
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 214 S. MAIN STREET LLC
AGENDA: February 18, 2025 REGULAR BOARD MEETING
DATE: February 11, 2025

ISSUE

Should the Village Board of Trustees approve a Commercial Property Enhancement Program grant application submitted by 214 S. Main Street LLC?

DISCUSSION

The Commercial Property Enhancement Program (CPEP) was approved by the Village Board in September 2022. A copy of the criteria is attached.

214 S. Main Street LLC has submitted a grant application for improvements to their multi-tenant building and the property at 214 S. Main Street in downtown Sugar Grove. The original application included the following improvements: (1) tear out and replace a portion of the driveway which is in poor condition; (2) replace three exterior doors and one storm door; (3) rebuild the front entry roof over the front door which is beginning to rot; and (4) remove two ash trees that have succumb to the emerald ash borer and replace them with magnolia trees. Village staff met with the property owner at the site and assisted them in the application process. The CPEP Review Committee was unanimous in recommending approval for the application. The application was discussed by the Village Board on November 19, 2024. A follow up meeting was held with the applicant on December 9, 2024. At the meeting, the Public Works Department recommended that no new trees be placed in the right-of-way in front of the property. The applicant agreed with the recommendation and decreased his grant request accordingly. The total cost for the project has now been reduced from \$10,378.76 to \$9,210.00. The applicant has reduced his grant request from \$5,189.38 to \$4,605.00. A copy of the revised application is attached.

COST

214 S. Main Street LLC is requesting a CPEP grant for \$4,605.00. The FY2024-2025 Budget includes \$30,000 for the grant program.

RECOMMENDATION

That the Village Board of Trustees approve the application of a \$4,605.00 grant under the Commercial Property Enhancement Program for 214 S. Main Street LLC.



**VILLAGE OF SUGAR GROVE
KANE COUNTY, ILLINOIS**

RESOLUTION NO. 20250218ED1

**Approving a Commercial Property Enhancement
Program Grant Application Submitted by 214 S Main
Street LLC**

WHEREAS, 214 S. Main Street LLC has submitted a Commercial Property Enhancement Program (CPEP) Grant Application to improve its multi-tenant building and property on 214 S. Main Street in downtown Sugar Grove.

WHEREAS, Village staff assisted and met with the property owner, made recommendations, and assisted with the application process. The CPEP Review Committee unanimously recommended approval of the application.

NOW THEREFORE BE IT RESOLVED, by the Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, as follows:

The CPEP Grant Application submitted by 214 S. Main Street LLC meets the program's criteria, and a grant of \$4,605.00 will be issued.

PASSED AND APPROVED by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, on this 18th day of February 2025.

Jenifer Konen
President of the Board of Trustees of the Village
of Sugar Grove, Kane County, Illinois

ATTEST: _____
Tracey Conti
Clerk, Village of Sugar Grove

	Aye	Nay	Absent	Abstain
Trustee Sean Michels	_____	_____	_____	_____
Trustee James F. White	_____	_____	_____	_____
Trustee Heidi Lendi	_____	_____	_____	_____
Trustee Sean Herron	_____	_____	_____	_____
Trustee Matthew Bonnie	_____	_____	_____	_____
Trustee Michael Schomas	_____	_____	_____	_____



Commercial Property Enhancement Program Application

Property Information

Phil & Katie Kuhn

Property Owners Name

214 S. Main St. LLC

Corporate Name (if applicable)

214 S. Main St.

Property Address

P.O. Box 1252

Corporate Address

630-330-1419

Property Owners Phone

same

Corporate Phone

philkuhn@sbcglobal.net

Property Owners E-mail Address

same

Corporate E-mail Address

7000 ft²

Size (square feet) of Building

14-21-251-010

Property Identification Number

Principal Business Activity resale + internet sales, + storage

Property Description 2 story mixed use building

with 4 commercial spaces on ground level

with 2 apartments on the 2nd floor

I, the undersigned, hereby certify that all of the information contained in this application for a Commercial Property Enhancement Program award is true and correct. I understand that 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.

Phil Kuhn

Print Name

president

Title

Phil Kuhn

Signature

6-6-24

Date

214 S. Main St. Improvements

1. Tear out and replace an area of the drive way that is approximately 15' by 25'. This area consists of some concrete that has settled and is pitched toward the building. The remainder of the area is or was asphalt. Some of the asphalt was dug up right before I bought i bought the building to remove an old heating oil tank and remediate some contaminated soil. The rest of the asphalt is in poor condition. I plan to remove and haul away the material under my business, All-In-One Handyman Service. Only two contractors bid on the concrete replacement, Gette Concrete being the preferred and cheapest. The cost is \$650 for the removal & \$3450 for the new concrete. Total cost: \$4100
2. Replace three exterior doors and one storm door. The three exterior doors are the front door, the north door and the south door. The front door services unit 1A, one of the first floor commercial units. It also leads to a stairway to the two apartments upstairs. This inward swinging door will be replaced with an outward swinging door for better egress during an emergency. The north door services unit 1C, another commercial unit and the back stairs for the apartments. This door inward swinging door will also be replaced with an outward swinging door for better egress. The south door services unit 1D. This is an old wood door with single pain glass. All new doors will be insulated steel doors with double pain glass when a window is included. The storm door is on the south side and it is on the second floor balcony that leads to a shared storage room for the apartment tenants. I received three bids for the exterior doors, the preferred and cheapest is All-In-One Handyman Service. The storm door will also be done by All-In-One because The Home Depot installer was more expensive. Total cost: \$2100
3. The front entry roof over the front door needs to be rebuilt. The roof rafters and fascia is starting to rot and the roof is still covered in the same old tin that used to be the siding for the building. The plan is the shorten it up so it does not stick out quite as far. The pitch will bee the same, the roof will be covered in the same architectural shingles that were used on the main building last year. The entire overhang will be wrapped in grey aluminum to match the window trim. The underside will be closed in with white soffit material and a recessed can light added for safety. I could not get any other contractors to bid this small job. So All-In-One Handyman Service would be the preferred contractor. Total cost: \$1850
4. Remove two ash trees that have succumb to the emerald ash borer. Up Top Services was the cheapest for the tree removal. ~~The trees will be replaced with smaller, more decorative magnolia trees since that area is close to the building. Spring Bluff Nursery was the cheapest to supply and plant the trees.~~ Cost of three removal and stump grinding \$1160. ~~Cost of new trees and plants \$1168.78, total cost: \$2328.78~~

TOTAL PROJECT COSTS: ~~\$10,378.78~~

\$9,210.00

PROPOSAL

All-In-One Handyman Service, Inc.
P.O. Box 1252
Sugar Grove, IL 60554

Proposal Submitted to: 214 S. Main St. LLC Date: 6-16-24
Address: 214 S. Main St. Sugar Grove Phone: 630-466-3800
Job Location: Same

We hereby submit specifications and estimates for:

Tear out & haul away approx 300 ft²
of concrete + blacktop \$650-

remove & replace steel entry doors \$600 ea. x 3 =
(includes door) \$1800-
front door
north driveway mandor
south side entry

Install new storm door on second floor
south side & wrap trim
(includes door) \$300-

Remove & rebuild front entry roof, wrap
exterior in maintenance free aluminum
aluminum soffit, fascia & ceiling,
new can light underneath, patch siding
to match, shingles to match existing,
flash where roof meets siding \$1850-

WE PROPOSE hereby to furnish material and labor - complete in accordance with the above specifications for the sum of:

Four thousand, Six hundred dollars (\$ 4600⁰⁰)

Payments to be made as follows:

when complete

All material is guaranteed to be as specified or better. All work to be completed in a workmanlike manner according to standard practices.
Any alterations or deviations from the above specifications involving extra costs will be billed at an hourly rate.

Authorized

Signature: Peter

Date: 6-16-24

NOTE: This proposal may be withdrawn by us if not accepted within _____ days.

ACCEPTANCE OF PROPOSAL: The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____ Date _____ Signature _____ Date _____

Gette Concrete

Invoice

Grant Gette
1642 Paulette Ct.
Sandwich, IL 60548

Phone Number 630-465-6655
Email: Getteconcrete@gmail.com
www.facebook.com/getteconcrete



Date:

To: 214 S. Main St. LLC

For: Concrete driveway

(630-330-1419)

Description	Hours	Rate	Amount
<ul style="list-style-type: none">• Prep approximately 25x15, 5 1/2 inch deep• Install gravel base and compact• Install wire mesh throughout driveway• Use 4000 psi 6 bag concrete• Complete with a broom finish• Labor, Permit, Material			
Total			\$3,450

Paid By Cash/Check \$_____ Remaining Balance \$_____

Make all checks payable to : Gette Construction

Half the money up front, Half when the job is done

Thank you for you Business!

PROPOSAL

Date: June 20, 2024
Expiration Date: 7/20/2024



Lay Concrete, Inc.
937 Scott Dr.
Sycamore, IL 60178
630-750-6666
info@lay-concrete.com

TO Phil Kuhn
214 S. Main St LLC
Sugar Grove, IL

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	4 inches of gravel compacted with 4 inches of concrete. Fiber and Wire mesh mixed into the concrete for strength. Standard broom finished concrete. 15' x 25' 375 Sq ft.	\$12/sq ft.	\$4,500
SUBTOTAL			\$4,500
DISCOUNT			
TOTAL			\$4,500

Proposal prepared by: Matt Lay

We require a 50% non-refundable deposit, to be paid by check, cash or credit card, on the first day of work. ALL CREDIT CARD PAYMENTS WILL INCURE A 3% FEE. Final 50% will be due upon completion of the project. We do everything we can to control cracking, but there is NO GUARANTEE that the concrete will not crack in other places. Salt can cause concrete to pop and pit. Try to limit the use of salt on new concrete. We suggest using NO SALT to prevent any damage to the concrete.

To accept this quotation, sign here and return: _____

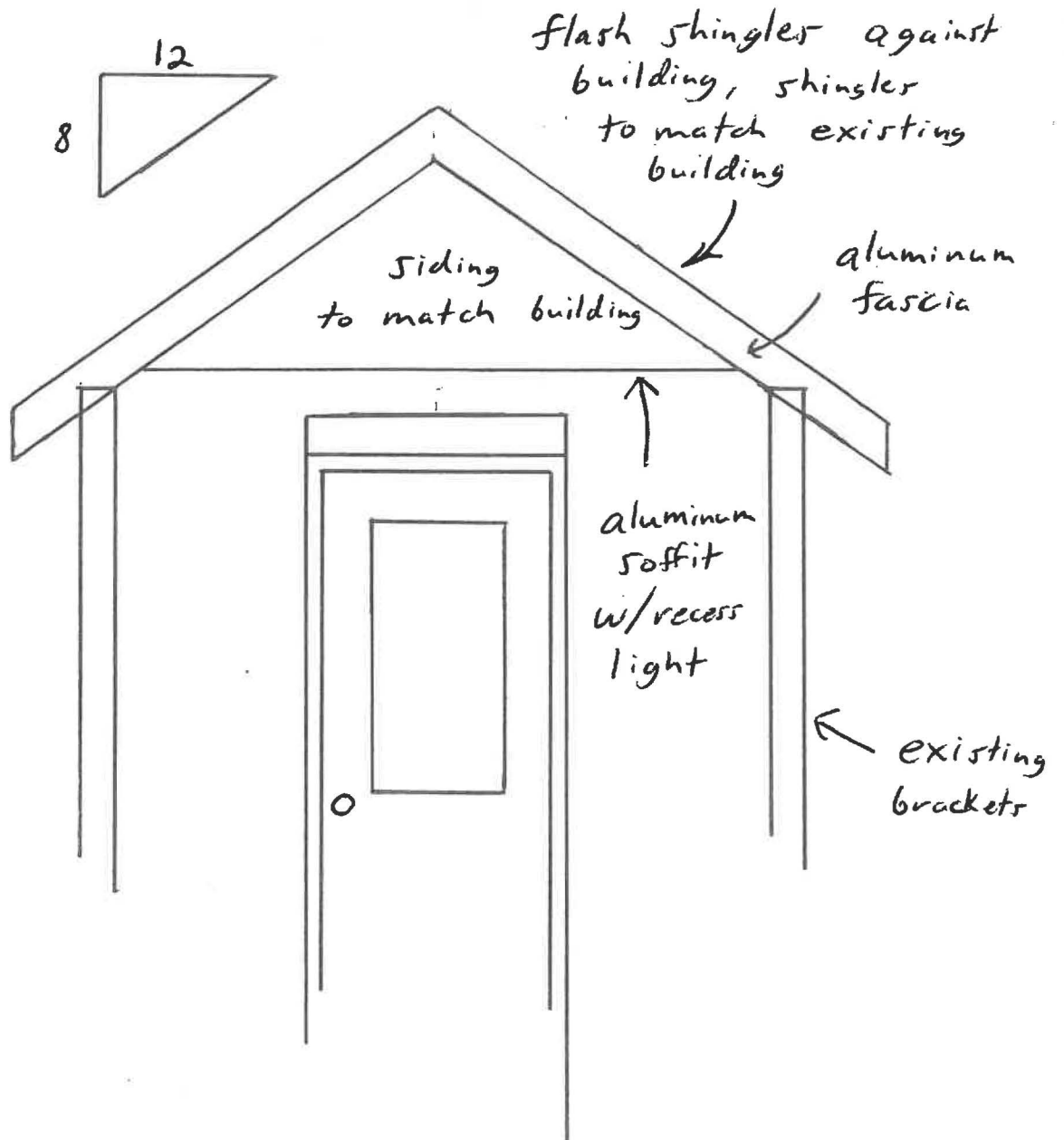
Thank you for your business!

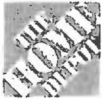
New overhang

214 S. Main St.

48" out from building

all maintenance free exterior





Waukesha 10PM 61073 Storm door emco 100



Shop All

Services

DIY

Log In

Cart

89 Results

Sort by: Best Match

Get It Fast

☐ In Stock at Store Today

Waukesha & nearby stores

☐ Same-Day Delivery

Department

Doors & Windows

Exterior Doors

Door Accessories

Storm Doors

Security Doors

Door Frames

Screen Doors

+ See More Departments

Price

\$ Min to \$ Max

☐ \$100 - \$150☐ \$150 - \$200☐ \$200 - \$250

7.6k



Expert Installation Available

\$144⁰⁰★★★★★ (5563)
Model# E1SS-36WH**EMCO**EMCO 36 in. x 80 in. White
Universal 3/4-Light Aluminum
Storm Door with Black Hardware☒ Pickup
2 in stock at Waukesha
☐ Delivery
Scheduled Delivery

Add to Cart

3.8k

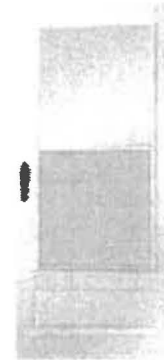


Expert Installation Available

\$144⁰⁰★★★★★ (5584)
Model# E1SS-32WH**EMCO**EMCO 32 in. x 80 in. White
Universal 3/4 Light Aluminum Storm
Door with Black Hardware☒ Pickup
2 in stock at Waukesha
☐ Delivery
Scheduled Delivery

Add to Cart

3.8k



More Options Available

Expert Installation Available

\$213⁰⁹ - \$228⁰⁰★★★★★ (158)
Model# 96005**Andersen**200 Series 36 in. x 80 in. White
Universal 3/4 Light Mid-View
Aluminum Storm Door with Black...☒ Pickup
2 in stock at Waukesha
☐ Delivery
Scheduled Delivery

Add to Cart

1.4k



Expert Installation Available

\$144⁰⁰★★★★★ (5545)
Model# E1SS-30WH**EMCO**EMCO 30 in. x 80 in. White
Universal 3/4 Light Aluminum Storm
Door with Black Hardware☒ Pickup
2 in stock at Waukesha
☐ Delivery
Scheduled Delivery

Add to Cart

Live Chat

Feedback

#178 install

KUHN

North door - west facing

DESCRIPTION	QTY	UNIT PRICE	TOTAL
5. Door knob/lockset - Detach & reset Detach and reset existing lock set.	1.00 EA @	38.03 =	38.03
1. R&R Exterior door - metal - insulated - flush or panel style Menards 1/2 lite door system - Mastercraft	1.00 EA @	837.41 =	837.41
3. Carpenter - General Framers - per hour Estimated for replacement of treated board under existing door frame.	0.50 HR @	106.93 =	53.47

Main Entry Door - West facing

DESCRIPTION	QTY	UNIT PRICE	TOTAL
7. Door knob/lockset - Detach & reset Detach and reset existing lock set.	1.00 EA @	38.03 =	38.03
8. R&R Exterior door - metal - insulated - flush or panel style Menards 1/2 lite door system - Mastercraft	1.00 EA @	837.41 =	837.41
12. Door threshold, aluminum Extension on door (add on)	1.00 LF @	23.81 =	23.81
9. Carpenter - General Framers - per hour Estimated	1.00 HR @	106.93 =	106.93

South door - South Facing

DESCRIPTION	QTY	UNIT PRICE	TOTAL
13. Door knob/lockset - Detach & reset Detach and reset existing lock set.	1.00 EA @	38.03 =	38.03
14. R&R Exterior door - metal - insulated - flush or panel style Menards 1/2 lite door system - Mastercraft	1.00 EA @	837.41 =	837.41
15. Carpenter - General Framers - per hour Steel building. Jamb and framing remediation - estimated.	1.50 HR @	106.93 =	160.40

Misc

DESCRIPTION	QTY	UNIT PRICE	TOTAL
16. Permits & Fees - By Owner	1.00 EA @		0.00
17. Door - General Laborer - per hour Door inspection and acquisition with transport to site.	2.00 HR @	66.10 =	132.20

CONTINUED - Misc

DESCRIPTION	QTY	UNIT PRICE	TOTAL
19. Haul debris - per pickup truck load - including dump fees	1.00 EA @	234.96 =	234.96

Labor Minimums Applied

DESCRIPTION	QTY	UNIT PRICE	TOTAL
6. Finish hardware labor minimum	1.00 EA @	110.29 =	110.29
18. Finish carpentry labor minimum	1.00 EA @	141.43 =	141.43

Summary

Line Item Total	3,589.81
Material Sales Tax	105.00
Replacement Cost Value	\$3,694.81
Net Claim	\$3,694.81

Recap of Taxes

	Material Sales Tax (9%)	Food & Med State Tax (1%)	Food & Med Local Tax (1.25%)
Line Items	105.00	0.00	0.00
Total	105.00	0.00	0.00

Recap by Room

Estimate: KUHN		
North door - west facing	928.91	25.88%
Main Entry Door - West facing	1,006.18	28.03%
South door - South Facing	1,035.84	28.86%
Misc	367.16	10.23%
Labor Minimums Applied	251.72	7.01%
<hr/>		
Subtotal of Areas	3,589.81	100.00%
<hr/>		
Total	3,589.81	100.00%

Recap by Category

Items	Total	%
GENERAL DEMOLITION	347.19	9.40%
DOORS	2,532.20	68.53%
FNC	141.43	3.83%
FINISH HARDWARE	248.19	6.72%
FRAMING & ROUGH CARPENTRY	320.80	8.68%
Subtotal	3,589.81	97.16%
Material Sales Tax	105.00	2.84%
Total	3,694.81	100.00%

From: John Elwood jelwood@starroofing.com
Subject: DOOR
Date: Jun 6, 2024 at 10:42:50 PM
To: philkuhn@sbcglobal.net



ROOFING SIDING WINDOWS GUTTERS

214 S. Main St LLC

Hi Phil, here is your pricing and whats included. All work from STA comes with a 1 year workmanship warranty. Please let me know if you have any questions. Thanks, John

SCOPE:

REMOVE EXISTING EXTERIOR DOOR AND INSTALL NEW DOOR THAT CUSTOMER WILL PROVIDE

TOTAL COST= \$532.00

Please let me know if you have any questions,
Thanks, John

SIGN _____ **DATE** _____

John Elwood
STA Enterprises, Inc.
Sales Associate
630-927-1007-Cell
jelwood@starroofing.com
<http://www.starroofing.com/>
Like us on Facebook!
<http://starroofing.com/wp-content/uploads/2023/02/STA-License-Insurance-bbb.pdf>

Up Top Services, LLC
Fully Insured

ESTIMATE

Matt Kleinwachter, Owner/Operator
630-878-8012
mjk1225@icloud.com

Date: 5-23-24

Customer:

Expiration Date:

Phil Kuku
214 S. Main
Sugar Creek

320-1418

Remove 2 Dead Ash - Fruit Tree
Drop Mainnet Cables to house

\$600⁰⁰

Cost 2 To Remove 2 Trees
Without Dropping Limbs

\$750⁰⁰

Good 2 Steps 10" Below Ground
Leave Grubbing

\$210⁰⁰

Total

All sales final, payment due upon receipt.
Thank you for your business!

ATT: PHIL

CANNONBALL BOBCAT & TREE SERVICE, INC.

3651 Cannonball trail

Yorkville, IL 60560

Greg Ulner

Phone: 630-574-5663

Fax: 630-882-6490

E-mail: cannonballbts@comcast.net

WORK ORDER # 06242024

DATE JUNE 24, 2024

Client:

#214 S. MAIN ST. LLC

SUGAR GROVE IL

Work to Be Performed:

- CUT & HOOK 2 DEAD ASH

TREE'S NEAR STREET AT ORCH 1500
ABOVE SAZD PROPERTY

Terms:

Cash or check due upon completion of Work To Be Performed as stated above.

I agree to hire Cannonball Bobcat & Tree Service, Inc. to perform the above- described work for the stated price and Terms described above.

Print Name: S

Signature: S

Date: S

Kane County Property Tax Inquiry

14-21-251-010 : 2023

New Search

County Links ▾

Notice

To view current assessment information, use the Tax Year dropdown to select the current year.

Property Information

Parcel Number 14-21-251-010	Site Address 214 MAIN ST SUGAR GROVE, IL 60554	Owner Name & Address 214 SOUTH MAIN STREET LLC 133 VALE AVE SUGAR GROVE, IL, 60554-2220
Tax Year 2023 (Payable 2024) ▾		
Sale Status None		
Property Class 0060 - Commercial	Tax Code SG022 -	Tax Status Taxable
Net Taxable Value 68,549	Tax Rate 9.163430	Total Tax \$6,281.44
Township SUGAR GROVE	Acres 0.0000	Mailing Address
Legal Description (not for use in deeds or other transactional documents)		

Pay Taxes

Print Tax Bill

Overview

Billing

Payment History

Assessments

Exemptions

Taxing Bodies

Redemption

Forfeiture

Farmland

Map

Sales History

Pay Taxes

Print Parcel

Billing

Installment	Date Due	Tax Billed	Penalty Billed	Cost Billed	Drainage Billed	Total Billed	Amount Paid	Date Paid	Total Unpaid
1	06/03/2024	\$3,140.72	\$0.00	\$0.00	\$0.00	\$3,140.72	\$3,140.72	5/30/2024	\$0.00
2	09/03/2024	\$3,140.72	\$0.00	\$0.00	\$0.00	\$3,140.72	\$3,140.72	8/15/2024	\$0.00
Total		\$6,281.44	\$0.00	\$0.00	\$0.00	\$6,281.44	\$6,281.44		\$0.00

Payment History

Tax Year	Total Billed	Total Paid	Amount Unpaid
2023	\$6,281.44	\$6,281.44	\$0.00
2022	\$5,966.08	\$5,966.08	\$0.00
2021	\$5,766.26	\$5,766.26	\$0.00

Show 19 More

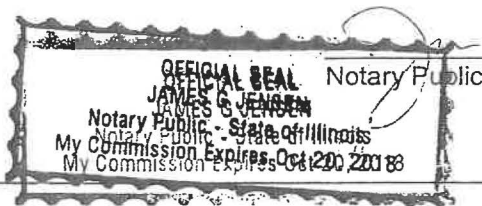
Assessments

Level	Homesite	Dwelling	Farm Land	Farm Building	Mineral	Total	Partial Building
DOR Equalized	29,280	39,269	0	0	0	68,549	No
Department of Revenue	29,280	39,269	0	0	0	68,549	No
Board of Review Equalized	29,280	39,269	0	0	0	68,549	No
Board of Review	29,280	39,269	0	0	0	68,549	No
S of A Equalized	29,280	39,269	0	0	0	68,549	No
Supervisor of Assessments	29,280	39,269	0	0	0	68,549	No

STATE OF ILLINOIS, COUNTY OF Quincy SS

I, the undersigned, a Notary Public in and for said County, in the State aforesaid, CERTIFY THAT Ruth B. Frantz, personally known to me to be the same person(s) whose name(s) are subscribed to the foregoing instrument, appeared before me this day in person, and acknowledged that they signed, sealed and delivered the said instrument as their 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 15 day of June, 2017.



Prepared by:
Law Offices of James Jensen
149 S. Lincolnway Suite 200
Aurora, IL 60542

Mail to:
Fred T Myers, PC
170 N Sixth St
Geneva, IL 60134

Name and Address of Taxpayer:

~~Phillip and Kathleen Kuhn~~ 214 South Main Street, LLC
~~214 S Main~~ 133 Vale Avenue
~~Sugar Grove, IL 60554~~ Sugar Grove, IL 60554

Name and Address of Taxpayer:

~~Phillip and Kathleen Kuhn~~ 214 South Main Street, LLC
~~214 S Main~~ 133 Vale Avenue
~~Sugar Grove, IL 60554~~ Sugar Grove, IL 60554

WARRANTY DEED
ILLINOIS STATUTORY
LIVING TRUST

WE CERTIFY THAT THIS IS A TRUE
CORRECT AND ACCURATE COPY OF
THE ORIGINAL INSTRUMENT.
CHICAGO TITLE AND TRUST COMPANY
BY 

Preparer File: FrantzRuth
FATIC No.:

THE GRANTOR(S), Ruth B. Frantz, as Trustee of Ruth B. Frantz 2012 Declaration of Trust dated , of the City of Sugar Grove, County of Kane, State of IL for and in consideration of Ten and 00/100 Dollars, and other good and valuable consideration in hand paid, CONVEY(S) and WARRANT(S) to ~~Philip Kuhn and Kathleen Kuhn, Husband and Wife, not as tenants in common but as joint tenants,~~ of 133 Vale Avenue Sugar Grove, IL 60554 of the County of Kane, all interest in the following described Real Estate situated in the County of Kane in the State of IL, to wit:

See Exhibit "A" attached hereto and made a part hereof

SUBJECT TO: Covenants, conditions and restrictions of record; General taxes for the year 2016 and subsequent years

Hereby releasing and waiving all rights under and by virtue of the Homestead Exemption Laws of the State of Illinois.

Permanent Real Estate Index Number(s): 14-21-251-010

Address(es) of Real Estate: 214 S Main
Sugar Grove, IL 60554

Dated this 15 day of June, 20 17

By: 

Ruth B. Frantz, As the trustee of the
Ruth B. Frantz 2012 Declaration of Trust

* 214 South Main Street, LLC, an Illinois Limited
Liability Company, doing business at

VILLAGE PRESIDENT

Jennifer Konen

VILLAGE ADMINISTRATOR

Scott Koepfel

VILLAGE CLERK

Tracey Conti



**ECONOMIC DEVELOPMENT
DEPARTMENT**

Michael Cassa, Director

VILLAGE TRUSTEES

Matthew Bonnie

Sean Herron

Heidi Lendi

Sean Michels

Michael Schomas

James F. White

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 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@sugargrovecil.gov or by phone at 630-391-7227.



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: _____

Amount Being Spent on Project: _____

Amount Requested from the Village of Sugar Grove: _____

Estimated Time for Completion After Approval and Issuance of Permit: _____

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

Fiscal Year in Which Funds will be Expended: _____

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 City Service Fees

Copy from County and City 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.