



BOARD REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: SCOTT KOEPEL, VILLAGE ADMINISTRATOR

SUBJECT: RESOLUTION UPDATING THE CPEP CRITERIA AND APPLICATION

AGENDA: June 16, 2026

DATE: June 9, 2026

ISSUE

Shall the Village Board update the Commercial Property Enhancement Criteria and Application (CPEP)?

DISCUSSION

At the June 2nd Village Board meeting the Trustees and Village President discussed the CPEP criteria and most recent projects. The consensus was that including specific repairs as part of the criteria was too restrictive. The Board wanted the focus of the program to be on how a potential project could enhance the community. They did not want the program to be focused on repairs that did not enhance downtown. Finance Director Karin Johns is recommending a new section title Grant Reimbursement Criteria be added. Staff also updated the application to make it easier to fill out.

In March of 2025 the Village Board made the most recent updates to the CPEP criteria and the membership of the review committee. After the two most recent applications staff was asked to bring back the program criteria for discussion and update. The program details and criteria for the program are attached along with the application. The recommended changes are in red.

The review committee consists of:

- President Sue Stillwell
- Trustee Michael Roskopf
- Community Development Director Daniel Marion
- Public Works Director Brad Merkel
- Community Development Assistant Becky Gwilt

COST

There is no cost to update the grant program.

ATTACHMENTS

- Redline Commercial Property Enhancement Program Application
- Resolution Updating CPEP

RECOMMENDATION

The Village Board approve the updated program.



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

RESOLUTION NO.: 20260616AD01

**A RESOLUTION UPDATING THE COMMERCIAL PROPERTY ENHANCEMENT
PROGRAM (CPEP) CRITERIA AND APPLICATION**

WHEREAS, the Village of Sugar Grove is a municipal corporation organized and operating under the laws of the State of Illinois; and

WHEREAS, the President and Board of Trustees of the Village recognize that the aesthetic quality, structural integrity, and economic vitality of local commercial districts are vital to the overall welfare, character, and economic health of the community; and

WHEREAS, the Village desires to update the Commercial Property Enhancement Program (CPEP) to encourage commercial property owners to invest in exterior and site improvements that enhance the architectural character and visual appeal of commercial businesses within designated areas of the Village; and

WHEREAS, CPEP is designed to reward proactive enhancements rather than repair existing deficiencies resulting from lack of proper maintenance; and

WHEREAS, a designated Program Review Committee will evaluate all applications on a rolling basis from May 1 to April 30 and subsequently provide formal funding recommendations to the Board of Trustees; and

WHEREAS, the Board of Trustees finds that the implementation of this program serves a public purpose by stimulating private investment, upgrading aging commercial infrastructure, and beautifying the Village's historic downtown.

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

- That the attached CPEP criteria and application are updated.

PASSED AND APPROVED by the President and the Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, on this 16th, day of June 2026.

Sue Stillwell, Village President

Tracey R. Conti, Village Clerk

BOARD VOTE:

	Aye	Nay	Absent	Abstain	Recuse
Trustee Heidi Lendi	_____	_____	_____	_____	_____
Trustee Matthew Bonnie	_____	_____	_____	_____	_____
Trustee Sean Michels	_____	_____	_____	_____	_____
Trustee Anthony Speciale	_____	_____	_____	_____	_____
Trustee Nora London	_____	_____	_____	_____	_____
Trustee Michael Roskopf	_____	_____	_____	_____	_____



COMMERCIAL PROPERTY ENHANCEMENT PROGRAM APPLICATION

PROPERTY OWNER INFORMATION

Owner(s) Name

Phone Number

Email Address

Street Address

Square Footage of Building

Property Identification Number

CORPORATE INFORMATION (IF APPLICABLE)

Corporate Name

Phone Number

Corporate Email Address

Corporate Address

PROJECT INFORMATION

\$ _____
Project Cost

\$ _____
Amount Requested from Village

Estimated Time for Completion
(After approval and Issuance of permit)

I/we hereby certify that all 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.

Applicant Signature

Title

Date

Office Use Only

Date Received: _____

Required Attachments Included: Yes No N/A

Preliminary Review Scheduled: Yes No N/A

Fiscal Year that funds will be expended: _____

Date of Preliminary Review: _____

Department Approvals

Community Development Evaluation: Yes No

Economic Development Evaluation: Yes No

Program Committee Review: Yes No

Finance Department Review: Yes No



COMMERCIAL PROPERTY ENHANCEMENT PROGRAM APPLICATION

Required Attachments and Information

1. **Proof of Ownership**

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

2. **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.

3. **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, the type of new material to be used, color, the location on the façade, or site, etc.

4. **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.

5. **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 the sign lettering style, letter, and sign dimensions.

6. **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.



COMMERCIAL PROPERTY ENHANCEMENT PROGRAM OVERVIEW

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 as reimbursements. Awards will be for ~~up to a~~ maximum of 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.

Location of eligible properties:

- 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 as reimbursements after eligible expenses are incurred. All work must represent an enhancement to the exterior of the property. The intent of the program is not for general repairs or deferred maintenance. 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. All relationships to desired contractors must be disclosed during the application period. For any work performed by the property owner, only material costs are eligible for reimbursement.

- ~~Rehabilitation of building exterior, including tuckpointing.~~
- ~~Work to address structural deficiencies with the building.~~
- ~~Replacement of windows and doors.~~
- ~~Replacement or installation of exterior lighting.~~
- ~~Replacement or installation of awnings or canopies~~



COMMERCIAL PROPERTY ENHANCEMENT PROGRAM OVERVIEW

- ~~• Replacement or installation of commercial signs.~~
- ~~• Replacement or installation of sidewalks and parking areas.~~
- ~~• Installation of enclosures for trash or recycling dumpsters that match the exterior of the building.~~
- ~~• Replacement of roofing.~~
- ~~• Enhanced Landscaping to the site, 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 the award.~~

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 during the application year, from May 1 to April 30.

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

~~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. The awardee is responsible for submitting an IRS Form W-9 Taxpayer Identification Form.~~

Grant Evaluation Criteria

- The extent to which the structure or site needs 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.

Grant Reimbursement Criteria

Within 90 days of the project award, all project documentation must be submitted for reimbursement. The Village will reimburse within 30 days of receipt of all requested materials. . Payment is made to the commercial property owner who applied. An award cannot be assigned to a contractor or other vendor. No reimbursements will be paid to 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.

- IRS Form W-9 Taxpayer Identification Form
- Proof of payment ex: receipt for eligible expenses or invoice and canceled check.



COMMERCIAL PROPERTY ENHANCEMENT PROGRAM OVERVIEW

Please contact ~~Becky Gwilt~~The Community Development Department, Economic Community Development Assistant, with any program questions and application submissions at ~~permitsbgwilt~~permitsbgwilt@sugargrovel.gov or by phone at 630-391-722041.