



VILLAGE OF SUGAR GROVE BOARD REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: DANIELLE MARION, COMMUNITY DEVELOPMENT DIRECTOR

SUBJECT: ORDINANCE: SUGAR GROVE TOWNSHIP PRELIMINARY AND FINAL CIVIC USE PUD

AGENDA: SEPTEMBER 2, 2025

DATE: AUGUST 21, 2025

ISSUE

Shall the Village Board approve an Ordinance granting a Preliminary Civic Use PUD for the Sugar Grove Township Highway Department and an Ordinance granting a Final Civic Use PUD for the Sugar Grove Township Highway Department.

DISCUSSION

At the previous Board meeting on August 19th the Board discussed the proposed Preliminary and Final Civic Use PUD. The Sugar Grove Township Highway Department recently gave up space they had on Main Street behind the community building in order for the Between Friends Food Pantry to locate here as they were in need of a larger space. This in return left the Highway Department with a need for a new space to store their equipment they had located here. The Highway Department came to the Village wishing to construct a new storage building on their existing property on First Street, due to the limitations in our Village Code with the current zoning and use of their property it was determined that the best route for them to take was to apply for a Civic Use PUD. The Civic Use PUD will bring the use of the property into compliance with the Village Code and allow them to build the new storage building.

The following are the deviations being requested by the Township. A majority of these deviations are just addressing existing conditions on the property.

1. The petitioner is requesting a deviation to waive the building setback requirements, with the minimum setback matching the smallest existing setback, which is 3 feet 3 inches.
2. The petitioner is requesting a deviation to allow factory finished corrugated metal panels for the new storage structure.
3. The petitioner is requesting a deviation to allow multiple buildings on the same lot.
4. The petitioner is requesting a deviation to allow accessory structures to have a building height up to 20 feet.

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5. The petitioner is requesting a deviation to allow the lot coverage to be calculated as cumulative lot coverage for all parcels and to not exceed 70%.

 6. The petitioner is requesting a deviation to allow the open storage area to have a hard surface of pavement or stone.

 7. The petitioner is requesting a deviation to waive screening provisions for the property and to allow for an 8-foot-tall chain link fence in all yards around the property.

 8. The petitioner is requesting a deviation to waive the submittal of the following items found in Section 11-11-6, pertaining to PUD Required Submittals: Landscape Plan / Tree Preservation Plan, Photometric Plan, Development Schedule, Architectural Drawings, Traffic Impact Study, Proposed Covenants, Utility Plan, School & Park Land and/or Cash Estimate, Kane – DuPage Land Use Study, Preliminary & Final Plat of Subdivision.

The Village Board discussed the proposal and did not express any concerns over the Preliminary and Final Civic Use PUD.

COST

All outside Village costs are the responsibility of the applicant.

ATTACHMENTS

Plan Commission Recommendation PC25-12
Ordinance approving the Preliminary PUD
Ordinance approving the Final PUD
Preliminary & Final PUD
Storage Building Drawings

RECOMMENDATION

That the Village Board approve the Ordinance approving the Preliminary PUD for the Sugar Grove Township Highway Department with the following conditions:

1. Village Engineer Approval
2. No outdoor storage shall be permitted
3. Should the Township vacate the site, the PUD will no longer be valid

That the Village Board approve the Ordinance approving the Final PUD for the Sugar Grove Township Highway Department with the following conditions:

1. Village Engineer Approval
2. No outdoor storage shall be permitted
3. Should the Township vacate the site, the PUD will no longer be valid

VILLAGE PRESIDENT
Sue Stillwell

VILLAGE ADMINISTRATOR
Scott Koepfel

VILLAGE CLERK
Tracey R. Conti



VILLAGE TRUSTEES
Heidi Lendi
Matthew Bonnie
Sean Michels
Anthony Speciale
Nora London
Michael Roskopf

R E C O M M E N D A T I O N

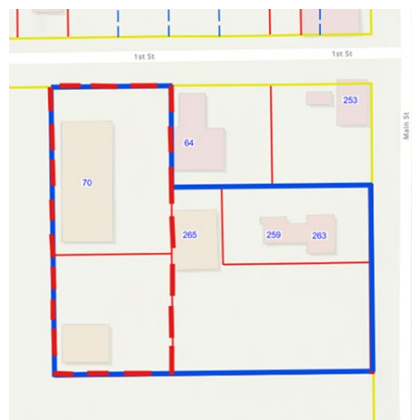
PC25-12

TO: Village President and Board of Trustees
FROM: Planning Commission
DATE: Meeting of August 19, 2025
PETITION: 25-011 Sugar Grove Township Highway Commission: Special Use; Preliminary & Final PUD

PROPOSAL

The applicant is requesting a Special Use Permit for a Preliminary and Final PUD, with numerous deviations. Section 11-11-3(D) of the Village Code, pertaining to Civic Use PUDs, permits the civic use to seek relief from the Village's bulk, site, architectural, and landscaping regulations. The proposed storage structure will be 40 feet by 40 feet and will be placed adjacent to the existing garage building on the southeast parcel. Because the primary purpose of the PUD request is to bring the already existing use into compliance with the Village Code and because the only development happening is the construction of the small storage structure, Staff deems the requested deviations acceptable.

LOCATION MAP



BACKGROUND & HISTORY

The subject property is the current location of the Sugar Grove Township Highway Department, which maintains the right-of-way on streets in unincorporated areas of the Township. The property consists of four separate parcels. The use of the property has been the Township for many years, however, due to the nonconforming nature of the structures on the property, no additional improvements can be made on the property without bringing the property into compliance with the current Village Code. The Township is proposing to construct a new storage building on the property and is therefore applying for a Planned Unit Development (PUD) to bring the entire property into compliance with the Village Code and to allow for the construction of the new structure. The Township is simultaneously applying to rezone the property, so the four parcels have the same zoning designation.

There are several deviations being requested as part of the PUD. The requested deviations are listed below:

1. The petitioner is requesting a deviation to waive the building setback requirements, with the minimum setback matching the smallest existing setback, which is 3 feet 3 inches.

2. The petitioner is requesting a deviation to allow factory finished corrugated metal panels for the new storage structure.

3. The petitioner is requesting a deviation to allow multiple buildings on the same lot.

4. The petitioner is requesting a deviation to allow accessory structures to have a building height up to 20 feet.

5. The petitioner is requesting a deviation to allow the lot coverage to be calculated as cumulative lot coverage for all parcels and to not exceed 70%.

6. The petitioner is requesting a deviation to allow the open storage area to have a hard surface of pavement or stone.

7. The petitioner is requesting a deviation to waive screening provisions for the property and to allow for an 8-foot-tall chain link fence in all yards around the property.

8. The petitioner is requesting a deviation to waive the submittal of the following items found in Section 11-11-6, pertaining to PUD Required Submittals: Landscape Plan / Tree Preservation Plan, Photometric Plan, Development Schedule, Architectural Drawings, Traffic Impact Study, Proposed Covenants, Utility Plan, School & Park Land and/or Cash Estimate, Kane – DuPage Land Use Study, Preliminary & Final Plat of Subdivision.

DISCUSSION

Commissioners discussed the proposal and briefly inquired about the following: the proposed storage shed, fencing, trees and landscaping, lighting, and the requested deviations. Foreman Bill Collins and Township Highway Commissioner, Doug Musser, satisfactorily addressed the Commissioners inquiries.

FINDINGS OF FACT

When considering special use requests, the Zoning Ordinance provides certain Standards to be considered. The Planning Commission hereby finds that the proposed Special Use:

- a. Will be harmonious with and in accordance with the general objectives of the Comprehensive Land Use Plan and/or this zoning ordinance.
The special use will be in accordance with the zoning ordinance because it will align with the current use of the adjoining properties.
- b. Will be designed, constructed, operated and maintained so as to be harmonious and appropriate in appearance with the existing or intended character of the general vicinity, and that such use will not alter the essential character of the same area.
The special use is owned by the same property owners as the adjacent lots and will be operated and maintained in the same manner. The design of the building is similar to the buildings on the adjacent properties and will not alter the general character of the area.
- c. Will not be hazardous or disturbing to existing or future neighborhood uses.
No.
- d. Will be adequately served by essential public facilities and services such as highways, streets, police and fire protection, drainage structures, refuse disposal, water sewers and schools, or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such services.
The special use will not impact or alter any of the essential public facilities and services currently in place.
- e. Will not create excessive additional requirements at public cost for public facilities and services, and will not be detrimental to the economic welfare of the Village.
The special use will not impact the economic welfare of the Village.
- f. Will not involve uses, activities, processes, materials, equipment and/or conditions of operation that will be detrimental to any persons, property or the general welfare by reason of excessive production of traffic, noise, smoke, fumes, glares or odors.
The special use will not generate excessive traffic, noise, smoke, fumes, glare, or odors to the neighboring properties.

- g. Will have vehicular approaches to the property which shall be so designed as to not create an undue interference with traffic on surrounding public streets or highways.
The special use will not have any additional vehicular traffic that will interfere with the current traffic on surrounding public streets and highways.
- h. Will not increase the potential for flood damage to adjacent property, or require additional public expense for flood protection, rescue or relief.
The special use will not increase the impervious area and will not impact or require any additional flood protection or storm water management plan at public expense.
- i. Will not result in the destruction, loss or damage of natural, scenic or historic features of major importance to the Village.
No.

EVALUATION

The PUD will bring the property into compliance with the Village Code and allow for the construction of the new storage shed.

Generally, this use is required to conform to the Village of Sugar Grove Special Use Standards. The following evaluation is based on the Special Use Standards.

1. Land Use/General – The use of the property remains unchanged.

2. Existing Conditions – The subject property is the current location of the Sugar Grove Township Highway Department.

3. Lots & Buildings – The proposed storage structure will not negatively affect the property or alter the character of the surrounding area.

PUBLIC RESPONSE

After due notice, the Planning Commission held a public hearing on July 16, 2025. The public did not express any concerns.

RECOMMENDATIONS

After carefully considering the facts, the Planning Commission recommends the Village Board **approve** the Special Use Permit for a Preliminary Planned Unit Development for the Township of Sugar Grove property located near the southwest corner of 1st and Main St, subject to the following conditions:

- 1. Township Supervisor must sign off on the project prior to Village Board approval;
- 2. Village Engineer approval;
- 3. No outdoor storage shall be permitted;

4. should the Township vacate the site, the PUD will no longer be valid.

The Planning Commission also recommends the Village Board **approve** the Special Use Permit for a Final Planned Unit Development for the Township of Sugar Grove property located near the southwest corner of 1st and Main St, subject to the following conditions:

1. Township Supervisor must sign off on the project prior to Village Board approval;
2. Village Engineer approval;
3. No outdoor storage shall be permitted;
4. should the Township vacate the site, the PUD will no longer be valid.

AYES: Rockwell, Coia, Guddendorf, Airhart, Bieritz

NAYES: None

ABSENT: Sabo

Motions Passed



**Village of Sugar Grove
Kane County, Illinois**

Ordinance No.: 2025-0902CD2

**Special Use for a Preliminary Planned Unit Development
(Sugar Grove Township Road District)**

**Adopted by the
Village Board
of the
Village of Sugar Grove
September 2, 2025**

Published in pamphlet form by
Authority of the Village Board
of the Village of Sugar Grove,
Kane County, September 2, 2025

Village Clerk

(seal)



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

ORDINANCE NO.: 2025-0902CD2

**Special Use for a Preliminary Planned Unit Development
(Sugar Grove Township Road District)**

WHEREAS, the Village of Sugar Grove (“Village”) is not a home rule municipality within Article VII, Section 6A of the Illinois Constitution, and accordingly, acts pursuant to the powers granted to it under 65 ILCS 5/1-1 *et seq.* and other applicable statutes; and,

WHEREAS, the Illinois Municipal Code, 65 ILCS 5/11-13-1.1 provides that the corporate authorities of any municipality may in its ordinances provide for the classification of special uses, including planned unit developments; and,

WHEREAS, the Village President and Board of Trustees of the Village (“Village Board”) have adopted a zoning ordinance, which has been amended from time to time, which establishes a process for the approval of planned unit developments and final plans related thereto; and,

WHEREAS, Sugar Grove Township Highway Commission (“Applicant”), has requested approval of a Preliminary Planned Unit Development Plan for property on First and Main Street (“Preliminary PUD”), with the subject property legally described in Exhibit “A”, attached hereto and incorporated herein by reference (“Property”); and,

WHEREAS, the Planning Commission/Zoning Board of Appeals held a meeting on July 16, 2025, to consider the Preliminary PUD, at which time the Planning Commission/Zoning Board of Appeals recommended approval of the Preliminary PUD as described in their report PC Recommendation 25-12; and,

WHEREAS, the Village Board has reviewed the request and has deemed that Preliminary PUD complies with the standards as set forth in the Zoning Ordinance of the Village of Sugar Grove and concurs with the recommendation of the Planning Commission/Zoning Board of Appeals subject to the following conditions:

1. Village Engineer Approval
2. No outdoor storage shall be permitted
3. Should the Township vacate the site, the PUD will no longer be valid

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF SUGAR GROVE, KANE COUNTY, ILLINOIS, AS FOLLOWS:

SECTION ONE: INCORPORATION OF RECITALS

The foregoing recital clauses are incorporated herein and adopted as the findings of fact by the Village Board of the Village of Sugar Grove.

SECTION TWO: APPROVAL OF PRELIMINARY PLANNED UNIT DEVELOPMENT PLAN

Pursuant to Section 11-11-6-D of the Village of Sugar Grove Zoning Ordinance, Planning Commission/Zoning Board of Appeals has confirmed that the preliminary plan submittals are in conformity with the preliminary plan development ordinance. Accordingly, the Village Board hereby establishes that the Preliminary PUD, attached hereto as Exhibit "B" and made a part hereof by this reference, is hereby approved on the Property.

SECTION THREE: GENERAL PROVISIONS

REPEALER: All ordinances or portions thereof in conflict with this ordinance are hereby repealed.

SEVERABILITY: Should any provision of this ordinance be declared invalid by a court of competent jurisdiction, the remaining provisions will remain in full force and effect the same as if the invalid provision had not been a part of this ordinance.

EFFECTIVE DATE: This ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

PRESENTED, PASSED AND APPROVED by the President and the Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, on this 2ND, day of September, 2025.

Sue Stillwell, Village President

Tracey R. Conti, Village Clerk

BOARD VOTE:

	Aye	Nay	Absent	Abstain	Recuse
Trustee Heidi Lendi	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Trustee Matthew Bonnie	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Trustee Sean Michels	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Trustee Anthony Speciale	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Trustee Nora London	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
Trustee Michael Roskopf	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

EXHIBIT A

THAT PART OF THE SOUTHWEST QUARTER OF SECTION 21, TOWNSHIP 38 NORTH, RANGE 7 EAST OF THE THIRD PRINCIPAL MERIDIAN DESCRIBED SA FOLLOWS: COMMENCING AT THE CENTER OF SECTION 21, THENCE SOUTH ALONG THE HALF SECTION LINE TO THE INTERSECTION OF THE CENTER LINE OF FIRST STREET FOR A POINT OF BEGINNING; THENCE SOUTH 198 FEET ALONG A LINE PARALLEL WITH THE HALF SECTION LINE; THENCE WEST 120 FEET ALONG A LINE PARALLEL WITH THE CENTER LINE OF FIRST STREET; THENCE NORTH 198 FEET TO THE CENTER OF FIRST STREET; THENCE EAST 120 FEET TO THE POINT OF BEGINNING, ALL IN THE VILLAGE OF SUGAR GROVE, KANE COUNTY, ILLINOIS, CONTAINING 0.56 ACRES, NOT INCLUDING THE STREET SITUATED.

THAT PART OF THE SOUTHWEST QUARTER OF SECTION 21, TOWNSHIP 38 NORTH, RANGE 7 EAST OF THE THIRD PRINCIPAL MERIDIAN DESCRIBED AS FOLLOWS: COMMENCING AT THE CENTER OF SECTION 21; THENCE SOUTH ALONG THE HALF SECTION LINE TO THE INTERSECTION OF THE CENTER LINE OF FIRST STREET; THENCE WEST 233 FEET ALONG THE CENTER LINE OF FIRST STREET; THENCE SOUTH PARALLEL WITH THE HALF SECTION LINE, 198.00 FEET FOR THE POINT OF BEGINNING; THENCE SOUTH 119 FEET ALONG A LINE PARALLEL WITH THE HALF SECTION LINE; THENCE WEST 120 FEET ALONG A LINE PARALLEL WITH THE HALF SECTION LINE; THENCE EAST 120 FEET PARALLEL WITH THE CENTER LINE OF FIRST STREET TO THE POINT OF BEGINNING; ALL IN THE VILLAGE OF SUGAR GROVE, KANE COUNTY, ILLINOIS, CONTAINING 0.30 ACRES.

THAT PART OF THE SOUTHWEST QUARTER OF SECTION 21, TOWNSHIP 38 NORTH, RANGE 7 EAST OF THE THIRD PRINCIPAL MERIDIAN, DAF COMMENCING AT THE NORTHEAST CORNER OF SAID SOUTHWEST QUARTER, THENCE SOUTH ALONG THE EAST LINE OF SAID SOUTHWEST QUARTER 307 FEET; THENCE WEST 176.5 FEET FOR THE POINT OF BEGINNING, THENCE WEST 51 FEET, THENCE SOUTH 186 FEET THENCE EASTERLY 227.5 FEET TO A POINT ON THE EAST LINE OF SAID SOUTHWEST QUARTER, 491 FEET SOUTH OF THE NORTHEAST CORNER THEREOF, THENCE NORTH ALONG SAID EAST LINE 100 FEET, THENCE WEST 176.6 FEET, THENCE NORTH 85 FEET TO THE POINT OF BEGINNING (EXCEPT THAT PART FALLING IN MAIN STREET), IN THE VILLAGE OF SUGAR GROVE, KANE COUNTY, ILLINOIS.

THAT PART OF THE SOUTHEAST QUARTER SECTION 21, TOWNSHIP 38 NORTH RANGE 7 EAST OF THE THIRD PRINCIPAL MERIDIAN, DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHEAST CORNER OF SAID SOUTHWEST QUARTER; THENCE SOUTH ALONG THE EAST LINE OF SAID SOUTHWEST QUARTER, 316.0 FEET THER POINT OF BEGINNING; THENCE SOUTH ALONG SAID EAST LINE, 75.0 FEET; THENCE WEST 176.50 FEET; THENCE NORTH 75.0 FEET; THENCE EAST 176.50 FEET TO THE POINT OF BEGINNING (EXCEPT THAT PART FALLING IN MAIN STREET) IN THE VILLAGE OF SUGAR GROVE, KANE COUNTY, ILLINOIS.