



# BOARD REPORT

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

**FROM:** SCOTT KOEPEL, VILLAGE ADMINISTRATOR

**SUBJECT:** REVIEW OF CPEP PROGRAM AND CRITERIA

**AGENDA:** June 2, 2026

**DATE:** May 26, 2026

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## ISSUE

Shall the Village Board update the Commercial Property Enhancement Program (CPEP)?

## DISCUSSION

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. The program details and criteria for the program are attached along with the application. Finance Director Karin Johns is recommending a new section titled Grant Reimbursement Criteria be added. The recommended changes are in red. Staff also updated the application to make it easier to fill out.

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

- Commercial Property Enhancement Program Application

## RECOMMENDATION

The Village Board review the program and provide staff feedback.



# 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

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## 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 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 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
- Replacement or installation of commercial signs.



# COMMERCIAL PROPERTY ENHANCEMENT PROGRAM OVERVIEW

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- 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).

## **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

## **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

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Please contact Becky Gwilt, Community Development Assistant, with any program questions and application submissions at [bgwilt@sugargrovel.gov](mailto:bgwilt@sugargrovel.gov) or by phone at 630-391-7241.