
VILLAGE OF SUGAR GROVE

BOARD REPORT

TO: VILLAGE PRESIDENT AND BOARD OF TRUSTEES

FROM: MICHAEL CASSA, ECONOMIC DEVELOPMENT DIRECTOR

SUBJECT: APPROVAL: COMMERCIAL PROPERTY ENHANCEMENT PROGRAM APPLICATION FOR FOUR SEASONS DEVELOPMENT LLC

AGENDA: June 20, 2023 REGULAR BOARD MEETING

DATE: June 15, 2023

ISSUE

Should the Village Board of Trustees approve a Commercial Property Enhancement Program grant application submitted by Four Seasons Development LLC.

DISCUSSION

The Commercial Property Enhancement Program (CPEP) was approved by the Village Board at the September 6, 2023 Board Meeting. A copy of the criteria and application form is attached.

Four Seasons Development LLC, located at 219 S. Main Street, has submitted a grant application for improvements to their 1,624 sq. ft. building. The owners plans include adding a thin brick veneer to the front elevation facing Main Street, and new vinyl siding to the left, right and rear elevations. Also, a new roof system including new aluminum soffit, fascia and gutters, converting the existing roof from a flat roof to a pitched gable roof. The new roof structure will receive a new architectural asphalt shingle to compliment the other improvements. The application includes renderings which represents the final look of the project. The owners have already made improvements to the building, and have future plans for other improvements to the property. Village staff met with the property owners at the site, and have assisted them in the application process. The total cost for this project is \$27,436.31. The applicants are requesting a \$10,000 CPEP grant. A copy of the grant application is attached. The CPEP Review Committee met to discuss the application. The committee consists of the Village Administrator, the Economic Development Director, the Finance Director, and the Community Development Director. The Planning and Zoning Administrator, who assisted the Economic Development Director on this project, also participated in the committee meeting. The committee was unanimous in recommending approval for the Four Seasons Development LLC application for a \$10,000 grant under the program.

COST

Four Seasons Development LLC is requesting a grant of \$10,000. The FY2023-2024 Budget includes \$50,000 for the grant program, of which \$30,000 is uncommitted.

RECOMMENDATION

That the Village Board of Trustees approve the application of a \$10,000 grant under the Commercial Property Enhancement Program for Four Seasons Development LLC.



Commercial Property Enhancement Program Application

Property Information

Colleen Wehrmann, Sole Member
Property Owners Name

219 S. Main Street
Property Address

(630) 546-2811
Property Owners Phone

colleen.wehrmann@gmail.com
Property Owners E-mail Address

1624 #
Sq. Footage of Building

Four Seasons Development LLC
Corporate Name (if applicable)

452 Pebblebrook Ct
Corporate Address

(630) 546-2811
Corporate Phone

fsd11c22@gmail.com
Corporate E-mail Address

14-21-182-022 / 14-21-182-025
Property Identification Number

Principal Business Activity: Garage storage of contractor equipment & inventory

Property Description: 1624 sqft building constructed of 8x8x16

concrete block construction with 5 overhead doors

and one standard entry door.

I/we hereby certify that all of the information contained in this application for a Commercial Property Enhancement Program award is true and correct. I/we understand the issuance of this award is conditional upon compliance with all Village Codes, Ordinances, State and Federal Law, and the results of any inspections required by ordinance at this time.

Colleen Wehrmann
Print Name

C. Wehrmann, Sole member
Signature

Sole Member
Title

4/26/23
Date

Village Use Only

FOUR SEASONS Development LLC
Property Owners Name

5-19-23
Date Received

☒ Yes ☐ No ☐ N/A Required Attachments

☒ Yes ☐ No ☐ N/A Preliminary Review Scheduled 6-14-23
Date Scheduled

Community Development Evaluation
Approved WKM Y ☐ N

Michael W
Economic Development Evaluation
Approved myc Y ☐ N

Program Committee Review
Approved SLC Y ☐ N

Finance Department Review
Approved EMP Y ☐ N

Application attachment FSD, LLC

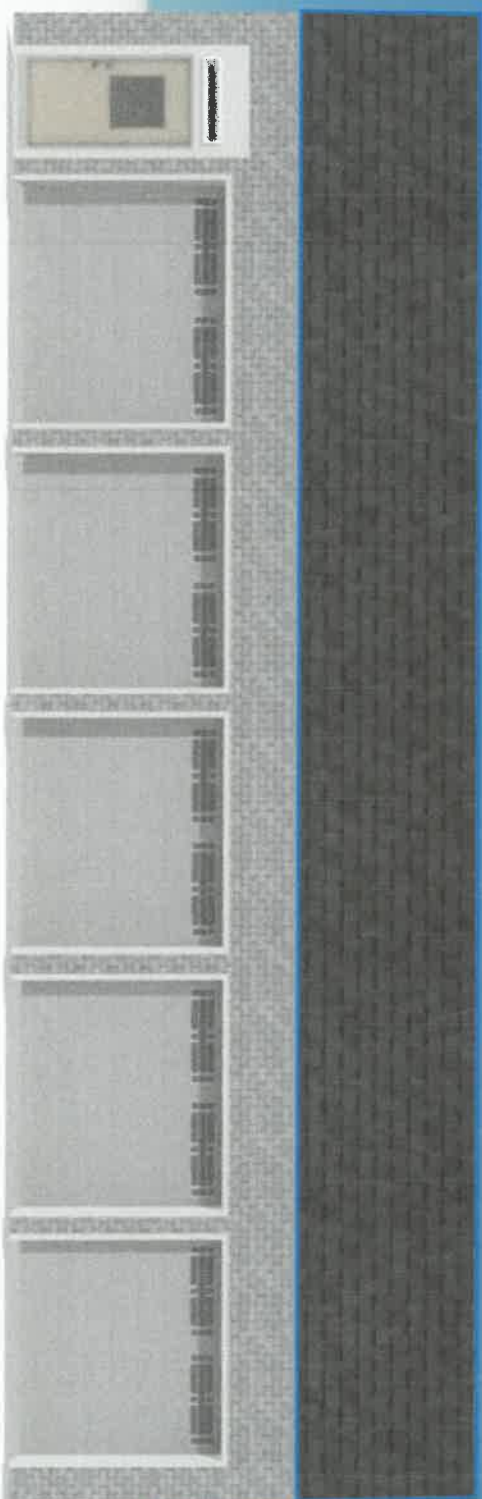
Narrative Project Description;

Our overall project includes bringing new life to an old masonry structure that has certainly seen better days! Our enhancement to this building includes adding a thin brick veneer to the Main Street facing front elevation, new vinyl siding to the left, rear and right elevations, a new roof system including new aluminum soffit, fascia and gutters as we convert the existing roof from a flat roof to a pitched gable roof. The new roof structure will receive a beautiful new architectural asphalt shingle to compliment the other improvements. We have a rendering that we'll attach to the application which closely represents the final "look" we are trying to achieve. Future plans, not a part of grant scope of work, include to repave the parking lot, add a fence around the perimeter of the property with open view fence on the east main street facing sections and landscaping. We have already performed many property enhancing improvements such as replacement of the dilapidated overhead doors and service door, new windows, cleaning and removal of large piles of debris and weeds from the perimeter of the building and tuckpointing. What we can assure is that the end result will be an incredible transformation that is sure to get noticed! Additionally, this project will be a prime example of how something old and run down looking can be renovated to look as new in our community! We hope you'll join us in our efforts to make this a reality and select us as the recipients of the grant being offered to people and businesses who like us take pride in their businesses and properties within the Village of Sugar Grove.

Thank You,

Colleen Wehrmann

Steve Cromer



Client: FSD LLC
Property: 219 S Main Street
Sugar Grove, IL 60554

Operator: SCCPUBLI

Estimator: Steve Cromer
Position: Project Manager
Company: Four Seasons Contracting Inc

Business: (630) 383-6450
E-mail: sc@fourseasonscontractinginc.com

Type of Estimate:

Date Entered: 5/11/2023

Date Assigned:

Price List: ILCC8X_APR23
Labor Efficiency: Restoration/Service/Remodel
Estimate: FS_DEVELOPMENT_LLC

This is a non insurance, retail based quote utilizing lowest markups as it is our own contracting business performing the renovation. Additionally, the products implemented are discounted basic products in standard colors, profiles etc.

FS_DEVELOPMENT_LLC

Roof	
DESCRIPTION	QTY
23. Install Truss - 6/12 slope	840.00 LF
27. Install Sheathing - plywood - 1/2" CDX	1,624.00 SF
28. Install Roofing felt - 15 lb.	16.24 SQ
30. Install Laminated - comp. shingle rfg. - w/out felt	16.33 SQ
25. Install Fascia - 1" x 6" - #2 pine	172.00 LF

Elevations

Front Elevation	
DESCRIPTION	QTY
32. Thin brick veneer	191.00 SF
46. Soffit & fascia - metal - 1' overhang	42.00 LF

Right Elevation	
DESCRIPTION	QTY
34. Install 1" x 2" lumber (.167 BF per LF)	295.00 LF
35. Install Siding - vinyl	295.00 SF
36. Install Soffit & fascia - metal - 1' overhang	42.00 LF

Rear Elevation	
DESCRIPTION	QTY
38. Install 1" x 2" lumber (.167 BF per LF)	479.00 LF
39. Install Siding - vinyl	479.00 SF
40. Install Soffit & fascia - metal - 1' overhang	58.00 LF
44. Gutter / downspout - aluminum - 6"	70.00 LF

Left Elevation	
DESCRIPTION	QTY
41. Install 1" x 2" lumber (.167 BF per LF)	289.00 LF



Four Seasons Contracting Inc

452 Pebblebrook Court
Sugar Grove, IL 60554

CONTINUED - Left Elevation

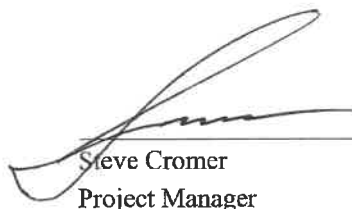
DESCRIPTION	QTY
42. Install Siding - vinyl	289.00 SF
43. Install Soffit & fascia - metal - 1' overhang	42.00 LF
47. Gutter / downspout - aluminum - 6"	12.00 LF

Materials Purchase

DESCRIPTION	QTY
49. Bid Item - Materials - Menards	1.00 EA

Grand Total

\$27,436.31



Steve Cromer
Project Manager



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Complete Measurements

279 South Main Street, Sugar Gro...



VIEW 3D MODEL

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PROPERTY ID: 9053957
SHOP
11 MAY 2023



HOVER Complete Measurements

South Main Street, Sugar Gro...
SUMMARY

Areas	Siding	Other
Facades	-	1256 ft ²
Openings	-	393 ft ²
Trims*	-	10 ft ²
Unknown (no photos)*	-	61 ft ²
Total	0 ft ²	1720 ft ²

*Any trim or unknown material that touches siding is included in the 'Siding' column. If it does not touch siding, then it's included in the 'Other' column.

Openings	Siding	Other
Quantity	0	10
Tops Length	-	59' 11"
Sills Length	-	8' 4"
Sides Length	-	114' 6"
Total Perimeter	-	182' 9"

Corners	Siding	Other
Inside Qty	0	0
Inside Length	-	-
Outside Qty	0	0
Outside Length	-	-

Accessories	Siding	Other
Shutter Qty	0	0
Shutter Area	0 ft ²	0 ft ²
Vents Qty	0	0
Vents Area	0 ft ²	0 ft ²

Trim	Siding	Other
Level Starter	-	238' 4"
Sloped Trim	-	-
Vertical Trim	-	102' 6"

Roofline	Length	Avg. Depth	Soffit Area
Eaves Fascia	56' 10"	-	-
Level Frieze Board	56' 3"	4"	17 ft ²
Rakes Fascia	-	-	-
Sloped Frieze Board	-	-	0 ft ²

SIDING WASTE TOTALS

Siding & Trim Only*	Area	Squares
Zero Waste	0 ft ²	0¼
+10%	0 ft ²	0¼
+18%	0 ft ²	0¼

+ Openings < 20ft ²	Area	Squares
Zero Waste	0 ft ²	0¼
+10%	0 ft ²	0¼
+18%	0 ft ²	0¼

+ Openings < 33ft ²	Area	Squares
Zero Waste	0 ft ²	0¼
+10%	0 ft ²	0¼
+18%	0 ft ²	0¼

*The first three rows of the Siding Waste Factor table are calculated using the total ft² of siding facades, ft² of trim touching siding, and ft² of unknowns touching siding.

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Roof	Area	Total	Length
Roof Facets	1565 ft²	2	-
Ridges / Hips	-	0	-
Valleys	-	1	55' 11"
Rakes	-	0	-
Eaves	-	3	56' 10"
Flashing	-	5	111' 7"
Step Flashing	-	0	-
Drip Edge/Perimeter	-	-	56' 10"

Roof Pitch*	Area	Percentage
0 / 12	1565 ft²	100%

--

Example Waste Factor Calculations

	Zero Waste	+5%	+10%	+15%	+20%
Area	1565 ft²	1643 ft²	1722 ft²	1800 ft²	1878 ft²
Squares	15⅔	16⅔	17⅔	18⅓	19

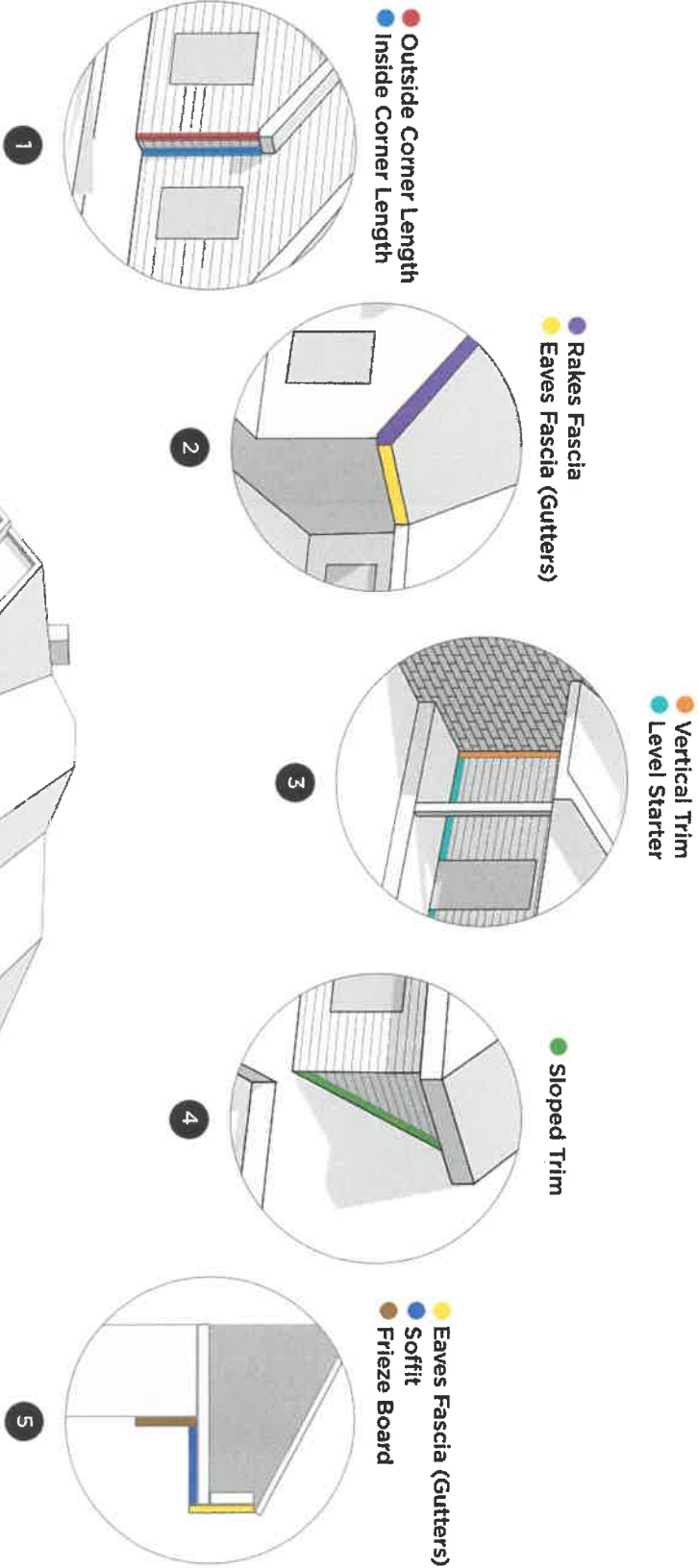
The table above provides the total roof area of a given property using waste percentages as noted. Please consider that area values and specific waste factors can be influenced by the size and complexity of the property, captured image quality, specific roofing techniques, and your own level of expertise. Additional square footage for Hip, Ridge, and Starter shingles are not included in this waste factor and will require additional materials. This table is only intended to make common waste calculations easier and should not be interpreted as recommendations.



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Complete Measurements

South Main Street, Sugar Gro...
MEASUREMENT KEY

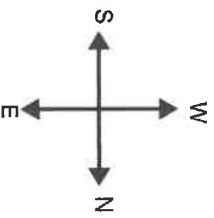




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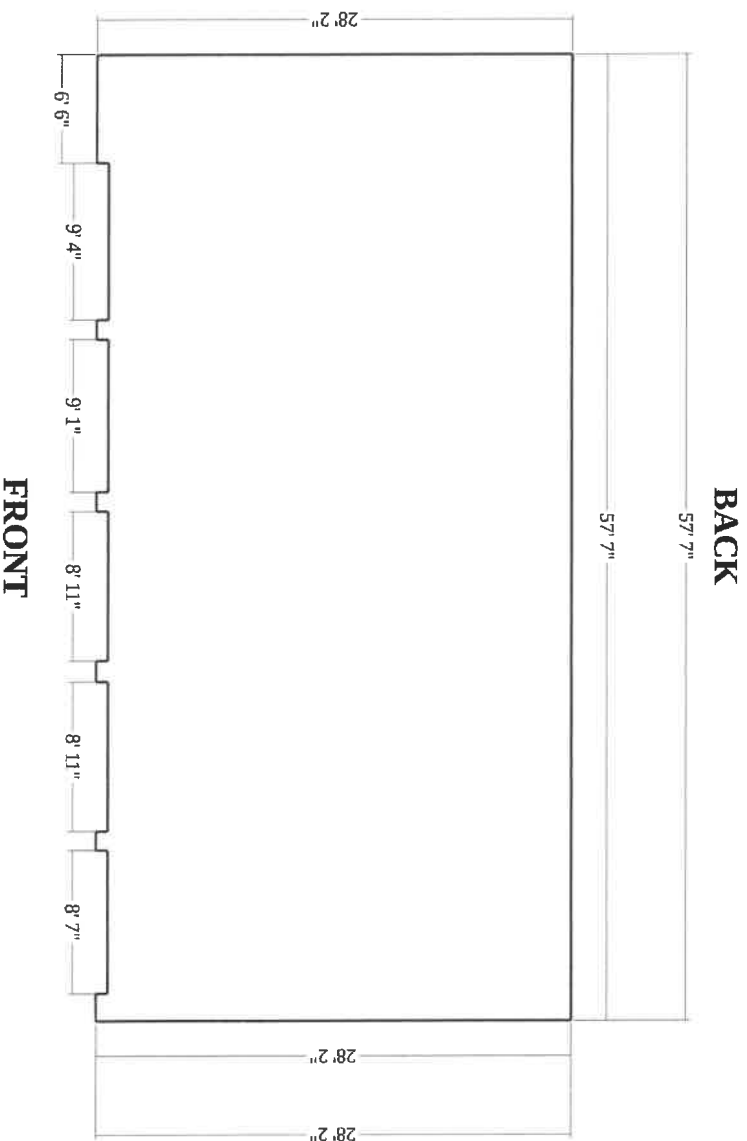
South Main Street, Sugar Gro...
FOOTPRINT



Number of Stories: 1

Footprint Perimeter: 178' 6"

Footprint Area: 1590 ft²



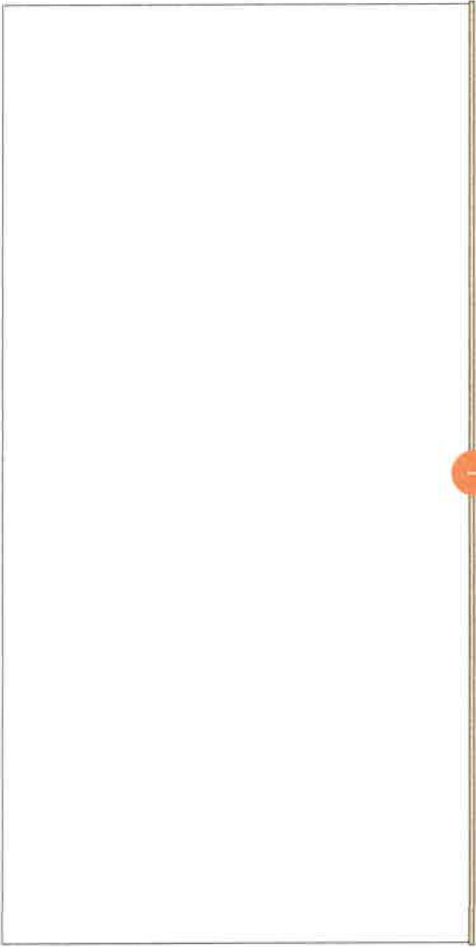


Complete Measurements

South Main Street, Sugar Gro...
SOFFIT

Soffit Summary

Depth	Type	Count	Total Length	Total Area
1" - 6"	eaves	1	56' 3"	17 ft²
Totals			56' 3"	17 ft²



Soffit Breakdown

num	Type	Depth	Length	Area	Pitch
1	eave	4"	56' 3"	17 ft²	0 / 12

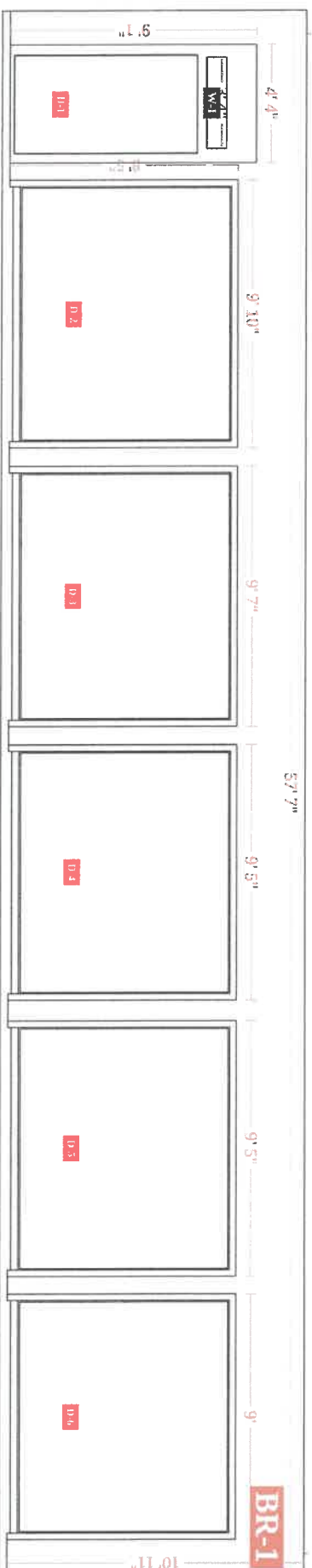
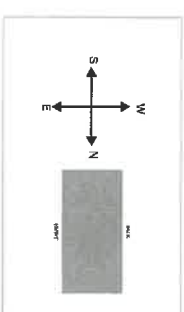
⌀ Feature is too small to label on the plan diagram



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Complete Measurements

South Main Street, Sugar Gro...
FRONT

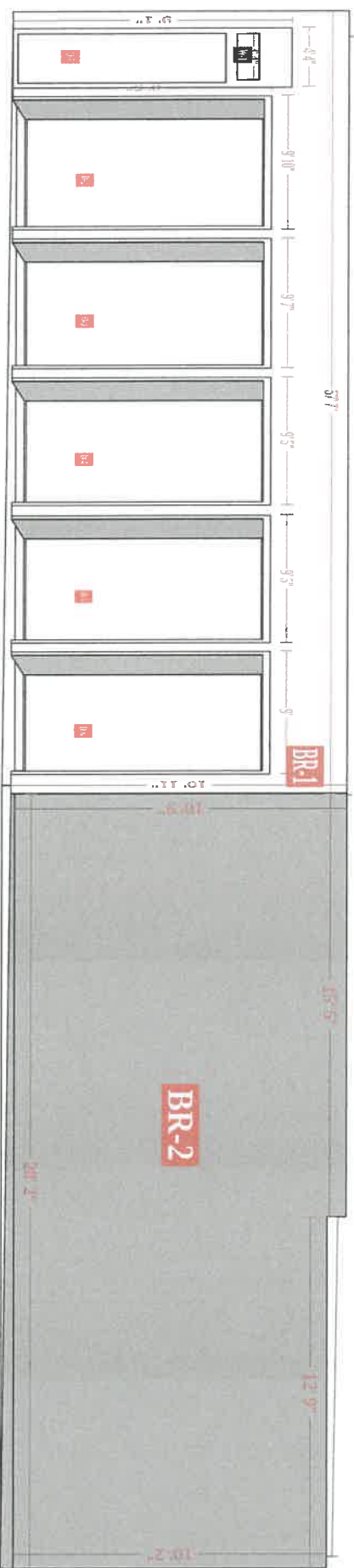
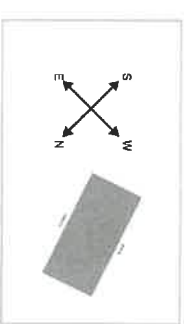




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Complete Measurements

South Main Street, Sugar Gro...
FRONT-RIGHT

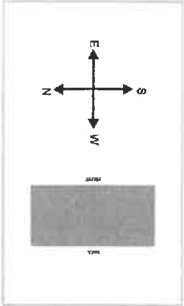
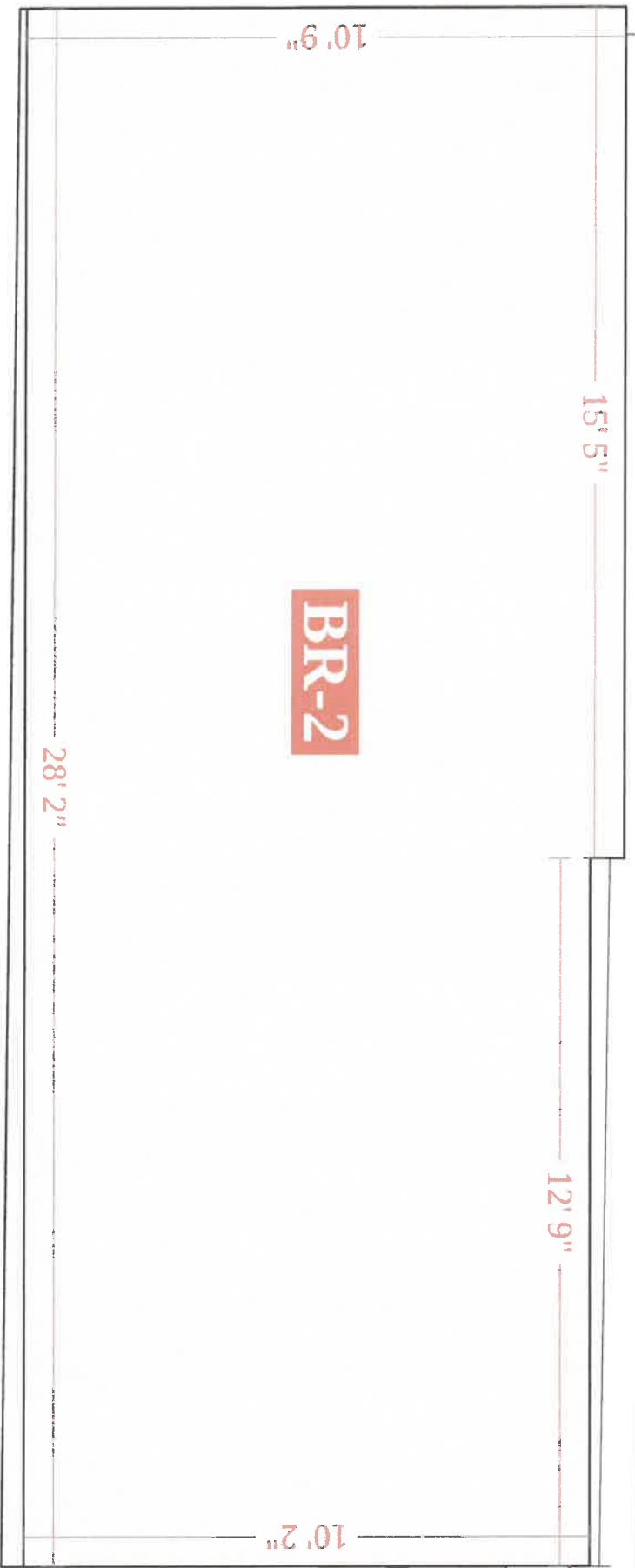




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Complete Measurements

South Main Street, Sugar Gro...
RIGHT

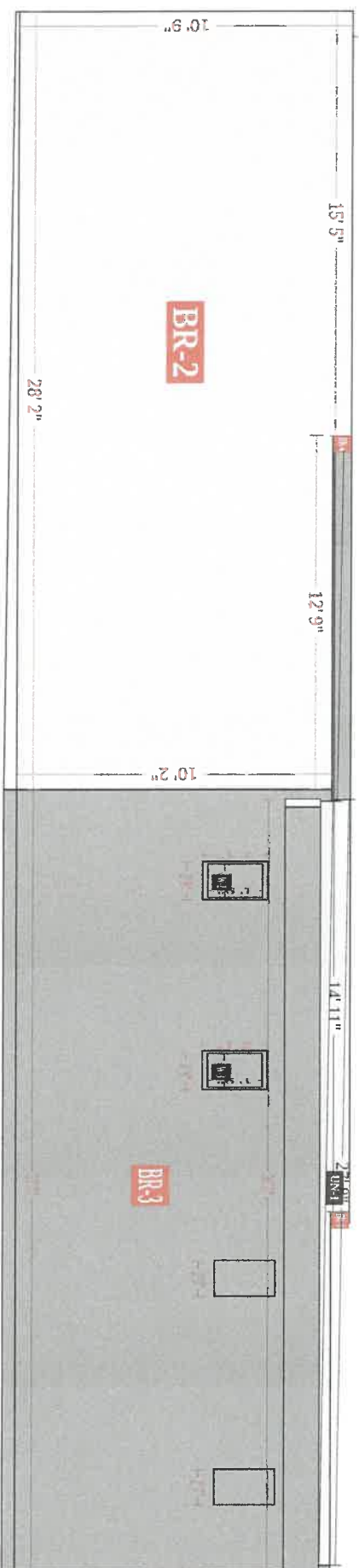
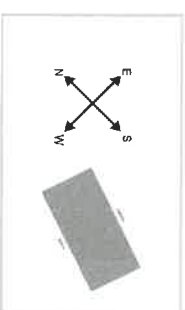




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Complete Measurements

South Main Street, Sugar Gro...
RIGHT-BACK



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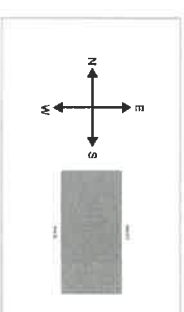
PROPERTY ID: 9053957
SHOP
11 MAY 2023
Page 11

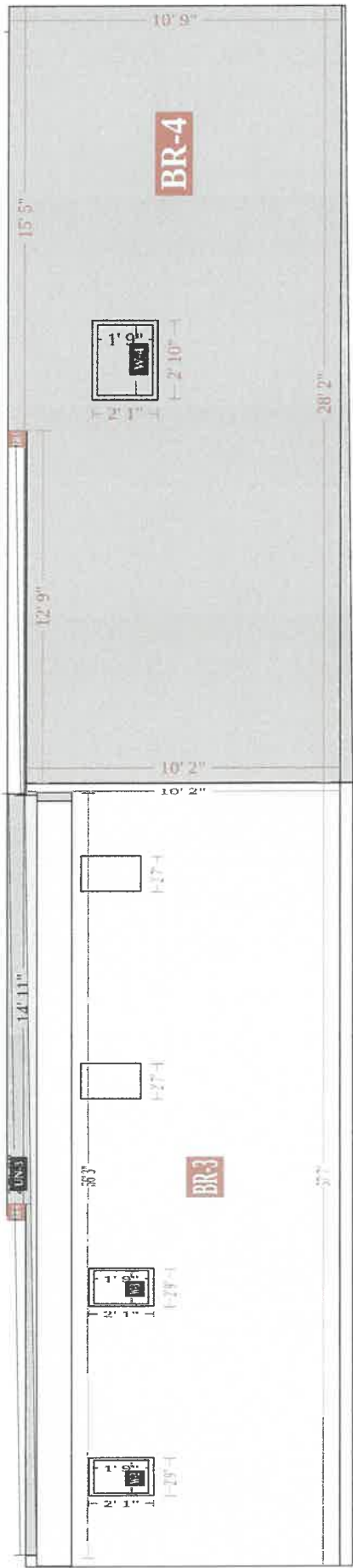
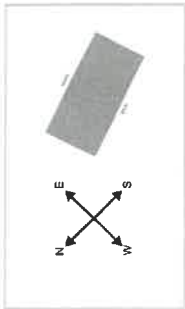


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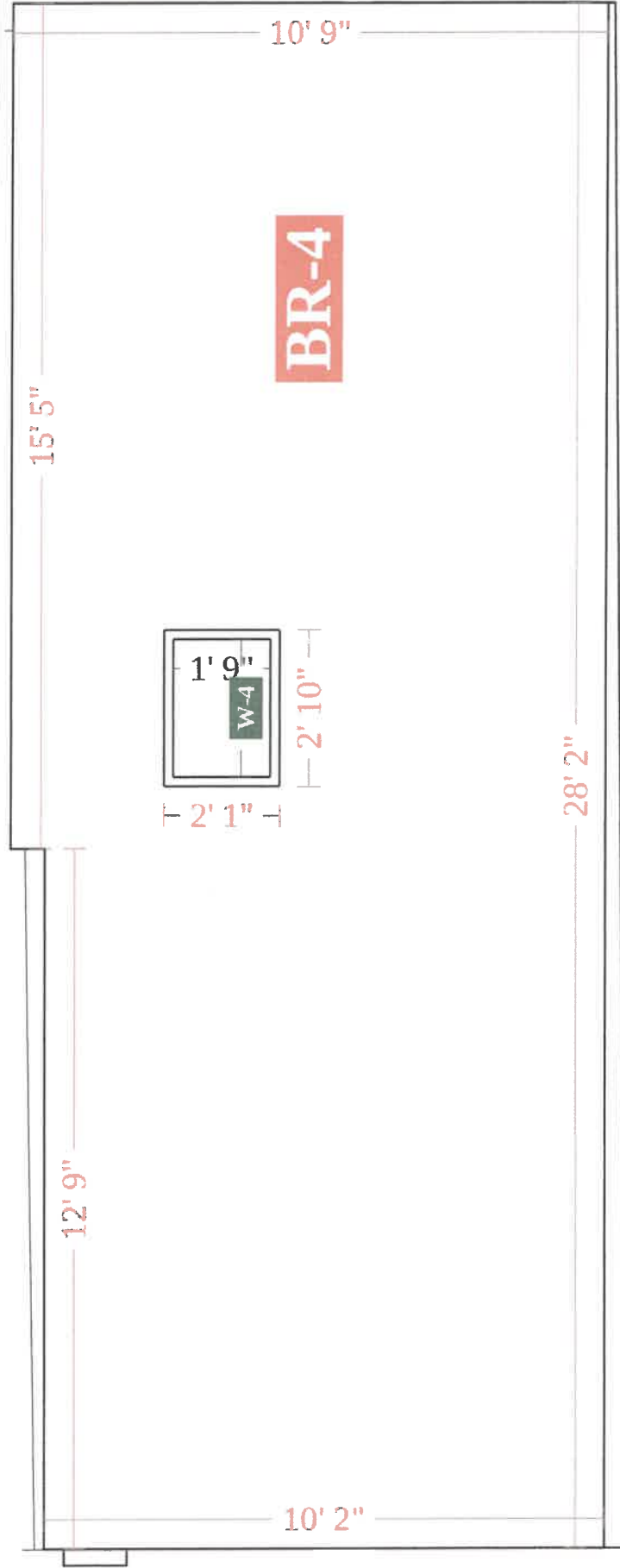
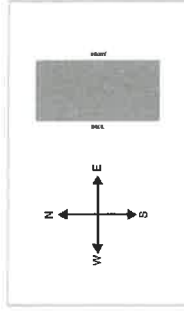
South Main Street, Sugar Gro...
[BACK](#)





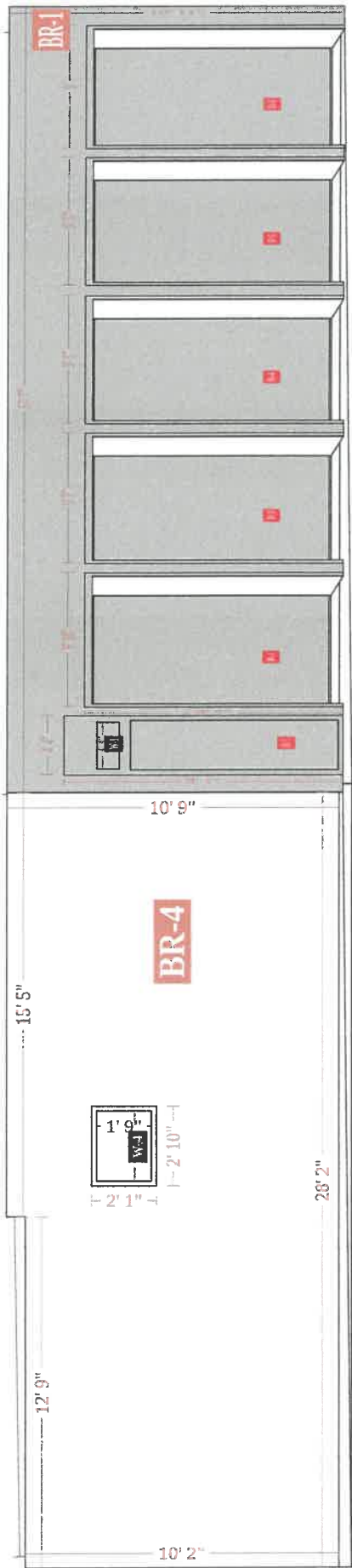
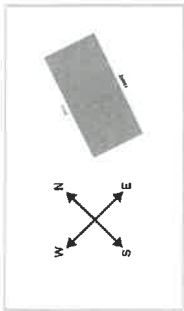
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Complete Measurements

South Main Street, Sugar Gro...
FACADES

Brick

Facade	Area	Openings	Shutters	Vents
BR-1	191 ft ²	7	-	-
BR-2	295 ft ²	-	-	-
BR-3	479 ft ²	2	-	-
BR-4	289 ft ²	1	-	-
BR-5*	1 ft ²	-	-	-
BR-6*	1 ft ²	-	-	-
Total	1256 ft ²	10	0	0

* Facet is not visible due to size or location

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Unknown (missing photos)

Facade	Area	Openings	Shutters	Vents
UN-1	14 ft ²	-	-	-
UN-2	33 ft ²	-	-	-
UN-3	14 ft ²	-	-	-
Total	61 ft ²	0	0	0



Complete Measurements

South Main Street, Sugar Gro...
OPENINGS

Windows

Opening	Width x Height	United Inches	Area
W-1	40" x 9"	49"	2 ft ²
W-2	29" x 21"	50"	4 ft ²
W-3	29" x 21"	50"	4 ft ²
W-4	30" x 21"	51"	4 ft ²
Total	-	200"	14 ft ²



Complete Measurements

South Main Street, Sugar Gro...
OPENINGS

Doors

Opening	Width x Height
D-1	43" x 81"
D-2	108" x 84"
D-3	108" x 84"
D-4	108" x 84"
D-5	108" x 84"
D-6	96" x 84"

*Door height and width have been snapped to standard

Entire Doors

Opening	Width x Height	Area
D-1	44" x 81"	25 ft ²
D-2	112" x 93"	73 ft ²
D-3	109" x 93"	71 ft ²
D-4	107" x 93"	69 ft ²
D-5	107" x 93"	69 ft ²
D-6	103" x 93"	66 ft ²
Total	-	373 ft ²

*Total door square footage includes entire door package (e.g. with transoms, sidelites, etc.)

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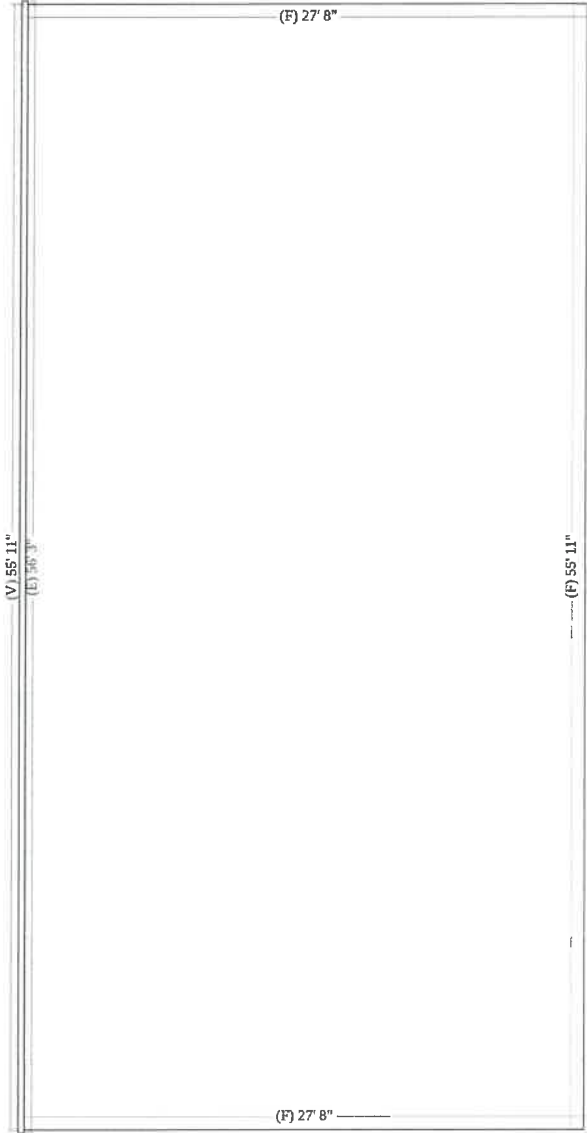


Complete Measurements

South Main Street, Sugar Gro...
ROOF MEASUREMENTS

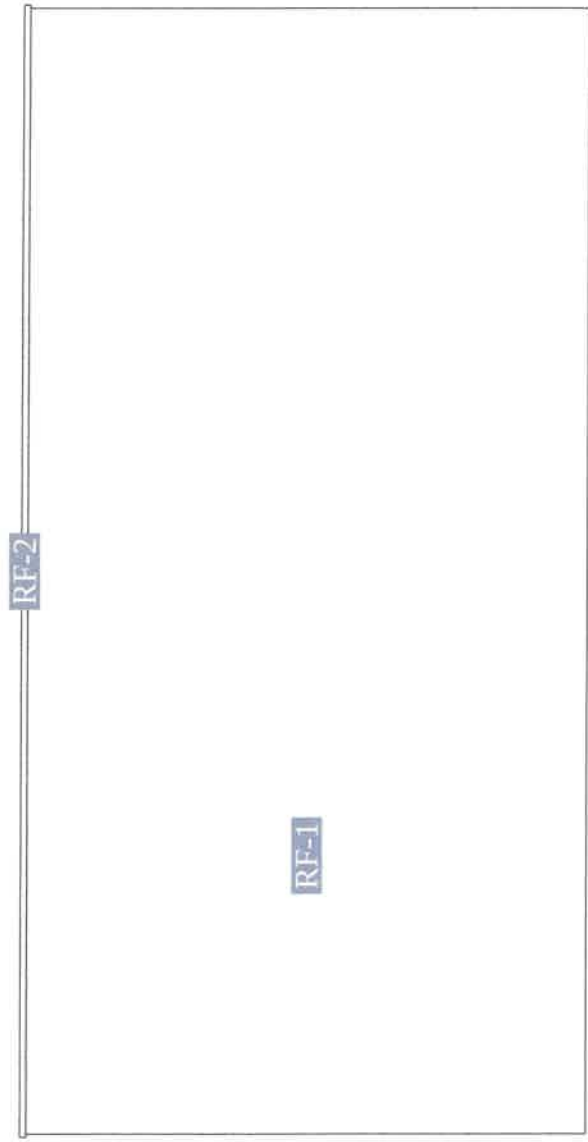
Roof	Length
Ridges (RI)	-
Hips (H)	-
Valleys (V)	55' 11"
Rakes (RA)	-
Eaves (E)	56' 10"
Flashing (F)*	111' 7"
Step Flashing (SF)*	-
Transition Line (TL)	-

*Please view the 3D model for more detail (e.g. flashing, step flashing and some other roof lines may be difficult to see on the PDF)



Roof Facets

Facet	Area	Pitch
RF-1	1548 ft ²	0/12
RF-2	17 ft ²	0/12



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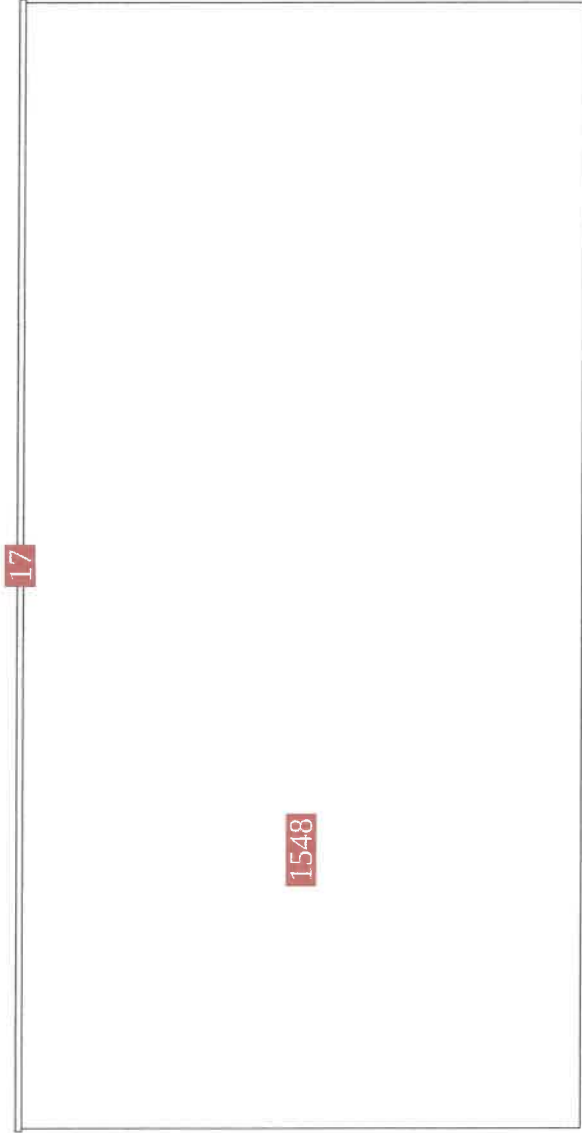
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Complete Measurements

South Main Street, Sugar Gro...
ROOF AREA

Roof	Facets	Total
Total	2	1565 ft ²



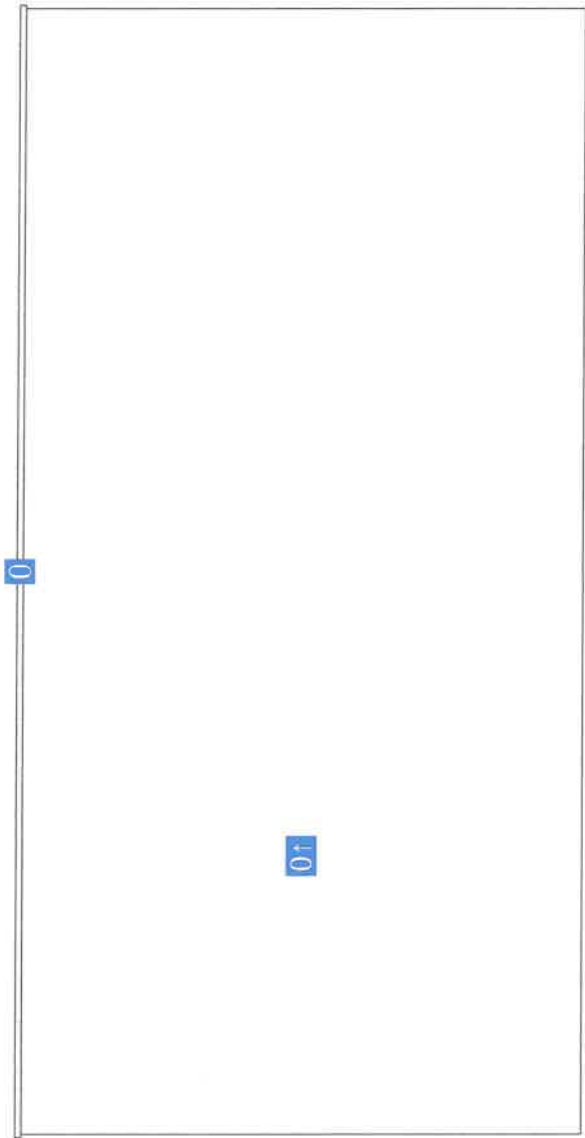
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Complete Measurements

South Main Street, Sugar Gro...
ROOF PITCH

Roof Pitch	Area	Percentage
0 / 12	1565 ft ²	100%



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Complete Measurements

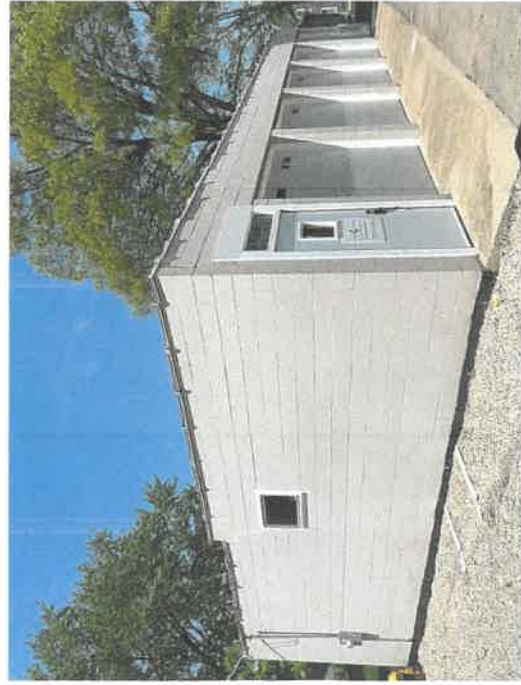
South Main Street, Sugar Gro... PHOTOS





Complete Measurements

South Main Street, Sugar Gro... PHOTOS





Chicago Title Insurance Company
Warranty DEED
ILLINOIS STATUTORY

2025A085005 AM
Y, CA

Chicago Title

2022K046268

SANDY WEGMAN
RECORDER - KANE COUNTY, IL
RECORDED: 9/16/2022 10:08 AM
REC FEE: 53.00 RHSPS: 9.00
STATE TAX: 95.00
COUNTY TAX: 47.50
PAGES: 4

THE GRANTOR(S), Patricia L Hestekin of the City of Sugar Grove, County of Kane, State of IL, for and in consideration of TEN & 00/100 DOLLARS, and other good and valuable consideration in hand paid, convey(s) and warrant(s) to Four Seasons Development, LLC (Grantee's Address) of the County of Kane, the following described real estate situated in the County of Kane in the State of Illinois, to wit: 452 Pebblebrook Ct., Sugar Grove, IL 60554

THAT PART OF THE NORTHWEST QUARTER OF SECTION 21, TOWNSHIP 38 NORTH, RANGE 7 EAST OF THE THIRD PRINCIPAL MERIDIAN DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHWEST CORNER OF THE SPENCER LOT AS DESCRIBED IN A DEED FROM SPENCER TO COLE IN BOOK 279, PAGE 505 AND AS CALLED FOR IN A DEED FROM HIGGINS TO KECK IN BOOK 432, PAGE 271; THENCE SOUTH 0 DEGREES 14 MINUTES 07 SECONDS WEST, 8.25 FEET FOR A POINT OF BEGINNING; THENCE SOUTH 0 DEGREES 41 MINUTES 07 SECONDS WEST ALONG THE EAST LINE OF SAID KECK TRACT AND THE SOUTHERLY EXTENSION THEREOF, 114.61 FEET TO THE SOUTH LINE OF THE NORTH 29 FEET OF LAND CONVEYED FROM KECK TO KECK AND FOX BY DOCUMENT 12933050; THENCE NORTH 89 DEGREES 54 MINUTES 09 SECONDS WEST ALONG SAID SOUTH LINE, 99.77 FEET TO THE SOUTHERLY EXTENSION OF A WEST LINE OF SAID LAND CONVEYED FROM HIGGINS TO KECK BY SAID DEED IN BOOK 432; THENCE NORTH 1 DEGREE 03 MINUTES 57 SECONDS EAST ALONG SAID SOUTHERLY EXTENSION AND ALONG SAID WEST LINE, 114.62 FEET; THENCE SOUTH 89 DEGREES 54 MINUTES 09 SECONDS EAST, PARALLEL WITH THE CENTER LINE OF MAIN STREET, 99.01 FEET TO THE POINT OF BEGINNING, IN THE VILLAGE OF SUGAR GROVE, KANE COUNTY, ILLINOIS.

SUBJECT TO: EASEMENTS, COVENANTS, CONDITIONS AND RESTRICTIONS OF RECORD AND TAXES FOR THE YEARS 2022 AND SUBSEQUENT.

Permanent Real Estate Index Number(s): 14-21-182-022-0000, 14-21-182-025-0000

Address of Real Estate: Main, Sugar Grove, IL. 60554
Maple St.

* This is non-homestead property

Dated this 13TH day of SEPT., 2022

Patricia L. Hestekin
Patricia L. Hestekin

STATE OF ILLINOIS, COUNTY OF KANE ss.

I, the undersigned, a Notary Public in and for said County, in the State aforesaid, CERTIFY THAT Patricia L. Hestekin personally known to me to be the person(s) whose name(s) IS subscribed to the foregoing instrument, appeared before me

this day in person, and acknowledged that SHE signed, sealed, and delivered the said instrument as HER free and voluntary act, for the uses and purposes therein set forth, including the release and waiver of the right of homestead.

Given under my hand and official seal, this 13TH day of SEPTEMBER, 2022

RICHARD T PETESCH
Official Seal
Notary Public - State of Illinois
My Commission Expires Jul 18, 2026

Richard T. Petesch
(Notary Public)

Prepared By:

Richard, Petesch, 519 Palmer Ave., Aurora, 60506

Mail To:

AND
6

Name and Address of Taxpayer:

Four Seasons Development, LLC

Main, Sugar Grove, IL, 60554

452 PEBBLEBROOK CT.
SUGAR GROVE, IL 60554

**RECORDER - KANE COUNTY, ILLINOIS
PLAT ACT AFFIDAVIT - METES AND BOUNDS DESCRIPTION**

STATE OF ILLINOIS

Document No.: _____

COUNTY OF KANE

Patricia Hestekin, being duly sworn on oath, states that HE resides at 519 PALMER AVE ~~Main Street, Sugar Grove, IL 60554.~~
AURORA, IL 60502
And further states that: (please check the appropriate box)

- A. ☒ That the attached deed is not in violation of 765 ILCS 205/1 (a), in that the sale or exchange is of an entire tract of land not being a part of a larger tract of land; or
- B. ☐ That the attached deed is not in violation of 765 ILCS 205/1 (b) for one of the following reasons:
1. The division or subdivision of the land is into parcels or tracts of five (5) acres or more of size which does not involve any new streets or easements of access;
 2. The division of lots or blocks of less than one (1) acre in any recorded subdivision which does not involve any new streets or easements of access;
 3. The sale or exchange of parcels of land is between owners of adjoining and contiguous land;
 4. The conveyance of parcels of land or interests therein for use as right of way for railroads or other public utility facilities and other pipe lines which does not involve any new streets or easements of access;
 5. The conveyance of land owned by a railroad or other public utility which does not involve any new streets or easements of access;
 6. The conveyance of land for highway or other public purposes or grants or conveyances relating to the dedication of land for public use or instruments relating to the vacation of land impressed with a public use;
 7. Conveyances made to correct descriptions in prior conveyances;
 8. The sale or exchange of parcels or tracts of land following the division into no more than two (2) parts of a particular parcel or tract of land existing on July 17, 1959, and not involving any new streets or easements of access;
 9. The sale is of a single lot of less than five (5) acres from a larger tract when a survey is made by an Illinois Registered Land Surveyor; provided this exemption shall not apply to the sale of any subsequent lots from the same larger tract of land, as determined by the dimensions and configuration of the larger tract on October 1, 1973, and provided also that this exemption does not invalidate any local requirements applicable to the subdivision of land.

CIRCLE NUMBER ABOVE WHICH IS APPLICABLE TO ATTACHED DEED.

Affiant further states that HE makes this affidavit for the purpose of inducing the Recorder of Deeds of Kane County, Illinois, to accept the attached deed for recording, and that all local requirements applicable to the subdivision of land are met by the attached deed and the tract described therein.

PLAT ACT AFFIDAVIT - METES AND BOUNDS DESCRIPTION
(continued)

IN WITNESS WHEREOF, the undersigned have executed this document on the date(s) set forth below.

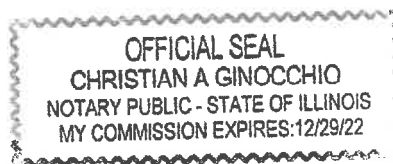
Richard T. Petersel
~~Patricia Hostekin~~ ATTORNEY FOR SELLER

STATE OF IL

COUNTY OF Kane

Subscribed and sworn to before me this 15 of September, 2022.

[Signature]
Notary Public



VILLAGE PRESIDENT

Jennifer Konen



VILLAGE TRUSTEES

Matthew Bonnie

Sean Herron

Heidi Lendi

Michael Schomas

Ryan Walter

James F. White

VILLAGE CLERK

Alison Murphy

Commercial Property Enhancement Program

Commercial property owners may be eligible to apply for the Village of Sugar Grove's Commercial Property Enhancement Program. This program is designed to encourage exterior and site improvements that enhance the character of Sugar Grove's commercial businesses. Awards are given on a competitive basis and issued in the form of reimbursements. Awards will be for up to 50% of the cost of the improvement.

To be eligible for reimbursement of project costs under this enhancement program, the following requirements and conditions must be met:

- The property must be a commercial establishment located within the Village of Sugar Grove. Eligible properties are located on:
 - Main Street - from First St. to Meadows
 - Cross Street - from Sugar Lane to Main St.
 - Cross Street - from Sugar Grove Plaza to Main St.
 - Sugar Lane
 - 60 Maple
 - 40 Terry Dr.
- The total project cost must exceed \$2,000 - with a maximum reimbursement of \$10,000, unless the Village board approves a higher amount.
- The applicant must be the owner of a building within the boundaries listed above.
- The improvement project must be for one or more of the items listed in the eligible reimbursement below.
- Repair, renovation, or installation projects started prior to the submission of an application may not be eligible for reimbursement.
- Must pass all inspections completed by the Village Community Development department.

Reimbursable Costs

Awards are issued in the form of reimbursement after eligible expenses are incurred. The following costs are eligible for reimbursement under this program:

- Repair/Rehabilitation of building exterior, including tuckpointing
- Work to address structural deficiencies with the building
- Repair, replacement of windows and doors
- Repair, replacement or installation of exterior lighting
- Repair, replacement or installation of awnings or canopies

- Repair, replacement or installation of commercial signs
- Repair, replacement or installation of sidewalks, driveways and parking areas
- Installation of enclosures for trash or recycling dumpsters
- Repair or replacement of roofing
- Enhanced Landscaping to the site, to include parking lot landscaping
- Improvements that address outdoor accessibility (ADA)

Costs must be submitted within 90 days of award.

Ineligible Reimbursement Costs

The following costs are not eligible for reimbursement under this program:

- Repair, replacement, or installation of noncommercial signs
- Building or site maintenance costs
- Painting (unless in conjunction with the repair or replacement of woods or other exterior materials)
- Interior work that does not fall into one of the categories listed under reimbursable costs
- All other costs not specifically listed

Grant Review and Approval Process

Awards are given on a competitive basis. Applications will be accepted on a rolling basis until all funds are committed in an application year of May 1 to April 30.

Upon receipt of the program application, based on the criteria below, a program review committee shall evaluate the program applications. Based on the criteria, the program review committee will make recommendations to the Board of Trustees on the applications to award and the monetary amount for each award.

Awards will be approved by a resolution at a Village Board meeting. Payment is made to the commercial property owner who applied. An award cannot be assigned to a contractor or other vendor. Awardee is responsible for submitting an IRS Form W-9 Taxpayer Identification Form.

Grant Evaluation Criteria

- The extent to which the structure or site is in need of repair, renovation or improvement
- The extent to which the scope of work will have an impact on the aesthetics of the Village of Sugar Grove
- The extent to which the project will honor the integrity of the structure or site
- Whether the structure or site has previously been awarded as part of the program by the Village.

Please contact Michael Cassa, Economic Development Director, for program questions and application submissions, at mcassa@sugargroveil.gov or by phone at 630-391-7242.



Commercial Property Enhancement Program Application

Property Information

Property Owners Name

Corporate Name (if applicable)

Property Address

Corporate Address

Property Owners Phone

Corporate Phone

Property Owners E-mail Address

Corporate E-mail Address

Sq. Footage of Building

Property Identification Number

Principal Business Activity: _____

Property Description: _____

I/we hereby certify that all of the information contained in this application for a Commercial Property Enhancement Program award is true and correct. I/we understand the issuance of this award is conditional upon compliance with all Village Codes, Ordinances, State and Federal Law, and the results of any inspections required by ordinance at this time.

Print Name

Title

Signature

Date

Village Use Only

Property Owners Name

Date Received

____ Yes ____ No ____ N/A Required Attachments

____ Yes ____ No ____ N/A Preliminary Review Scheduled _____
Date Scheduled

Community Development Evaluation

Approved ____ Y ____ N

Economic Development Evaluation

Approved ____ Y ____ N

Program Committee Review

Approved ____ Y ____ N

Finance Department Review

Approved ____ Y ____ N

Application Attachments

Proof of Ownership

Such as a copy of the recorded deed or other proof.

Real Estate Taxes and Village Service Fees

Copy from County and Village Clerk verifying there are no delinquent or unpaid taxes, special assessments, no unpaid forfeited taxes, no redeemable tax sales, or local fees.

Narrative Project Description

A typed statement of what the Project will involve. Provide as much detail as possible, including what you are changing or replacing, type of new material to be used, color, location on façade or site, etc.

Photographs

Submit several photos of your building and site in its current condition. Be sure to label each photo and indicate what improvements you are proposing to make.

Drawings of Proposed Improvements

Conceptual elevation plans and full construction drawings prepared by an Illinois licensed Architect who has conducted an on-site inspection and personal interviews with the applicant. Include product sample sheets showing colors, size, type of materials and finishes, etc. If a sign is proposed, graphically indicate sign lettering style, letter, and sign dimensions.

Detailed Cost Estimates or Bids

A qualified estimate by a contractor licensed and bonded in the Village of Sugar Grove or 3 bids for all exterior work to be performed, or a statement of non-availability of contractors or services. Indicate what contractors you are proposing to use on the project. Estimates or bids should provide enough detail to make the proposed scope of work clear (quantity, cost and type of work). If the Village finds the submitted estimates or bids are not satisfactory, a new process may be required.