



# BOARD REPORT

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**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES

**FROM:** DANIELLE MARION, COMMUNITY DEVELOPMENT DIRECTOR

**SUBJECT:** RESOLUTION: COMMERCIAL PROPERTY ENHANCEMENT PROGRAM  
APPLICATION FOR 221 SOUTH MAIN STREET

**AGENDA:** June 2, 2026

**DATE:** May 22, 2026

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## ISSUE

Shall the Village Board approve a Resolution approving Commercial Property Enhancement Program (CPEP) grant application submitted by Sarah and Tim Goss for 221 S Main Street?

## DISCUSSION

The Village received an application from Sarah and Tim Goss for the property located at 221 S Main Street. The first improvement proposed is to repair the masonry that is leaking through tuckpointing at a cost of \$15,285.76. The second proposed improvement is to replace the existing red awnings with new black ones at a cost of \$6,840. The total cost for the project is \$22,125.00; the applicant is requesting a \$10,000.00 CPEP grant.

The Board discussed the proposal at the May 19<sup>th</sup> Village Board meeting. Board members inquired about the rendering that was provided showing what the building will look like when it is finished. The first question was regarding the brick, and if they planned to stain the brick. The second question was about the exterior lighting shown on the rendering and if the owners planned to also install those lights. Staff reached out to the applicants and they stated they did not plan to stain the brick, and that they have not gotten a quote for the lights yet, but the lights are something on their wish list for the future.

The CPEP Review Committee met to discuss the application. The committee consists of:

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

The committee was unanimous in recommending approval for the application for a grant of \$10,000.00.

As new owners of the building, Sarah and Tim Goss have several plans for improving the property. Beyond the items included in their CPEP application, they are installing a new drainage system and sump pumps in the basement to address ongoing water issues. Looking ahead, they hope to add pavers that could include dedicated bricks for families interested in preserving a piece of Main Street history. They also plan to enhance the ornamental detail of the masonry cap at the top of the building, pairing improved water flow with a more decorative finish. Finally, once the upstairs front unit becomes vacant, they intend to complete a cosmetic refresh, including new paint, refinished floors, and potentially new cabinets.

**COST**

The cost of this item is the \$10,000 grant funds. The FY2026-2027 Budget includes \$30,000 for the grant program.

**ATTACHMENTS**

CPEP guidelines  
221 S Main Street Grant Application  
Resolution

**RECOMMENDATION**

That the Village Board approve the Resolution approving the Commercial Property Enhancement Program grant for 221 S Main Street.

## **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.

- 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
- 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 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 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 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 **Becky Gwilt, Economic Development Assistant**, for program questions and application submissions, at [bgwilt@sugargroveil.gov](mailto:bgwilt@sugargroveil.gov) or by phone at 630-391-7241.



Commercial Property Enhancement Program Application

Property Information

SARAH & TIM GOSS

Property Owners Name

ON MAIN, LLC

Corporate Name (if applicable)

221 S. MAIN ST. SUGAR GROVE

Property Address

Corporate Address

(630) 202-3531

Property Owners Phone

N/A

Corporate Phone

sarahgoss@homecgmail.com

Property Owners E-mail Address

N/A

Corporate E-mail Address

4948

Sq. Footage of Building

14-21-182-026

Property Identification Number

Principal Business Activity: REAL ESTATE & HAIR SALON

Property Description: MIXED USE; 2 BUSINESS + 2 RESIDENTIAL

Amount Being Spent on Project: THIS PORTION = \$22,125

Amount Requested from the Village of Sugar Grove: \$10,000

Estimated Time for Completion After Approval and Issuance of Permit: 3-6 MO.

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.

SARAH GOSS

Print Name

[Signature]

Signature

Title

4/19/24

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



**Four Seasons Contracting Inc**

452 Pebblebrook Court  
Sugar Grove, IL 60554

**CONTINUED - Masonry Walls and Parapets**

DESCRIPTION	QTY	RESET	REMOVE	REPLACE	TAX	O&P	TOTAL
30. R&R Brick - structural (Giant brick), 10"	200.00 SF		4.43	25.58	172.16	1,234.84	7,409.00
<p>The exterior walls have areas where walls are falling away and in need of repairs. The building has received repairs of this type previously at the north east corner of the building and was performed quite nicely. This line item is for the same type of structural brick repairs needed at the south addition parapet wall and sporadically throughout the buildings exterior.</p>							
31. Re-point masonry	500.00 SF		0.00	11.95	4.00	1,195.80	7,174.80
<p>Generalized areas of re pointing of masonry exterior walls and patching is needed throughout the exterior walls. This is a generalized scenario for addressing those areas.</p>							
54. Awning - Labor Minimum	1.00 EA		0.00	584.96	0.00	117.00	701.96
<b>Totals: Masonry Walls and Parapets</b>					<b>176.16</b>	<b>2,547.64</b>	<b>15,285.76</b>

**Johnson Seat & Canvas Shop inc.**

**Estimate**

PO.Box 548  
Cortland IL 60112

<b>Phone #</b>	<b>Fax #</b>	<b>E-mail</b>
815-756-2037	815-756-8832	tim@johnsoncanvas.com

**SG on Main, LLC  
Sarah Goss  
221 S. Main St.  
Sugar Grove, IL 60554**

**DATE  
2/25/2026**

**Phone Fax**

**Description**

**Labor and materials to recover two large existing awnings using Sunbrella fabric color of customer choice.**

**Total cost for job \$6,840.00. Pricing does not include Graphics or print on covers.**

**Thank You**

**Tim Darnell**

**Sales Tax**

**50% Deposit Required Balance Due upon Completion**

**Proposal Accepted By \_\_\_\_\_**

**Pricing valid for 30 days.**





VILLAGE OF SUGAR GROVE  
KANE COUNTY, ILLINOIS

RESOLUTION NO.: 20260602CD1

**A RESOLUTION APPROVING A COMMERCIAL PROPERTY ENHANCEMENT PROGRAM GRANT APPLICATION SUBMITTED BY SARAH AND TIM GOSS 221 S MAIN STREET**

**WHEREAS**, Sarah and Tim Goss have submitted a Commercial Property Enhancement Program (CPEP) Grant Application to improve their property located at 221 S Main Street by tuckpointing the brink and replacing the awnings; and,

**WHEREAS**, 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 Sarah and Tim Goss for 221 S Main Street meets the program’s criteria, and a grant of \$10,000 will be issued.

**PASSED AND APPROVED** by the President and the Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, on this 2<sup>nd</sup>, day of June 2026.

\_\_\_\_\_  
Sue Stillwell, Village President

\_\_\_\_\_  
Tracey R. Conti, Village Clerk

BOARD VOTE:

	<b>Aye</b>	<b>Nay</b>	<b>Absent</b>	<b>Abstain</b>	<b>Recuse</b>
Trustee Heidi Lendi	_____	_____	_____	_____	_____
Trustee Matthew Bonnie	_____	_____	_____	_____	_____
Trustee Sean Michels	_____	_____	_____	_____	_____

Trustee Anthony Speciale

Trustee Nora London

Trustee Michael Roskopf

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____