

**GLEN ELLYN  
APPEARANCE REVIEW  
GUIDELINES**

**Ordinance # 5508  
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# **GLEN ELLYN APPEARANCE REVIEW GUIDELINES**

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\* Images courtesy of the Glen Ellyn Historic Society

## GLEN ELLYN APPEARANCE REVIEW GUIDELINES

### INTRODUCTION AND RATIONALE FOR DESIGN REVIEW

*“The concept of the public welfare is broad and inclusive. The values it represents are spiritual as well as physical, aesthetic as well as monetary. It is within the power of the legislature to determine that the community should be beautiful as well as healthy, spacious as well as clean, well-balanced as well as carefully patrolled.”*

*Supreme Court of the United States November 22, 1954*

Within the Village of Glen Ellyn, all non-residential, multi-family and attached single family developments, are subject to appearance review in accord with Ordinance 2650 as amended. The review is carried out by the Architectural Review Commission (ARC). These guidelines are for use by petitioners in preparation of the required site and building design documentation and by the ARC in preparing their recommendations relative to appearance review. Details on the process are presented in **Appendix A**.

These guidelines are not standards or formulas but rather principles and approaches which should be applied with understanding and sensitivity, in context of the use of the site, its natural character, nearby buildings and the streetscape of the adjacent public rights-of-way.

These guidelines are to be applied within the framework of the permitted and special uses and standards of the Glen Ellen Zoning Code, Subdivision Regulations Code, Sign Code and Building Code.

The guidelines do not endorse any one particular style of architecture and respect the rights of designers and their clients for creative expression. However, the adaptation of historical styles is appropriate when designing for construction within the C5-A historic downtown, the Stacy’s Corners area or in proximity of existing buildings with distinctive historic architecture. Petitioners may also select a historical style to emulate in other instances. Styles found throughout Glen Ellyn include Federal, Greek Revival, Italianate, Victorian, turn of the century Illinois vernacular commercial, Colonial Revival and English Tudor.

When utilizing characteristics of a historical style, the designer should consult appropriate references and demonstrate how their work relates to the selected style. See **Appendix C** for a list of references.

These guidelines are intended to provide a context for diverse yet harmonious architectural and landscape design.

## **Objectives of Design Review**

The objectives of design review are to:

1. Protect existing development from negative impacts of new construction, including additions and rehabilitation, by promoting architectural compatibility;
2. Encourage quality design which will enhance property values;
3. Reflect the unique identity of the Village's friendly, small town atmosphere and respect trees and historic structures, in order to attract new residents, businesses and investment; and,
4. Foster site and building design which will enhance the proposed uses so that they may be economically viable and lend themselves to alternative uses in the future.

## **Design Review in Glen Ellyn**

The Village first produced an Appearance Guide in 1972. These guidelines were amended by Ordinance 3619-VC on April 24, 1989. The process of appearance review is intended to blend with established processes for obtaining review and approval under the other applicable ordinances previously noted. The recommendations of the ARC are advisory only. The authority for approval rests with the elected Board of Trustees of the Village of Glen Ellyn.

The Village Board has periodically carried out a survey of its citizens to inquire about their satisfaction with services, and to help set priorities for Village Board attention. Consistently, the surveys have reinforced the importance of the aesthetic quality of the Village, its downtown, commercial areas and residential neighborhoods. These surveys have led to extensive planning and zoning amendments and capital improvement projects to enhance the aesthetic character and identity of the community. For the downtown, examples of this commitment to aesthetics include; thematic lighting, reconfiguration and landscaping of parking lots, the floral clock on Main Street, Volunteer Park and revised zoning provisions. Along Roosevelt Road, over \$6 million in streetscape enhancements have been implemented. Around the Stacy's Corners intersection, streetscape improvements have been coordinated with County plans for roadway reconstruction and the plans for the Stacy Corners historic park. Therefore, these guidelines aim to reinforce these actions and public investments by the Village.

## **Relationship to Other Ordinances and Plans**

The Comprehensive Plan addresses the overall importance of high aesthetic standards in both public and private projects. It contains specific considerations relative to certain sub-areas within the Village. The Plan should be reviewed as a part of any application for appearance review even though it is advisory and not regulatory in nature.

The Zoning Code is regulatory and establishes permitted and special uses, allowable building height and setbacks, and standards for off street parking and loading, lighting, screening and buffering, and landscaping for parking areas and buffer yards between dissimilar uses. Although the height and mass of a building are critical to their “fit” on a particular site, a petitioner has the right to build to the limits allowed by the Zoning Code.

The Village Sign Code, adopted by Ordinance 3995-VC on March 25, 1993 and as periodically amended, governs the number, size, placement and area of various permitted signs.

The Subdivision Regulations set standards for public improvements. These include minimum standards for street trees. **Appendix B** contains a listing of recommended plant materials not only for street trees but also for other applications within a site plan.

These guidelines should be reviewed prior to submitting an application for appearance review. They are intended to work in concert with the regulatory codes noted above.



## **CHAPTER 1 – GENERAL DESIGN PRINCIPLES**

These principles apply to all construction subject to ARC review.

### **1.1 New construction should be compatible with the character of the site, adjacent development and the adjacent streetscape.**



*Good Landscaped Grade Transition and Screening for Adjacent Uses*

**1.1.1 Existing trees should be identified and protected as a part of project planning and implementation.**

**1.1.2 Site grading should be minimized to preserve the character of the site and buildings should fit the contours of the land.**

**1.1.3 The area of impervious surface should be minimized.**

**1.1.4 Avoid architectural styles which harshly conflict with adjacent buildings.**

**1.1.5 Maintain the rhythm of the street (in terms of building setback and massing) and continuity of its landscaping.**



*All Brick Office Building, Duane Street*

**1.2 Brick and stone with natural and earth tone colors are preferred wall materials for their durability and quality.** Materials and finishes not recommended include: rustic-finished wood; aluminum siding, trim or panel systems; exposed aggregate concrete wall panels; EIFS, Dryvit; glass storefront wall systems which extend to the ground; plastic trim elements; and mirrored or reflective glass. Ease of maintenance should also be considered. Also consult the Comprehensive Plan, page 45 for downtown buildings.

**1.3 Building design should not be so unique nor harshly different or exotic in its design so as to narrowly constrain potential reuse if the original use changes.** Building design may be incompatible with alternative uses or nearby properties if dramatically different in shape, material, color or ornamentation. The entire facade of some buildings may include inappropriate non-structural and non-functional elements, designed to attract attention, that may be considered as signage. An example would be the simulated fortress design of Medieval Times restaurant.

**1.4 Avoid arbitrary or fad design treatments that will soon become out dated.**



*Office Building County Farm Road With Clear Definition of Roof and Wall Planes*

**1.5 Roofs should be scaled to the building which they cover.**

**1.5.1 Roofs should be of a material, color and texture appropriate to the building structure and use.**

**1.5.2 The roof edge and wall face should be clearly differentiated.**

**1.5.3 Gable, pitched and mansard roofs should be scaled to the face of the building so as not to dominate the elevation nor be so small as to lack a feeling of closure and protection.**

**1.5.4 Pitched roofs should have overhangs which define the roof wall interface.**

**1.5.5 Parapet walls should have a defined top which frames the building facade.** A narrow piece of metal flashing or stone cap is typically inadequate to create this distinction. Brick patterns, deeper stone caps with an overhang and shadow line, and contrasting color for flashing are examples of treatments which may be considered to meet this guideline.





*Landscaped and Defined Entry*

**1.6 Entrances should be readily identifiable from parking areas and pedestrian approaches. They should be open, well lighted and highlighted by the building structure, awnings, canopies, lighting and/or architectural detailing.**

**1.7 The architectural character of all sides of a building should relate to the principal elevation, even if there are some changes in materials. Applied veneer “movie set” storefronts, token panels of brick on building fronts and blank masonry walls on the rear of buildings are not desirable.**

**1.8 Colors should be muted and compliment each other, with no more than two or three colors on each facade.**

**1.8.1 A natural, neutral color should be chosen for the primary exterior facade material in new construction.** Contrasting trim colors should be used to highlight architectural elements such as window and door surrounds. Harsh shades, including true white, should be avoided.

**1.8.2 Applied elements such as awnings, light fixtures, downspouts, railings, and signage should coordinate with, rather than dominate, the color scheme for the building.** These elements may be the same color as the background wall, a contrasting shade of the same color, or, a more distinctive contrasting color. The important thing is a blend with the building’s color palate.

**1.8.3 Roof top mechanical equipment should be screened from view from the public right-of-way and adjacent property by portions of the building structure or screening systems consistent with the architecture of the building.**

**1.9 The apparent mass and bulk of a large building should be reduced by structural articulation, windows or other architectural and functional elements, and by landscaping.** Structural articulation can include breaking the plane of the building by off sets, insets for entryways or balconies, step backs, and consideration of alternative roof structures.

## CHAPTER 2 – SITE DESIGN

These site design guidelines apply to all construction subject to ARC review.

**2.1 Landscaping, utilizing recommended plant materials identified in Appendix B, should be provided to enhance a project, buffer utilitarian views, and screen private areas of nearby residential property from visual intrusion.**



*McDonalds – Roosevelt Road Attractive Landscaping of Drive Through Area*

**2.1.1 The selection of parking lot plant materials should consider hardiness in the face of intense use and salt spray as well as maintenance of sight lines.**

**2.1.2 Perimeter landscaping should be utilized to screen views of parking lots.**

**2.1.3 Landscaped islands should be employed at the ends of parking rows and within large parking fields to visually break up the mass of pavement, introduce the color and texture of plant materials and define parking areas and drive isles.**

**2.1.4 The overall site landscape plan should consider options for providing color throughout the growing season.**



*Landscaping Which Defines Parking and Enhances Blank Wall*

**2.1.5 Landscaping of an area at least five feet in width should be employed along blank building walls.** This can help to soften the building facade, define pedestrian ways and frame key entries to a building. Where space is not available, free standing planters should be substituted.

**2.1.6 If fences are employed as buffers, the specifications should assure durability and economy of maintenance.** The color and material should relate to the principal structure.

## **2.2 The design of light fixtures should compliment the architecture and function of the principal building.**

**2.2.1 Wall mounted fixtures should not directly allow light projection to the sky.**

**2.2.2 The design of free standing light fixtures, in addition to meeting the standards of the Zoning Code, should consider the appropriate color, texture and or material for the base and avoid glare. More decorative light fixtures may be used where appropriate to relate to the architectural character of the project.**

**2.2.3 The color of light on a site should be consistent throughout.** Typically, metal halide sources are used for commercial developments for their more accurate color rendition. In the downtown and Stacy's Corners area, the thematic fixtures should utilize sodium vapor.



**2.3 Ancillary and accessory structures should relate to principal building in terms of materials, design and colors.**



*Well Designed and Landscaped Trash Enclosure – Baker Hill*

**2.3.1 Trash enclosures should have wall surfaces which match the material of the principal building and metal gates, and, wherever possible, have their opening oriented away from public rights-of-way and primary customer views. All trash enclosures should be surrounded by landscaping.**





*Attractive Back Side of Local Business*

**2.3.2 Free standing transformers and utility boxes should be painted to blend with the landscape or the primary building and be screened with landscaping.**

**2.3.3 The face of retaining walls should be a material with a texture and color that relates to the design of the principal building.**

**2.4 Signage is governed by the Village Code. To compliment these standards there are also guidelines which effect the aesthetic quality and readability of signage.**



*Ground Monument Sign Relating to Building Design, Roosevelt Road*

**2.4.1 Ground mounted signs are preferred to pylon signs.** Where feasible, signs should be as low as possible for readability rather than building to the maximum height permitted by ordinance.

**2.4.2 Minimize the number of lines of text on free standing signs to increase readability.**



*Monument Sign Relating to Building Design, Deer Park*

**2.4.3 Select a structure, materials, colors and detailing for free standing signs that relate to the design of the principal building.**

**2.4.4 Landscape the base of free standing signs with shrubs and flowers but avoid plant materials which might obscure the sign message.**



*Well Placed and Designed Wall Signage, Front Street – Downtown Wheaton*



*Appropriate Wall Signage – Stacy's Corners  
Historic District*

**2.4.5 For wall signs not in historic districts, individual affixed letters, light in color and contrasting with a darker surrounding background, are suggested. Illuminated box signs are discouraged.**



**2.4.6 Wall mounted signage should be placed within an area designed for its placement which does not cover architectural detailing or rise above the roof plane.**



*Appropriate Tenant Signage, Protected Entry,  
and Defined Roof Line, Baker Hill*

**2.4.7 Tenant wall signage within a shopping center should be located and designed to compliment the architecture of the building and provide some unifying commonality.** Commonality does not mean they all have to be the same style or location.



*Site Furnishings, Commercial Building, Downtown Wheaton*

**2.5 Site furnishings (waste receptacles, benches, bike racks etc.) should be selected to relate to each other and to the principal building in terms of material, color and style.**

**2.6 Public art and amenities are encouraged including sculpture, plazas, pedestrian rest areas and design which creates a focal point for the development.**

### CHAPTER 3 – CENTRAL BUSINESS DISTRICT

The central business district, “downtown”, warrants guidelines in addition to the general design principles contained in Chapters 1 and 2. The downtown is particularly important because it is one “neighborhood” which serves people from throughout all of Glen Ellyn. It projects a unique identity, which also attracts visitors and customers from throughout the region. It is a compact area that contains a blend of public and private services, locally owned niche retailers and eateries, and the Metra station, all within walking distance of each other. Storefront windows with displays, protective awnings, thematic street lighting and trees create an intimate, inviting pedestrian friendly environment. The buildings, recognized for their historic value, typical turn of the century commercial brick architecture found in older downtowns in Illinois, impart a particular charm and character.

The importance of maintaining the unique character and identity of the downtown is reflected in the fact that the Zoning Code requires that “all unimproved land or addition to existing structures must be developed as a Planned Development, Special Use”. The downtown is divided into two zoning districts.



*The Tallest Building in the Historic C5A District*

The C5A portion of the downtown encompasses the core of historic commercial buildings. The height of buildings in this district is restricted to relate to the scale of existing structures. Development in this district is exempt from the off-street parking and loading requirements of the Zoning Code as a means of maintaining the existing fabric of



buildings. New buildings or additions within this district should follow the architectural style of the original building if it is of historic value. If there is new construction or remodeling of a building of undistinguished style, the design should reflect one of the historic styles of adjacent or nearby buildings. Once a historical style has been determined, the petitioner should consider the characteristics of that style as described in various references in **Appendix C**, and demonstrate the compatibility and consistency of their proposals with the selected style.



*Condominium Development With Ground Floor Retail in the C5B District*

The C5B portion of the downtown allows taller structures and requires off-street parking and loading. This district is a mix of historic and contemporary buildings and contains a majority of the transit oriented residential condominiums and apartments. Relating the architecture of a multi-story residential structure to the street level retail and pedestrian environment is a complex matter. Since construction in the C5B district impacts the integrity of the historic C5A district, the guidelines for the downtown relate to both districts.

The downtown is essentially built out. Every property is occupied by a building, parking or other function. This makes redevelopment of under-utilized properties the basis for new construction. Such redevelopment must fit with the nearby buildings and streetscape. While some of the existing buildings have little or no historic value, or are historic buildings, which have been incompatibly remodeled, new construction must strive to reflect the best of the essential character of the overall downtown.

The following guidelines are particularly relevant to building additions, remodeling and new construction in the C5A and C5B districts. Also refer to the general guidelines of Chapters 1 and 2.

**3.1 For building in the C5A district, follow the “Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings” from the U.S. Department of the Interior, National Park Service.**



*Main Street Glen Ellyn – Distinctive Historic Roof Lines*

**3.2 Maintain the character of the original roof in terms of shape, profile, materials and details.** Richly detailed cornices once performed the function of defining the character of the building facade, providing a decorative framework for the composition of the building facade. In new construction, this artistic function can be achieved through the use of appropriate trim or detail elements and by changes in color and materials.

**3.3 Maintain the Proportion, Pattern and Type of Original Openings and relate them to nearby structures.** Openings, such as doors and windows, are characterized by an axis (i.e. vertical or horizontal), proportion (the ratio of width to height), pattern (frequency and spacing), and type (double hung, fixed, awning etc.). If divided lights are appropriate, (smaller window panes), snap-in grills or dividers are discouraged.





*Examples of Respect for Original Openings, Attractive Roof Cornice and Appealing Sign Friezes, Wheaton*

**3.3.1 If openings become obsolete, they should not be filled with incompatible materials such as common brick or glass block.** Shutters can be fixed over second story openings where the owner wishes them to remain permanently closed. Infill panels which do not structurally change the original opening, can be used to fill window openings on the upper floors but the material, texture and color should fit within the original opening and blend with the rest of the facade. If shutters are appropriate to the architectural style of windows, they should be proportioned so that they would cover the opening if closed.

**3.3.2 Upper floor windows should be individual openings within the wall plane.** They should be smaller in size than the first floor windows, reflecting the proportions of existing window openings found in the historic buildings within the downtown.

**3.3.3 Windows and doors should be inset behind the plane of the wall, clearly defined by wood or masonry trim.** The ground floor should emphasize window display area. Generally, shiny metal or obviously plastic window frames are inappropriate. Windows should be set into the face of the wall a sufficient distance to have a clear shadow line. Solid trim helps to define the openings and differentiate them from the surrounding wall surface. Trim adds a richness of detailing.



*Compatible Remodeling of Historic Structure, Knippen Building in Wheaton*

**3.4 Original building materials should not be covered and new construction should use the same or similar materials as on the original building in terms of type, texture and color.** Particularly inappropriate are veneers of artificial stone, metal panels, vinyl siding, rough sawn wood and stucco applied over brick surfaces. If applied only in patches as accents, they break up the continuity of the wall surface and can serve as a trap for moisture, thereby creating deterioration of the original underlying surface.



*Apartments on Hillside Avenue with Distinctive Architectural Detailing*

**3.5 Maintain distinctive architectural treatments.** These may include such items as tile or slate roofs, special wood trim, brick corbels or patterns, terra cotta, stone sills or



lintels, stone insets etc. These add richness and identity to a building. When they are a part of the original design, particularly when the facade has historic or architectural value, they present opportunities to restore and highlight these features.

**3.6 Painting or staining should be undertaken as a part of an overall color styling scheme for a building.** Original masonry wall surfaces should not be cleaned with abrasive methods such as sand blasting and should not be covered with paint or stain unless the building has no distinctive historic or architectural character.

**3.6.1 Color styling for unpainted masonry buildings should focus on wooden and metal elements such as window and door trim, signage, roof cornice, fascia, gutters and downspouts.** Color styling is one of the most practical tools for setting the mood of a building. If colors are coordinated so they blend with neighboring buildings, a strong sense of continuity, order and liveliness can be created. For optimum effect, the total number of colors should be limited. Gutters, downspouts and utility systems should match or blend as closely as possible with the surrounding wall surfaces, or contrast with a compatible color and tone. Accent colors should be used to define key architectural elements such as trim around doors and windows and ornamental details.

**3.6.2** If walls are to be painted, one color should be used for all of the wall surfaces to establish the continuity of the basic volume and mass of the building. A palate of colors appropriate for buildings within the C5A is available from the Planning and Development Department. See also Appendix A for information on what activities require ARC review.



*Well Proportioned Awnings, South Main Street*

**3.7 Awnings are encouraged and they should relate to the building facade and to awnings on adjacent buildings.** Awnings provide protection from wind, rain and hot sun to the benefit of pedestrians and protection of window displays. Wherever possible,

the bottom and top edges of awnings should line up with the adjacent awnings or with the horizontal line established by the door head or top of display windows.

**3.7.1 Awnings should be shaped to reflect structural bays (defined by fire walls, columns, arches, pilasters etc.) and proportioned to serve the functional and aesthetic value of protecting pedestrians and window displays.**

Awnings across a single building front of the typically narrow historic downtown storefront can provide shelter and continuity where there is more than one business in a single storefront.

Awnings should be shaped in accord with the opening, which they cover. Bulbous, curvilinear awnings over rectangular shapes and back-lighted awnings are generally inappropriate.

**3.7.2 Awnings should be made of fabric with no internal illumination, and with valances to complete a defined protective space.** Awning material should be selected for fire and fade resistance, with color and styling to blend into the building face and adjacent building features. In the downtown, canvass rather than metal awnings are appropriate. Harsh contrast, bold patterns and bright colors draw attention to the awning at the expense of the basic architecture of the building and the overall composition of the streetscape. A valance should extend along the bottom of the awning.

**3.7.3 Canopies and awnings should not obscure original architectural detail.**

**3.8 Minimize utilitarian elements on building surfaces.** Utilities should preferably be located below ground and enter a building unseen. Where this is not possible, these elements should be consolidated and reduced in scale to minimize their apparency from public rights-of-way. They should enter the building through a wall or roof where they are least visible from the main entry. Building components such as air conditioners, burglar alarms, vents and other items should similarly be as inconspicuous as possible, being located away from the front facade and painted to blend into the wall of which they are a part. Through the wall and window air conditioners should not be used on facades facing public-rights-of way.

**3.9 Entrances to business establishments should have large glass areas, and where possible, be sheltered from the wind and rain.** The focus of the ground floor uses and design should be a pedestrian orientation. The design and proportion of the door should relate to the proportion and detailing of the adjacent windows and walls. Entrances should be clearly visible from the parking area or line of approach and appropriately lighted.



*Attractive Alley Access in Wheaton*

**3.10 Rear customer entries should be enhanced.** Design possibilities include: pavement design to designate pedestrian access; landscaped islands to separate the walkway from vehicular movement in parking and service areas; transparent doors; low level lighting; an identification sign; painted or screened air conditioners; and color styling to match the front entrance.

**3.11 Expansion, additions and remodeling of existing structures should emphasize compatibility with the original structure in terms of roof structure, materials, openings and detailing.** The Village desires to capture the historic character of these buildings with all of their rich detailing and attention to scale and proportion. These buildings exhibit the qualities which Glen Ellyn seeks as an overall design image: quality, durability, attractiveness and compatibility.





*Appropriate Wall Sign Placement, Starbucks – Downtown Glen Ellyn*

**3.12 Wall signs should be placed so that they are surrounded by the wall surface on which they are placed.** The primary sign should be located between the 1st and 2nd floor. Signs painted on walls are prohibited by the Sign Code. Signs should not project above or beyond the roof or wall line nor obscure the continuity of decorative stone or brick bands across the building face. The sense of the surrounding wall should remain intact. Individual letters are suggested in contrast to more contemporary box signs. External lighting is preferred for wall signs. Lettering on an awning valance is also a good solution for identification signage. Corporate logos should be allowed when they are consistent with the overall design guidelines.

**3.13 Neon signs are discouraged in the C5A and C5B districts.**

## CHAPTER 4 – HIGHWAY ORIENTED COMMERCIAL

Larger, highway oriented commercial development is of a different character than that which occurs within the more densely developed up portions of the Village. There is more open space on the site, buildings are widely separated, there are accessory structures such as dumpsters, and there are additional considerations needed to safely serve both auto and pedestrian needs. The general principles and site design guidelines of Chapters 1 and 2 as well as the awning and wall signage guidelines of Chapter 3 also apply.



*Baker Hill Shopping Center*

**4.1 All buildings, structures, signs and lighting for a single project should exhibit design continuity and relatedness.** This can be achieved by establishing similarity in structure, material, color and architectural detailing.





*Pickwick Shopping Center, Enhancement Renovation of Separate Buildings Showing Continuity and Consistency of Design*



*Effective Screening of Garbage Enclosures, McDonalds, Roosevelt Road*

**4.2 Views of parking, loading, trash pick-up and mechanical equipment should be buffered and screened from public view.**

**4.3 Pedestrian pathways should be clearly and attractively defined.** Walkways should be protected from interference by automobile bumpers. Pavement textures, landscaping and lighting should be considered. Site design should enhance the comfort and safety of pedestrians attempting to use sidewalks and public areas along Roosevelt Road and adjacent areas.

**4.4 The inclusion of distinctive design features should be well integrated and compatible with the overall architectural design.** The scale, color and detailing of clocks, vents, dormers etc. should be carefully considered.





*Unified Design & Streetscape Consistent with Roosevelt Road Improvement Plan BP Gas Station and Wild Bean Café – Roosevelt Road*

**4.5 All development adjacent to Roosevelt Road should implement, or restore, the Roosevelt Road streetscape elements, in order to achieve continuity of public improvements.** Where re-development has occurred, the purpose and intent of the original design should be respected while providing appropriate access between the buildings and the public sidewalk.

**4.6 Wherever possible, a large expanse of roof shall be avoided. Visual diversity can be achieved by varying the roof line and/or the addition of dormers. Staggering the facade of the building can also help break up an otherwise potentially monotonous roof and front facade as well as reduce the visual mass of the building.**

## CHAPTER 5 – STACY’S CORNERS

This area has been a commercial crossroad for over a century. Stacy’s Tavern is a National Register structure which is the basis for a planned Glen Ellyn History Park which will incorporate a variety of structures and public spaces designed to reflect 19th and early 20th century architecture. Concept plans for this History Park can be found in **Appendix D**.



*Stacy's Tavern, National Register of Historic Places*

The area lies along Main Street from Elm Street on the south to Emerson Avenue on the north, and along Geneva Road from Stacy Court on the West to Forest Avenue on the east. These guidelines apply to the properties along these frontages, the majority of which are zoned C2, Community Commercial, for commercial uses.

The guidelines for the central business district, Chapter 3, are directly applicable to this area and the guidelines in Chapters 1 and 2 also apply. However, it is recognized that there can be conflicts with the permitted auto-oriented commercial uses identified in the Zoning Code and the traditional pedestrian orientation of the downtown or of the proposed Glen Ellyn History Park patterned after the pedestrian and horse oriented commercial activities of more than a century ago. There may also be conflicts between historic styles and current building codes relative to life safety. The following guidelines address the principles, which should guide the design of buildings in this area.

### **5.1 Development should incorporate the Streetscape Plan elements for the Stacy's Corners adopted by the Village Board February 10, 2003.**



**5.2 Structures and public spaces should be designed to reflect 19th and early 20th century architecture for both masonry and wood structures.**



*In-fill Development Reflecting Appropriate Time Period – Historic Downtown Wheaton*



*Wood Sided Commercial Building of Appropriate Era, Itasca Historic District*



*Appropriate Scale, Materials and Landscaping, Walgreens Five Corners*

**5.3 Parking should be planned behind or between buildings to the fullest extent possible so that the buildings can be placed closer to the street and the pedestrian walkway.**

**5.4 Parking lot light fixtures should be compatible with those selected for the historic park.**

**5.5 Fences should be compatible with those selected for the Glen Ellyn History Park.**



## CHAPTER 6 – INSTITUTIONAL

Public and institutional buildings are major contributors to the character of Glen Ellen. The Civic Center, high school and dozens of churches are prime examples of visual landmarks with which residents identify. Glen Ellen’s character is strongly influenced by these key community buildings. A sense of stability, permanence and character should be projected by public and institutional buildings.



*Glen Ellyn Civic Center, A Visual Landmark*



*Glen Ellyn Civic Center  
Detailing*



*Wheaton Bible Church,  
Compatibility of Addition With  
Original Revival Design*



*St. Mark's Episcopal Church Addition*

**6.1 New structures should also follow the general guidelines of Chapter 1 and 2. Construction within or adjacent to the C5A and C5B districts should also follow the guidelines of Chapter 3.**



*Glenbard West High School Addition  
Compatible with Original Building*



*Original High School Building*

**6.2 Expansion, additions and remodeling of existing structures of distinctive or historic architecture should emphasize compatibility with the original structure in terms of roof structure, materials, openings and detailing.** The Village desires to capture the historic character of these buildings with all of their rich detailing and attention to scale and proportion. These buildings exhibit the qualities which Glen Ellyn seeks as an overall design image: quality, durability, attractiveness and compatibility.



## CHAPTER 7 – MULTI-FAMILY AND SINGLE FAMILY ATTACHED RESIDENTIAL

The general guidelines of chapters 1 and 2 also apply.



*All Masonry Construction and Defined Entrance Way - Senior Housing, Glen Ellyn*

**7.1 Masonry should be employed as the wall covering for all sides of the ground floor and it is preferred as the primary material on upper floors.** The materials and design character should be consistent on all sides of a building.

**7.2 For multi-family structures over two stories in height, balconies partially wrapped by the building structure are preferred to those which are attached as projections.**

**7.3 The entry should be readily identifiable and be designed and lighted for attractiveness and security.**

**7.4 Where possible, parking beneath the residential units or in the rear of the structure is preferred.**



*All Masonry Construction and Defined Entrance Way, Wheaton Center*

**7.5 Townhomes should not create a monotonous or garage dominated streetscape.**



*Local Brick Townhouses with Cedar Accents and Rear Entry Parking*

**7.5.1 Rear or side loaded garages reduce the dominant appearance of front garages and landscaped parking courts or clusters should be considered for supplemental resident and guest parking.**

**7.5.2 Individual garage doors for each space help to reduce the dominance of garage doors.**



**7.5.3 Garage doors with panels are preferred in order to provide architectural detail and enhancement compared to flat surfaced doors.**

**7.5.4 There should be space between driveways to each unit which is adequate to maintain grass or other landscape treatment.**

**7.6 Chimneys on the external wall of the structure contribute to the diversity of design and should be clad to match the predominate wall material.**

**7.7 Entries should avoid the buried tunnel look which often occurs with projecting and visually dominant front garages.**

**APPENDICES**

**A – REVIEW PROCESS**

**B – RECOMMENDED PLANT LIST**

**C – REFERENCES**

**D – STACY’S CORNERS, GLEN ELLYN HISTORY PARK CONCEPT PLANS**

**E - AWARDS**

**Appendix A****REVIEW PROCESS**Application Process

New construction, addition(s), exterior rehabilitation, or exterior remodeling of the following types of projects shall require exterior appearance approval:

1. Non-Residential Principal Buildings
2. Multi-Family Residential Principal Buildings
3. Attached Single Family Residential Principal Buildings
4. Parking Lots

Meeting with Village Staff - Recommended

Prior to submitting a formal application, the applicant should meet with the Director of Planning and Development or his or her designee to discuss the procedure for review. It is recommended that the applicant present general information at this meeting in rough sketch form describing the existing conditions of the site, the proposed site plan, preliminary building elevations and signage plans.

Pre-Application Conference- Recommended

It is recommended that the applicant meet with the Architectural Review Commission for advice and assistance before submitting a formal application for exterior appearance approval. This step does not require formal application, or filing with the Village but shall include submission of the required pre-application fee as well as a narrative statement describing the project, a plat of survey, a preliminary site plan, preliminary building elevations and preliminary sign elevations. A pre-application meeting with the Architectural Review Commission is intended to provide the petitioner with direction and feedback about the project before preparing and submitting a formal application.

Formal Application - Required

To begin the formal application process, the applicant shall submit 2 copies of a complete and collated application to the Planning and Development Director or his or her designee for review. After staff has reviewed the application and determined that it is complete (which may require submittal of additional information or revised plans), the request will be scheduled for consideration at the first available Architectural Review Commission meeting. An additional 25 complete and collated application packets must be submitted at least 2 weeks before the scheduled meeting with the Architectural Review



Commission. These additional application packets will be forwarded to the Architectural Review Commission and Village Board for consideration.

Those materials typically required to be submitted with an application are listed below. The required submittals list may alter depending on the type and scope of the proposed project. Staff may, at its sole discretion, waive any of the following submittal requirements if deemed inapplicable to the specific request or add submittal requirements if additional plans or other materials are relevant to the proposed exterior appearance of the specific request.

Prior to submitting a formal application, the applicant should contact the Planning and Development Department to obtain a checklist of items required to be submitted with the application. If any sign variations are being requested as part of the project, these variations will be reviewed by the Architectural Review Commission at the same meeting as the proposed exterior appearance.

#### Formal Application Submittal Requirements

The following items are typically required to be submitted with an application for exterior appearance approval:

1. The required application fee as set forth in the Village Code.
2. Exterior appearance application form.
3. Narrative statement including:
  - A general description of the project.
  - Information about the proposed design intent and why the proposed architectural style was selected.
  - Information about how the proposed exterior appearance complies with the Appearance Review Guidelines.
4. Proof of ownership.
5. Disclosure of interest, identifying all parties with 5% or more interest in the property.
6. If the property is owned by an individual or organization other than the applicant, an affidavit of authorization must be submitted, giving the applicant the right of file the application on the owner's behalf.
7. Existing site plan or plat of survey showing:
  - Property and street pavement lines.

- Lot dimensions.
  - Gross area of the site stated in square feet.
  - The location of all existing buildings, parking areas, access drives and other structures.
8. Proposed site plan showing:
- Property and street pavement lines.
  - Lot dimensions.
  - Gross area of the site stated in square feet.
  - Setbacks of all buildings, parking lots and other structures.
  - If parking is involved, show calculations for determining the required number of off-street parking spaces, as required by the Zoning Code. Give the number of spaces actually proposed.
  - Proposed ingress and egress to the site, including on-site parking area(s), parking stalls, and adjacent streets.
  - Service yard areas, including loading areas, mechanical equipment, refuse containers, etc.
  - The location and type of any fencing, berming or screening.
9. Tree survey showing:
- The location of all existing trees with a diameter breast height of 10 inches or more and significant quality tree species including hickory, oak or walnut species with a 5-inch or greater diameter breast height.
  - Any trees that are planned for removal should be shown with an (x).
  - The condition of the existing trees on the property should be noted on the survey.
  - The location of all vegetative masses shown with a diagrammatic outline and information provided about whether these areas are proposed to remain, be removed or be cleared out.
10. Landscape plan containing:

- Existing landscaping that will be retained and all proposed landscaping. The type, size, number, and spacing of plantings must be illustrated (see Recommended Plant Material list).
  - Location of existing (to remain) and proposed buildings, parking areas, signs access drives, landscape islands and other structures.
  - Information about how the plans comply with the landscape requirements in the Zoning Code.
11. Lighting information including:
- Location of all existing (to remain) and proposed light fixtures.
  - Total mounting height of all existing (to remain) and proposed parking lot light fixtures measured from ground level.
  - Cut sheets of all parking lot and wall mounted light fixture(s).
  - Light fixture dimensions.
  - Information about the materials and colors of all proposed light fixtures, including information about the material, design and color of the base of any parking lot light poles.
  - Photometric plans showing projected foot-candle levels throughout the site and at the property lines.
12. Existing building elevations drawn to scale showing all sides of any existing buildings to be rehabilitated or remodeled. At staff's discretion a photograph or photographs of the building may be used in place of an elevation. Such building elevations should show:
- The height of the building.
  - The location and type of all existing exterior building materials and colors.
13. Proposed building elevations drawn to scale of all sides of any new buildings or structures and any buildings or structures proposed to be rehabilitated or remodeled. The proposed building elevations should show:
- The location, type and texture of all proposed exterior building materials and colors.
  - A list of proposed building materials and colors.
  - The height of all buildings and structures as defined by the Zoning Code.



- The location and height of any proposed wall signs.
  - The screening of any rooftop equipment.
14. Proposed exterior building color and material samples shall be presented at the Architectural Review Commission meeting, including, but not necessary limited to the materials and colors of the façade, roof, doors, window systems and any trim.
  15. Color rendering or renderings of all proposed buildings and structures.
  16. Floor plans of all existing buildings and structures (to remain) and all proposed buildings and structures.
  17. A sign plan overlaid on the proposed site plan and showing the following:
    - The location of any proposed signage, including primary signage, regulatory signage, private traffic directional signage, incidental signage, etc.
    - The setbacks of all freestanding signs from the property line.
  18. Color sign elevations drawn to scale showing the following:
    - The dimensions and areas of all proposed signage including all primary, incidental, private traffic directional and any other proposed signs.
    - A description of sign and frame materials.
    - Lighting type and intensity.
  19. Elevations of all proposed misc. structures on the property including such things as trash enclosures and fences.
  20. For significant projects, staff may also require the submission of a street profile or a scaled model.

All of the above plans should include, the following:

1. Address of the site.
2. Scale and north arrow.
3. Name of the person and/or company that prepared the plan.
4. Date the plan was prepared and/or revised.

All materials included in the application packet, will become exhibits to the official document file. These materials should be able to be reduced to 11 x17 and should be legible at this reduced size.

Any sample building materials or colors presented at the meeting will be retained by staff and kept as part of the official file until all work on the project is complete. Material and color samples should be submitted in a format that they can be easily handled and stored.

#### Review by Architectural Review Commission and Village Board

The applicant or his/her designated representative is required to make an informative presentation at the Architectural Review Commission meeting. Said person should be prepared to display relevant plans and other application materials and answer questions about the proposed exterior appearance. At the request of the Commission, a meeting at the site may be required.

The Architectural Review Commission will review the application for conformance with these Guidelines and make a recommendation to the Village Board of Trustees for approval, approval with conditions or denial. The request will then be scheduled for consideration by the Village Board of Trustees who will ultimately act on the application.

After receiving a recommendation from the Architectural Review Commission, the application will be scheduled for review by the Village Board no later than the second next regular meeting of the Village Board, unless a later a meeting date is mutually agreed upon. To commence **any** type of construction activity prior to Village Board approved and solely on the basis of Architectural Review Commission approval is a violation of the Village Code.

#### Changes After Approval

Changes of any kind to an approved exterior appearance application, without the permission of Village staff are prohibited. Any significant changes to an approved application may require review and approval by the Architectural Review Commission and Village Board in the same manner as the original application.

**Appendix B**

**RECOMMENDED PLANT LIST**

**Shade Trees**

(Minimum 3” Caliper)

Coffeetree-Kentucky/*Gymnocladus dioicus*

Common Hackberry/*Celtis occidentalis*

Honeylocust, Patented (Thornless)/*Gleditsia triacanthos*

American Linden/*Tilia americana* species – selected varieties such as Redmond Linden

Maidenhair Tree/*Ginkgo biloba* (male variety)

Marmo Freeman Maple/*Acer x freemanii* ‘Marmo’

Oak-White/*Quercus alba*

Oak- Swamp White/*Quercus bicolor*

Oak- Northern Red/*Quercus borealis*

Red Maple/*Acer rubrum* – selected varieties (Armstrong, Red Sunset)

Green Mountain Sugar Maple/*Acer saccharum* ‘Green Mountain’

**Ornamental Trees**

(Minimum 6’ in Height or 2” in caliper)

Crabapple Varieties/*Malus* spp.

European Black Alder/*Alnus glutinosa*

Japanese Tree Lilac/*Syringa reticulata*

Eastern Redbud/*Cercis Canadensis* (limited use, protected sites)

Honey Locust/*Gleditsia triacanthos*

Kentucky Coffeetree/*Gymnocladus dioicus*

Pekin Lilac/Syringa Pekinensis

Shadblow Serviceberry/Amelanchier grandiflora

Magnolia/Little Girl Series

White Oak/Quercus alba

Accolade Elm/Ulmus 'Morton' Nannyberry

Viburnum lentago

American Hornbeam/Carpinus Caroliniana

American Hophornbeam/Ostrya Virginiana

**Evergreen Trees**

(Minimum 6' in Height)

Austrian Pine/Pinus nigra

Black Hills Spruce/Picea glauca 'Densata'

Colorado Blue Spruce/Picea pungens 'Glaucua'

Douglas Fir/Pseudotsuga menziesii

White Fir/Abies Concolor

**Deciduous Shrubs**

(Minimum 18" – 36" in Height)

Bottlebrush Buckeye/Aesculus Parviflora

Cotoneaster varieties/Cotoneaster spp.

Dogwood varieties/Cornus spp.

Dwarf Korean Lilac/Syringa meyeri 'Palibin'

Forsythia varieties/Forsythia spp.

Green Mound Alpine Currant/Ribes alpinum 'Green Mound'

Witch-hazel/Hamamelis Virginiana



Smooth Hydrangea/*Hydrangea Arborescens*

Lilac varieties/*Syringa* spp.

Bayberry/*Myrica pensylvanica*

Red Chokeberry/*Aronia arbutifolia*

Fragrant Sumac/*Rhus aromatica*

Spirea varieties/*Spirea* spp.

Staghorn Sumac/*Rhus typhina*

*Viburnum*/*Viburnum* varieties including korean spice, dwarf korean spice, cayuga, autumn Jazz southern arrowwood, black-haw, onondaga sargent cranberry-bush, american cranberry-bush, compact american cranberry-bush, redwing american cranberry-bush

**Evergreen Shrubs**

(Minimum 18" – 48" in Height)

American Arborvitae/*Thuja occidentalis*

Bar Harbor Juniper/*Juniperus horizontalis* 'Bar Harbor'

Buxus 'Glencoe' or 'Green Velvet'/Boxwood

Dwarf Japanese Rock Garden Juniper/*Juniperus procumbens* 'Nana'

Green Sargent Juniper/*Juniper chinensis* var. *sargentii* 'Viridis'

Japanese Rock Garden Juniper/*Juniperus procumbens*

Kallay's Compact Pfitzer Juniper/*Juniperus chinensis* 'Kallay's Compacta'

Mint Julep Juniper/*Juniperus chinensis* 'Monlep'

Yew/*Taxus* spp.

**Groundcovers**  
(Minimum 3")

Dwarf Fleece Flower/*Polygonum Reynoutria*

Japanese Spurge/*Pachysandra terminalis*

Periwinkle/*Vinca minor*

Purpleleaf Wintercreeper *Euonymus fortunei* 'Coloratus'

Wintercreeper *Euonymus fortunei*

**Ornamental Grasses**  
(Minimum 1 gal.)

Blue Fescue/*Festuca glauca*

Feather Reed Grass/*Calamagrostis x acutiflora* varieties

Fountain Grass/*Pennisetum alopecuroides* varieties

Japanese Silver Grass/*Miscanthus sinensis*

Prairie Dropseed/*Sporobolus heterolepis*

Sioux Blue Indian Grass/*Sorghastrum nutans* 'Sioux Blue'

Switch Grass/*Panicum virgatum*

Little bluestem 'The Blues'/*Schizachyrium Scoparium* 'The Blues'

**Perennial Groundcovers**

*Hemerocallis*

*Geranium Macrorrhizum*

*Hosta*

*Heuchera*

*Rudbeckia*

*Echinacea*

**Appendix C****REFERENCES****Publications:**

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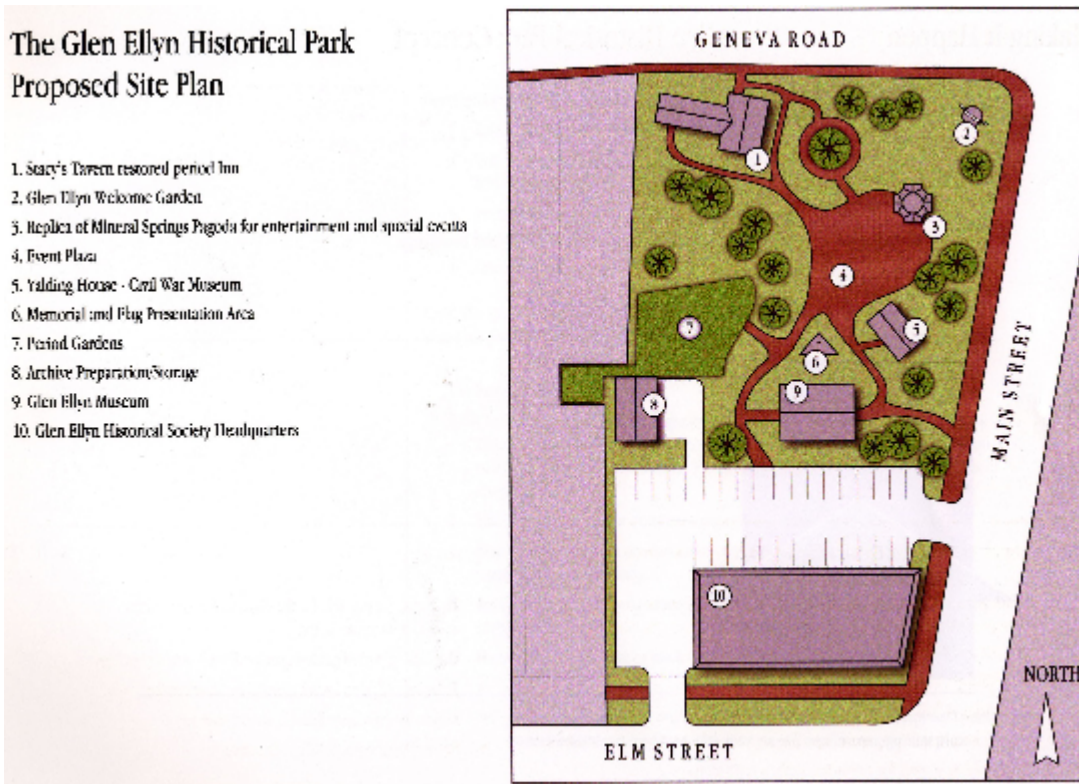


**Appendix D**

**STACY'S CORNERS GLEN ELLYN HISTORY PARK CONCEPT PLANS**



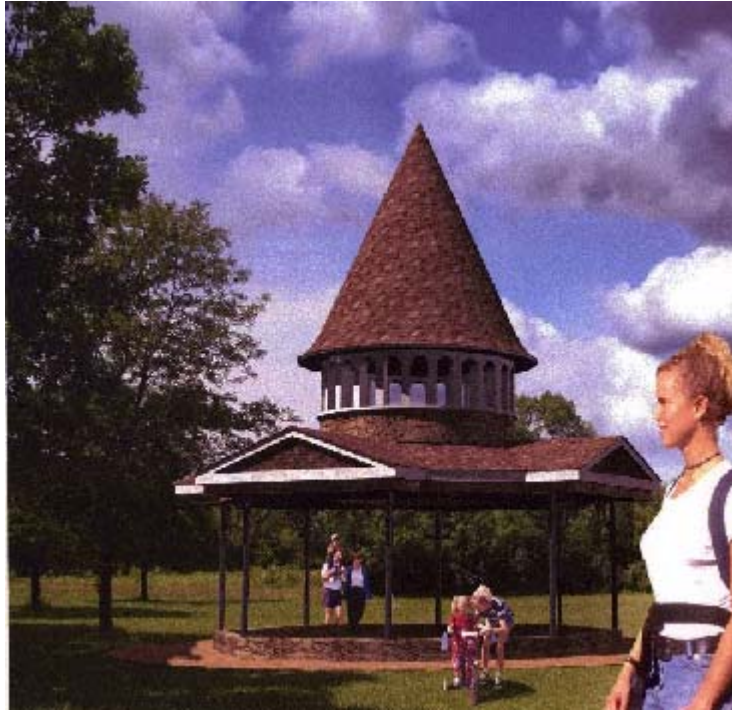
*Glen Ellyn History Park – Conceptual Rendering\**



**The Glen Ellyn Historical Park  
Proposed Site Plan**

1. Stacy's Tavern restored period Inn
2. Glen Ellyn Welcome Garden
3. Replica of Mineral Springs Pagoda for entertainment and special events
4. Event Plaza
5. Yalving House - Civil War Museum
6. Memorial and Flag Presentation Area
7. Period Gardens
8. Archive Preparation/Storage
9. Glen Ellyn Museum
10. Glen Ellyn Historical Society Headquarters

*Stacy's Corners Historic Park – Conceptual Site Plan\**



*Glen Ellyn History Park – Mineral Springs Pagoda\**

\* Images courtesy of the Glen Ellyn Historic Society

**Appendix E****AWARDS**

To encourage and promote acceptable, attractive, cohesive, and compatible new buildings, structures, remodeling, and additions that conform to these Guidelines and enhance the standards for development in the Village, the Architectural Review Commission is authorized to present the following awards each year.

1. Traveling Trophy Design Award. The Traveling Trophy Design award is intended to acknowledge excellence in building design. The winner of the Trophy Award is provided with the traveling trophy engraved with the name of the business and the award year as well as a certificate that is retained. The trophy remains with the winner until a new winner is selected for the following year.
2. Vivian Ball Landscape Award. The Vivian Ball Landscape award is intended to acknowledge excellence in achieving the aesthetic landscape objectives of the Village. The winner of the landscape award is provided with a “traveling” plaque engraved with the name of the business and the award year as well as a certificate that is retained. The plaque remains with the winner until a new winner is selected for the following year.

Honorable Mention certificates may also awarded if the situation calls for it. The awards will be presented by the Village President and the Board of Trustees at a Village Board meeting.