
**VILLAGE OF SUGAR GROVE
BOARD REPORT**

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM: WALTER MAGDZIARZ, COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT: DISCUSSION: COMPREHENSIVE AND ACTION PLAN IMPLEMENTATION
AGENDA: JANUARY 16, 2024 VILLAGE BOARD MEETING
DATE: JANUARY 10, 2024

ISSUE

Shall the Village Board discuss recommendations for implementing certain action plan items in the Comprehensive Plan.

DISCUSSION

The Village's recently adopted Comprehensive Plan includes a number of action items intended to help implement and achieve recommendations of the Comprehensive Plan. The Planning Commission recently reviewed the action items and identified several it recommends the Village Board consider. With the budget development process for FY25 beginning soon, now would be an appropriate time to begin discussing which, if any, action items ought to be funded in the upcoming budget process.

While all of the action items are desirable, some are long-term efforts. Matters of time and funding are considerations in determining which action item(s) to initiate or to undertake and some involve participation with other agencies. There are several action items pertaining to a comprehensive amendment of the Zoning Ordinance to bring it in line with the recommendations of the Comprehensive Plan. Village staff is of the opinion that more manageable amendments can be accomplished with similar results.

The Planning Commission recommends the following action plan items be considered:

Formulate regulations for electric vehicle charging stations

The Comprehensive Plan includes recommendations for environmental considerations and specifically identifies electric vehicle charging facilities as an improvement to bring to the community. Since the Comprehensive Plan was adopted, the State of Illinois has undertaken an aggressive approach to establishing a network of electric vehicle charging stations across the state and is offering many other incentives to facilitate implementation of this technology in Illinois. This action item can be accomplished by Village staff within the budget year but may require a nominal expense for outside expertise.

Develop a streetscape plan for Main Street.

The Comprehensive Plan recommends adding Main Street streetscape enhancement to the Village's Capital Improvement Program (CIP). But before specific improvements can be added to the CIP there needs to be a plan describing the nature of the desired improvements in order to prepare a realistic

budget. The Planning Commission recommends the Village Board develop a streetscape plan from which future CIP projects can be identified and implemented.

A streetscape plan is a document that describes in words and pictures physical design and improvements to the public realm—streets, sidewalks, street furniture—along Main Street to create a unified physical appearance of the corridor. The Village has long recognized that the original neighborhood needs public investment in updating its appearance. This will require assistance from a qualified consultant and will take considerable time to complete as it will need to incorporate a public participation process and involve numerous property owners. This action item was previously identified in the Main Street plan but was never initiated or completed. As there is newfound interest in the original town center, developing a streetscape plan would provide specific direction for how to create a sense of place and allocate resources for public improvements in the Main Street area. Development of a streetscape plan would dovetail with the effort to develop zoning regulations to support the Main Street Plan, currently underway.

A streetscape plan would include detailed plans for public improvements in Main Street (and other selected streets), including, sidewalk surfaces, planters and landscaping, street signage, street light fixtures, trash cans, benches, bicycle rack and other street furniture, as well as road surface recommendations. The streetscape plan could include budget estimates for proposed improvements and could include recommendations for phasing improvements. A streetscape plan would not produce construction-ready documents but it would provide a reliable budget estimate for construction and phasing. A realistic budget for this task is between \$40,000 and \$55,000. This task will not be completed in a budget year.

Modify development standards to reflect goals (of the Comprehensive Plan) for preserving and increasing tree density.

Commissioners support the environmental resource recommendations of the Comprehensive Plan and are of the opinion that the Village has a history of environmental awareness and if we can reinforce this with modifications of current zoning and land development requirements we should do so. The objective of this task is to increase tree planting across the Village. This would be a relatively low-cost task to undertake. This action item can be accomplished by Village staff within the budget year.

Draft a Complete Streets ordinance.

Commissioners are in full support of implementing complete streets principles in the Village. As mobility and connectivity are major themes of the Comprehensive Plan, it is imperative that the thoroughfare network accommodate all modes of transportation. Since transportation, regardless of mode, is a significant investment it is desirable to have guidelines and rules in place to maximize the efficiency of these investments. Since preparation of a complete streets ordinance has been an ongoing effort by the Village staff, drafting the ordinance can be accomplished by Village staff within the budget year with a nominal budget for outside assistance.

Village staff lobbied for setting aside funds to prepare a trails master plan as bicycle transportation improvements were an overwhelming interest by participants in the planning process. The Commission had other interests and priorities. Be advised, the Village currently has an adopted bicycle transportation plan. It needs to be updated to reflect current bicycle transportation standards and recommendations, as well as development recommendations in the Comprehensive Plan.

ATTACHMENTS

- 2023 Comprehensive Plan Action Item Summary

RECOMMENDATION

The Village Board discuss the Planning Commission's recommendations and provide direction and input to Village staff with respect to including any or all of the recommended action plan items in the FY25 budget.

ACTION ITEM SUMMARY

THEME 1 - Provide mobility and ensure that all modes are safe and connected.							
Action Plan	Modify the zoning code to achieve the objectives under this theme.	Target funds to complete a Trails Master Plan.	Target funds to complete a Complete Streets Action Plan.	Draft a Complete Streets Ordinance.	Continue to develop the Safe Routes to School program to inform future sidewalk installation priorities.	Submit a formal request to IDOT for new stop lights and new underpasses as recommended.	Maintain regular coordination with METRA and PACE related to future expansion of transit.
Entity Responsible	Village Administrative Staff and Board	Village Administrative Staff	Village Administrative Staff	Village Administrative Staff	Village Administrative Staff	Village Administrative Staff	Village Administrative Staff
Partnerships	Private consultants	IDNR, Sugar Grove Park District	IDOT, CMAP Sugar Grove Park District	IDOT	IDOT, Kaneland Community Unit School District	IDOT	PACE, METRA, Kane County, IDOT
Timing	Near-term	Mid-term	Mid-term	Near-term	Mid-term	Long-term	Long-term

THEME 2 - Reinforce neighborhood scale development to ensure that residential areas are diverse, connected, and livable.					
Action Plan	Modify the zoning ordinance to reflect the priority growth areas, development types, and housing diversity and density objectives as outlined.	Initiate a study to guide the application of a form-based code application in Sugar Grove.	Launch a marketing campaign.	Coordinate with the Village of Elburn vis-à-vis a growth boundary.	Establish housing diversity benchmarks based on existing housing stock and anticipated needs to identify a range of residential development densities, tenures, values, and styles.
Entity Responsible	Village Administrative Staff and Board	Village Community Development	Village Economic Development	Village Community Development	Village Community Development
Partnerships	Private planning/zoning consultants	Private planning/zoning consultants	Private branding and digital consultants	Village of Elburn	CMAP, Kane County, developers, property owners
Timing	Near-term	Long-term	Near-term	Mid-term	Mid-term

THEME 3 - Create destinations for community gathering and entertainment.				
Action Plan	Modify the zoning code to achieve the above objectives of prioritizing development in key locations for community gathering.	Add Main Street streetscape enhancement to the Capital Improvement Program and identify a funding source.	Continue open dialogue with property owners in locations determined suitable for village centers to determine interest in land sale or development.	Establish urban design standards for village center development to guide property owners and developers prior to visioning and conceptual design.
Entity Responsible	Village Administrative Staff and Board	Village Administrative Staff	Village Economic Development	Village Community Development
Partnerships	Private planning/zoning consultants	Main Street America, CMAP	Property owners, realstate developers, HOAs	Private Consultant, CMAP, Main Street America
Timing	Near-term	Mid-term	Ongoing	Near-term

ACTION ITEM SUMMARY

THEME 4 - Ensure a resilient economy.							
Action Plan	Modify the zoning code to achieve the above objectives of mitigating negative impacts from industrial-type development and encouraging unique economic development.	Develop guidelines for sustainable industrial and business park development and incorporate these into the development review process.	Continue to identify areas for special investment zones such as public improvement districts (PID) and business improvement districts (BID).	Develop a Commercial Façade Improvement Program to encourage and assist property owners and tenants to improve their building's aesthetics through financial incentives such as matching grants and loans and tax abatements.	Conduct a market study to determine the demand and growth in specific industries and identify potential catalytic sites for development.	Continue to review, inventory, and assess developed and undeveloped land within Sugar Grove to anticipate the potential infrastructure needs that could support economic development, such as water and broadband, for those properties.	Incorporate smart technology in the zoning code such as Electric Vehicle (EV) charging stations and smart meters for new and repurposed buildings.
Entity Responsible	Village Staff and Board	Village Economic Development	Village Economic Development	Commercial Property Enhancement Program	Village Economic Development	Village Economic Development	Village Community Development
Partnerships	Private planning/zoning consultants	Private consultants, Kane County Development Department	CMAP, Sugar Grove EDC	CMAP	Private Consultant	Private Site Database Provider (Ex: CoStar)	Private Consultant
Timing	Near-term	Mid-term	Ongoing	Long-term	Mid-term	Near-term	Near-term

THEME 5 - Protect the community's highly valued natural resources.							
Action Plan	Modify the zoning code to achieve the above objectives of mitigating impacts to the natural environment and enhancing the green network.	Engage partners in a joint study to determine and coordinate funding sources, partnerships, priority lands for acquisition and management structure of lands within the "green network."	Modify development standards to reflect goals for preserving and increasing tree density.	Partner with the Park District to conduct a gap analysis in park level-of-service to identify near-term gaps in amenities, services, and programs.	Update development regulations to provide clear targets for green infrastructure and pervious surfaces.	Coordinate to implement the walkway and path network envisioned in Theme 1.	Incorporate smart technology in the zoning code such as Electric Vehicle (EV) charging stations and smart meters for new and repurposed buildings.
Entity Responsible	Village of Sugar Grove Staff and Board	Village of Sugar Grove Community Development	Village of Sugar Grove Community Development	Sugar Grove Administrative Staff	Sugar Grove Administrative Staff	Sugar Grove Administrative Staff	Village Community Development
Partnerships	Private planning/zoning consultants	Village of Sugar Grove Parks District, Illinois EPA, Kane Co Soil and Water Conservation District, Kane County Forest Preserve	idnr, Village of Sugar Grove Public Works	Village of Sugar Grove Parks District	Sugar Grove Planning Department	Village of Sugar Grove Parks District, Kane County Forest Preserve, adjacent communities	Private Consultant
Timing	Near-term	Mid-term	Near-term	Mid-term	Near-term	Mid-term	Near-term

THEME 6 - Create more opportunities for people of all ages, backgrounds, and abilities to prosper in the community.

Action Plan	Modify the zoning code to achieve the above objective of reflecting an equitable built environment.	Research options/vendors for a community engagement platform embedded into the village website.	Identify grant programs at the county, state, and federal levels to support community building efforts that are realistic targets for Sugar Grove. Catalogue all grant requirements to help decision makers prioritize necessary actions, investments, and grants.	Establish urban design standards for village center development to guide property owners and developers prior to visioning and conceptual design.
Entity Responsible	Village of Sugar Grove Staff and Board	Village of Sugar Grove Administration	Village of Sugar Grove Community Development	Village Community Development
Partnerships	Private planning/zoning consulta	Private vendor	CMAP, Kane County Planning	Private Consultant, CMAP, Main Street America
Timing	Near-term	Near-term	Ongoing	Near-term