



BOARD REPORT

TO: VILLAGE PRESIDENT & BOARD OF TRUSTEES

FROM: DANIELLE MARION, COMMUNITY DEVELOPMENT DIRECTOR

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

AGENDA: May 19, 2026

DATE: May 1, 2026

ISSUE

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

DISCUSSION

The Commercial Property Enhancement Program was approved by the Village Board in September 2022. The program was revised in March of 2025 and the CPEP review committee was appointed in June of 2025.

Sarah and Tim Goss recently purchased 221 S Main Street and would like to make improvements to the building and have submitted a grant application for some of the desired improvements. 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 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

There is no cost to discuss the application. The FY2026-2027 Budget includes \$30,000 for the grant program.

ATTACHMENTS

CPEP guidelines
221 S Main Street Grant Application

RECOMMENDATION

That the Village Board discuss the application or a \$10,000.00 grant under the Commercial Property Enhancement Program 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 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: _____

Community Development Evaluation

Approved ____ Y ____ N

Economic Development Evaluation

Approved ____ Y ____ N

Program Committee Review

Approved ____ Y ____ N

Finance Department Review

Approved ____ Y ____ N

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
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.							
31. Re-point masonry	500.00 SF		0.00	11.95	4.00	1,195.80	7,174.80
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.							
54. Awning - Labor Minimum	1.00 EA		0.00	584.96	0.00	117.00	701.96
Totals: Masonry Walls and Parapets					176.16	2,547.64	15,285.76

Johnson Seat & Canvas Shop inc.

Estimate

PO.Box 548
Cortland IL 60112

Phone #	Fax #	E-mail
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.

