suspension, the licensee shall be served with a copy of the order and notice of violation and hearing in the manner provided in subsection (B) of this section.

(D) *Hearing on suspension or revocation.* All public hearings conducted by the Village Manager or the Manager's designee regarding the revocation or suspension of any license issued pursuant to this chapter shall be hearings of record. Any order of suspension or revocation shall be based on written findings of fact, and such findings shall be supported by substantial evidence in the light of the whole record. An order of suspension or revocation shall be served on the licensee in the manner provided in subsection (B) of this section. The failure of the licensee to appear at the hearing shall be deemed a waiver of the licensee's right to present evidence in response to the

complaint of violation or in mitigation of such punishment as may be imposed, and the Village Manager or the Manager's designee may proceed to make a determination on the complaint in the licensee's absence. The decision of the Village Manager or the Manager's designee shall be final, unless timely appealed in the manner provided in subsection (D) of this section.

(E) *Appeal to the Village Board of Trustees.* A licensee may appeal the action of the Village Manager or the Manager's designee to suspend or revoke a license to the Village President and Board of Trustees. Said appeal shall be perfected by written notice given to the Village President within thirty (30) days from the date when notice of suspension or revocation was issued. Said notice shall describe the order appealed from and state the reasons why the order should be overturned or modified. The review of the Village Manager's or the Manager's designee's order shall be on the record made before the Village Manager or the Manager's designee, and no new evidence may be presented or accepted by the Village Board. The Village Board may hear and determine the appeal during a regular or special meeting, and may permit the parties to make written or oral arguments on the record, as it shall determine. The decision of the Village Board shall be final.

(F) *Payment of costs.* A licensee found to have violated any of the provisions of this chapter shall pay the Village the costs of the hearing for such violation. Said costs shall include, but not be limited to court reporter fees, the costs of transcripts or records, attorney fees, the cost of preparing and mailing notices and orders and all other miscellaneous expenses incurred by the Village.

(G) *Time for payment of costs.* The licensee shall pay said costs to the Village within thirty (30) days of notification of the costs by the Village. Failure to pay said costs within thirty (30) days of notification is a violation of this chapter and may be cause for a further suspension of a license or revocation of a license or the levy of a fine.

### **3-1-14 3-1-13. Posting license.**

Any person conducting a licensed business in the Village shall keep ~~his~~ the license issued pursuant to this chapter posted in a prominent place on the premises ~~in which he conducts~~ used for such business.

### **3-1-15. Penalty.**

~~To the extent that licenses are renewable on an annual basis, any owner or operator of a business licensed or permitted by this title failing to pay the annual fees prescribed herein within 30 days of receipt of the bill shall pay double the amount of the fee billed, up to 60 days, with an additional \$5.00 per day after 60 days until paid, but not more than \$500.00.~~

**Section 3. Village Code Amended.** Title 3 (“Business Regulations”), Chapter 6 (“Comprehensive Regulation of Tobacco Products”) of the Glen Ellyn Village Code is amended to add the underlined language and delete the overstricken language as follows:

### **3-6-14. Suspension, revocation of license; fines; costs.**

~~(A) — The Village President shall be charged with the administration of this chapter. The Village President may suspend or revoke any license issued under the provisions of this chapter if he determines that the licensee has violated any of the provisions of this chapter. In lieu of suspension or revocation of a license, the Village President may instead levy a fine on the licensee. The fine imposed shall not exceed \$500.00 for each violation. Each day on which a violation continues shall constitute a separate violation.~~

~~(B) — However, no such license shall be suspended or revoked and no licensee shall be fined except after a public hearing by the Village President with a seven day written notice to the licensee affording the licensee an opportunity to appear and defend against the charges contained in such notice. The seven day notice provisions shall begin the day following delivery by certified mail or by personal service.~~

~~(C) — The Village President shall within seven days after such hearing, if he determines after such hearing that the license should be revoked or suspended or that the licensee should be fined, state the reason for such determination in a written order and state either the amount of the fine, the period of suspension or that the license has been revoked and serve a copy of such order upon the licensee within the seven days.~~

~~(D) — Any licensee determined by the Village President to have violated any of the provisions of this chapter shall pay to the Village the costs of the hearing before the Village President on such violation. The Village President shall determine the costs incurred by the Village for said hearing, including, but not limited to: court reporter fees, the costs of transcripts or records, attorney fees, the cost of preparing and mailing notices and orders and all other miscellaneous expenses incurred by the Village or such lesser sum as the Village President may allow.~~

~~(E) — The licensee shall pay said costs to the Village within 30 days of notification of the costs by the Village President. Failure to pay said costs within 30 days of notification is a violation of this chapter and may be cause for license suspension or revocation or the levy of a fine.~~

The suspension or revocation of a license under this chapter shall be governed by the procedures set forth in Section 3-1-12 of this Code, as amended.

### **3-6-15. Use of premises after revocation.**

When any license shall have been revoked for any cause, no license shall be granted to sell tobacco products at retail for said licensee for the period of six months one (1) year thereafter for the conduct of the business of selling tobacco products as defined in section 3-6-3 of this chapter on at the premises described in such revoked license.

**3-6-16. Penalty.**

(A) Persons charged with violating: Section 3-6-8, "purchase by minors prohibited", section 3-6-9, "possession by minors prohibited", section 3-6-10, "gift of tobacco products", of this chapter, may discharge their liability by paying an administrative fee of ~~\$5.00~~ \$25.00 within ten (10) days after the first violation occurs; ~~\$20.00~~ \$50.00 within ten (10) days after the second violation occurs; and ~~\$50.00~~ \$100.00 within ten (10) days after their third and subsequent offense.

(B) Any person violating any section or provision of this chapter shall be fined not less than \$5.00 nor more than \$500.00 for each offense.

(c) The penalties described in this section shall be in addition to any suspension or revocation of a license under this chapter.

**Section 4. Village Code Amended.** Title 3 (“Business Regulations”), Chapter 23 (“Peddlers”), Section 3-23-8 (“Revocation, Suspension of License”) of the Glen Ellyn Village Code is amended to add the underlined language and delete the overstricken language as follows:

**3-23-8. Revocation, suspension of license.**

~~Any license issued under this chapter may be suspended or revoked by the Police Chief if he has reason to believe that the license holder, the license holder's organization or other members of license holder's organization have violated any provisions of this chapter or any other provisions of any ordinance of the Village, or any section of this Code, or any statute, rule or regulation of any other governmental agency.~~

~~Upon receiving a complaint or other notification alleging that a violation has occurred the Police Chief shall fix a date and time for a hearing and shall notify license holder or license holder's organization either verbally or in writing of the charge. At the hearing the Police Chief shall hear such evidence bearing upon the question as may be presented by the complainant and the license holder. Based upon the evidence taken at such hearing the Police Chief shall make a determination as to whether or not the license shall be suspended or revoked and shall cause his decision to be carried out.~~

The suspension or revocation of a permit under this chapter shall be governed by the procedures set forth in Section 3-1-12 of this Code, as amended.

**Section 5. Village Code Amended.** Title 3 (“Business Regulations”), Chapter 29 (“Secondhand Goods Purchased for Retail Sales”), Section 3-29-15 (“Revocation or Suspension; Hearing”) of the Glen Ellyn Village Code is amended to add the underlined language and delete the overstricken language as follows:

### **3-29-15. Revocation or suspension; hearing.**

~~(A) — Any license issued under this chapter may be revoked or suspended for not more than 30 days by the Village President by reason of a violation of any of the provisions of this chapter, following a hearing.~~

~~(B) — When a hearing is set by the Village President in a revocation or suspension proceeding, the licensee will receive not less than 20 days' written notice, which notice will contain the charges made, as well as the time and place when the hearing will be held.~~

~~(C) — At a hearing conducted pursuant to this section, the licensee will have the right to be represented by counsel, to present witnesses, to testify and cross-examine any other witnesses. Proceedings will be conducted under oath.~~

~~(D) — The Village President will preside at the hearing and the Village President will make the final determination.~~

~~(E) — If any decision adverse to the licensee is made by the Village President after a hearing, the Village President will provide the licensee with the written reason or reasons for such decision, as well as a notice of the licensee's right to seek administrative review of the decision.~~

~~(F) — The provisions of the administrative review act of Illinois will apply and govern all proceedings for the judicial review of final determinations of the Village President and Board of Trustees under this section. In the event that the administrative review act shall be determined to not apply, the licensee may seek any appropriate judicial review.~~

The suspension or revocation of a license under this chapter shall be governed by the procedures set forth in Section 3-1-12 of this Code, as amended.

### **Section 6. Village Code Amended.** Title 3 (“Business Regulations”), Chapter 30

(“Solicitations”), Section 3-30-9 (“Revocation, Suspension of Permit”) of the Glen Ellyn Village

Code is amended to add the underlined language and delete the overstricken language as follows:

### **3-30-9. Revocation, suspension of permit.**

~~Any permit issued under this chapter may be suspended or revoked by the Village Administrator if he has reason to believe that the permit holder, the permit holder's organization or other members of permit holder's organization have violated any provisions of this chapter or any other provisions of any ordinance of the Village, or any section of this Code, or any statute, rule or regulation of any other governmental agency.~~

~~Upon receiving a complaint or other notification alleging that a violation has occurred, the Village Administrator shall fix a date and time for a hearing and shall notify the permit holder or permit holder's organization either verbally or in writing of the charge. At the hearing the Village Administrator shall hear such evidence bearing upon the question as may be presented by the~~

~~complainant and the permit holder. Based upon the evidence taken at such hearing the Village Administrator shall make a determination as to whether or not the permit shall be suspended or revoked and shall cause his decision to be carried out.~~

The suspension or revocation of a permit under this chapter shall be governed by the procedures set forth in Section 3-1-12 of this Code, as amended.

**Section 7. Village Code Amended.** Title 3 (“Business Regulations”), Chapter 33 (“Massage Establishment”) of the Glen Ellyn Village Code is amended to add the underlined language and delete the overstricken language as follows:

**3-33-7. Revocation or suspension of license for massage establishment.**

~~The Village Hearing Officer may revoke or suspend any license issued under the provisions of this chapter, if he/she determines that the licensee has violated any of the provisions of this chapter or any other ordinance or resolution enacted by the corporate authorities of the Village, or any State and/or Federal statute which is not inconsistent with the law. However, no such license shall be revoked or suspended except after a hearing by the Village Hearing Officer with a three day written notice to the licensee affording the licensee an opportunity to appear and defend the charges contained in the notice. The three days' notice provision shall begin the day following delivery by certified or registered mail or by personal service.~~

~~The Hearing Officer shall within five days after such hearing, if he/she determines after such hearing that the license should be revoked or suspended, state the reason for such determination in a written order of revocation or suspension and serve a copy of such order within the five days upon the licensee.~~

~~Cause for revocation or suspension shall include the violation of provisions of this chapter, whether the applicant/owner has personal knowledge or not, or violation of any criminal statute of the state by the licensee or by an employee of the licensee or any massage therapist employed by the licensee, provided that the violation of any criminal law of the state shall not be a cause for revocation or suspension unless the licensee shall have had actual or constructive knowledge of such violation. It shall also be cause for revocation or suspension that the licensee has made a false statement on any application for license under this chapter or in the event that the licensee shall refuse to permit any authorized Police officer, Building Inspector, Fire Inspector, or other authorized representatives of the Village to inspect the premises or the operations thereof at reasonable times.~~

~~When any license shall have been revoked for any cause, no license shall be granted to any person for the period of one year thereafter for the conduct of a massage establishment on the premises described in such revoked license.~~

The suspension or revocation of a license under this chapter shall be governed by the procedures set forth in Section 3-1-12 of this Code, as amended.

\* \* \* \*

**3-33-20. Use of premises after revocation.**

When any massage establishment license is revoked for any cause, no license shall be granted to operate a massage establishment at the premises described in such revoked license for a minimum of one (1) year nor shall the licensee whose license is revoked operate a massage establishment in the Village for a minimum of one (1) year.

**Section 8. Village Code Amended.** Title 3 (“Business Regulations”), Chapter 33 (“Hotels”), Section 3-40-15 (“License Suspension, Revocation or Denial”) of the Glen Ellyn Village Code is amended to add the underlined language and delete the overstricken language as follows:

**3-40-15. License suspension, revocation or denial.**

~~A hotel license may be suspended or revoked and a license application may be denied as determined by the Community Development Director for failure to meet the requirements and conditions specified in this chapter, this Code, or any applicable rules and regulations established by other agencies with jurisdiction. The hotel license owner or applicant shall be given written notice specifying the reasons and cause for suspension, revocation or denial. In the case of suspension, the written notice shall specify the period of suspension and the conditions on which the license suspension can be withdrawn upon remedial action taken by the owner. The owner or applicant may appeal the Community Development Director's decision to suspend, revoke or deny a hotel license.~~

The denial, suspension or revocation of a license under this chapter shall be governed by the procedures set forth in Section 3-1-2 and Section 3-1-12 of this Code, as amended.

**Section 9. 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 10. Effective Date.** This Ordinance shall be in full force and effect from and after the passage, approval, and publication in pamphlet form.

**[Remainder of Page Intentionally Left Blank]**

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

this \_\_\_\_ day of \_\_\_\_\_, 2026.

<b>Voting</b>	<b>Ayes</b>	<b>Nays</b>	<b>Abstain</b>	<b>Absent</b>
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

\_\_\_\_\_, 2026.

\_\_\_\_\_  
James Burket, Village President

**ATTEST**

\_\_\_\_\_  
Caren Cosby, Village Clerk



Glen Ellyn Village  
Board  
535 Duane Street  
Glen Ellyn, IL 60137

Meeting 6/15/2026 7:00 PM  
Department: Community Development  
Department Head: Jennifer Henaghan  
Category: Discussion Item  
Prepared By: Jennifer Henaghan

AGENDA ITEM (ID  
# 2026-452)

DOC ID: 2026-452

## Discussion of Proposed Amendments to Title 4 ("Building Regulations") of the Glen Ellyn Village Code Regulating Fees and Deposits (Community Development Director Henaghan)

### Statement of the Issue:

The proposed amendments to Title 4 ("Building Regulations") of the Village Code are intended to ensure that the Village's fees for building permits are appropriate.

### Analysis:Background

At its [August 26, 2024 meeting](#), the Village Board adopted a new building permit fee structure and schedule as part of Ordinance 7122-VC. This schedule, which included a 4% fee increase, was planned to take effect at the time the new LAMA software was implemented on April 21, 2025. At its [February 24, 2025 meeting](#), the Village Board approved further modifications, largely to the way fees are calculated for new buildings, additions, alterations, and remodeling.

At that time, staff proposed to reassess the fee schedule after one full year of software implementation to evaluate how the new system interacts with the updated fee structure and inform any necessary adjustments to improve alignment with operational costs and revenue goals.

Now that a year has passed, staff proposes modifications to adjust fees for flat-rate permits that do not currently cover costs, provide for planned future cost adjustments, and ensure that fees are assessed in line with Village Board policies.

### Minimum Fees

The permit fees for additions, alterations, and remodeling projects are set at 1.25% of the project cost for residential projects and 2% for commercial projects. There are also minimum permit fees of \$500 for residential projects and \$1,500 for commercial projects. These minimums occasionally result in disproportionately-high permit fees for small, relatively minor projects. For example, a \$5,000 residential alteration project incurs a minimum permit fee of \$500 (10% of the project cost). Applying the minimum fees has resulted in 72 addition, alteration, and remodeling projects with permit fees greater than 5% of the project cost since April 21, 2025.

If the Board would like to reduce minimum permit fees for small projects, staff recommends reducing the minimum fees to \$150 for residential projects and \$300 for commercial projects to better align fees with the proposed scope of work. This would affect residential projects below \$12,000 and commercial projects below \$15,000, above which the standard 1.25% and 2% fee percentages would still apply.

### Historic Preservation Incentive Program

Staff also recommends amending the language for fee waivers associated with the Historic Preservation Incentive Program to clarify that demolition permits for single-family homes are not eligible for the fee waiver.

### Demolition Permits

Per the [Village Board workshop discussion on May 18, 2026](#), the ordinance that will be presented to the Village Board will include an increase in the demolition permit fee for single family homes from \$625 or \$775 (depending on the size of the home) to \$7,500. The existing demolition tax of \$550 for any structure greater than 1,000 square feet would remain as-is.

<b>Permit Type</b>	<b>Current Fee</b>	<b>Proposed Fee</b>
Single-family dwelling	\$625 if <1,000sf; \$775 if 1,000-4,000sf; \$2,100 if >4,000sf	\$7,500
Accessory structures (other than detached garages)	\$80	No change
Other structures (including detached garages)	\$625 if <1,000sf; \$775 if 1,000-4,000sf; \$2,100 if >4,000sf	No change
Interior demolition	\$210	No change

### Flat-Rate Permits

Staff has identified several permit types where the current fees do not cover the costs of the associated plan reviews and inspections.

<b>Permit Type</b>	<b>Current Fee</b>	<b>Recommended Fee</b>
Accessory structures	\$100	Use the same fee schedule as for new buildings (1% of project cost for residential, 1.15% of project costs for commercial)
Drain tile, exterior drainage, and sump pump/pit	\$100	Use the same fee schedule as for additions, alterations, and remodeling (1.5% of project cost for residential, 2% of project costs for commercial)
Commercial HVAC	\$155	Use the same fee schedule as for additions, alterations, and remodeling (2% of project costs)
Windows & exterior doors	\$80	Use the same fee schedule as for additions, alterations, and remodeling (1.5% of project cost for residential, 2% of project costs for commercial)
In-ground swimming pools	\$270	\$500

**Budget Impact:**

Possible increase in collection fees.

**Contribution to Strategic Plan**

Strategic Priority: Financial Stability; Initiative: Maintain financial stability and create a financial decision-making framework.

**Action Requested:**

Staff requests the Village Board discuss the proposed changes and provide feedback.

**Attachments:**