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**VILLAGE OF SUGAR GROVE**

**BOARD REPORT**

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TO: VILLAGE PRESIDENT AND BOARD OF TRUSTEES  
FROM: MICHAEL CASSA, ECONOMIC DEVELOPMENT DIRECTOR  
SUBJECT: **APPROVAL:** COMMERCIAL PROPERTY ENHANCEMENT PROGRAM  
AGENDA: MARCH 18, 2025, VILLAGE BOARD MEETING  
DATE: MARCH 11, 2025

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**ISSUE**

Should the Village Board of Trustees revise the Commercial Property Enhancement Program?

**DISCUSSION**

The Village Board approved the Commercial Property Enhancement Program (CPEP) on September 6, 2022. The program includes criteria regarding eligibility, reimbursable costs, grant evaluation, and the application review and approval process. It also includes the application form, and the list of documents that must be submitted by the applicant. The program is targeted for commercial properties located in the downtown area. A list of eligible properties was included. Only commercial properties are eligible. A copy of the current CPEP grant program is attached. The program was launched in the fall of 2022. As of today, four property owners have received Village Board approval for CPEP grants: Fireside Grille, Four Seasons Development, Rocky's Dojo and Gym, and 214 S. Main LLC.

Following Village Board discussion on February 4, 2025, the Village President and staff met to discuss potential revisions to the program criteria. Here is a summary of the recommended changes: (1) Properties that are in violation of the Village Code, or that have outstanding balances owed to the Village, are not eligible; (2) All work must represent an enhancement to the property; (3) Other exterior improvements that are not included in the program criteria may still be considered by the Village Board; (4) General repairs have been removed from the criteria; (5) Driveways are no longer an eligible improvement; (6) Enclosures for dumpsters must be complimentary to the exterior of the building; (7) Exterior painting that is done in conjunction with other enhancements is an eligible expense. However, the cost of the painting will only be reimbursed at 50% of the total cost; (8) Planters and window boxes have been added as eligible expenses; and (9) Benches and trash receptacles have been added as eligible expenses. The Ineligible Reimbursement Costs section has been removed from the program criteria because all those items are now referenced under Reimbursable Costs. All proposed changes are included in a redlined version of the current program criteria.

In addition to the proposed changes to the criteria, it is recommended that the CPEP Review Committee now consist of the Village President, a Village Board Trustee appointed by the Village President, the

Economic Development Director, and the Community Development Director. The committee would meet with potential applicants to discuss their conceptual plan to enhance their property. The applicant would then submit a formal application to be presented to the Village Board.

**COST**

The FY2024-2025 Budget includes \$20,000 for the grant program.

**RECOMMENDATION**

That the Village Board of Trustees discuss potential revisions to the Commercial Property Enhancement Program.

### **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.
- Properties that are (1) in violation of the Village Code, including property maintenance and code enforcement violations; and (2) that have outstanding balances owed to the Village, are not eligible under this program.

### **Reimbursable Costs**

Awards are issued in the form of reimbursement after eligible expenses are incurred. All work must represent an enhancement to the exterior of the property. The following costs are eligible for reimbursement under this program. Other exterior improvements that are not included in the program criteria may still be considered by the Village Board.

- ~~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 ~~that match the exterior of the building.~~
- ~~Repair or Replacement of roofing~~
- Enhanced Landscaping to the site, ~~to include~~ such as parking lot landscaping, concrete planters and window boxes.
- Installation of Village-approved benches and trash receptacles on the property.
- 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~~

**VILLAGE PRESIDENT**

Jennifer Konen

**VILLAGE ADMINISTRATOR**

Scott Koeppel

**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

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- 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@sugargroveil.gov](mailto:mcassa@sugargroveil.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: \_\_\_\_\_

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\_\_\_\_\_  
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.