BOARD REPORT

TO:	VILLAGE PRESIDENT & BOARD OF TRUSTEES
FROM:	SCOTT KOEPPEL, VILLAGE ADMINISTRATOR DANIELLE MARION, COMMUNITY DEVELOPMENT DIRECTOR
SUBJECT:	RESOLUTION APPROVING TASK ORDER 26-01
AGENDA:	November 10, 2026
DATE:	November 4, 2026

ISSUE
Should the Board of Trustees approve task order 26-01 setting the rates for individual reviews?

DISCUSSION
The Village routinely receives construction site plan submittals for individual residential lots within approved subdivisions. These submittals require technical review to verify compliance with local residential building permit requirements and applicable regional codes. Task Order No. 26-01 authorizes Robinson Engineering, Ltd. to provide professional engineering review services for these individual lot submittals pursuant to the parties' Professional Services Agreement. The FY 26-27 budget is based on set fees for individual reviews. This task order allows staff to remain within budget.

Scope of Services
Under the proposed task order, Robinson Engineering will review individual lot site plans and as-built submittals and provide comments or compliance determinations to developers and home builders. Reviews include items such as building setbacks, drainage and utility easements, foundation elevations, driveway and sidewalk layouts, utility services, grading and drainage, erosion control measures, and other site-related improvements. Structural reviews of residential home building plans are specifically excluded from the scope.

Compensation
Services will be provided on a per-lot or per-submittal basis in accordance with the fee schedule contained in Task Order No. 26-01. Review fees vary based on the type of review and number of submittals received.

COST

Typically, the costs are borne by the developer or permit applicant. A chart in the task order details the costs.

ATTACHMENTS

- Resolution approving task order 26-01

RECOMMENDATION

That the Village Board approves resolution.

VILLAGE OF SUGAR GROVE
KANE COUNTY, ILLINOIS

RESOLUTION NO. 20261110 AD4

RESOLUTION AUTHORIZING A TASK ORDER WITH ROBINSON ENGINEERING FOR LOT REVIEW SERVICES

WHEREAS, the Village of Sugar Grove requires professional engineering services to review individual submittals for conformance with applicable local residential building permit requirements and regional codes; and

WHEREAS, Robinson Engineering, Ltd. has presented Task Order No. 26-01 for Individual Residential Lot Review Services pursuant to the Professional Services Agreement dated November 10, 2026; and

WHEREAS, Task Order No. 26-01 establishes the scope, fee schedule, and two-business-day review period for those services; and

WHEREAS, the Village of Sugar Grove FY 2026-27 budget estimated engineering costs based on fixed amounts per lot; and

WHEREAS, the President and Board of Trustees find it advisable and in the best interests of the Village to approve Task Order No. 26-01.

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

The Village President is hereby authorized to sign the attached Agreement

PASSED AND APPROVED by the President and the Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, on this **10th** day of **November 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					

Task Order No. 26-01
Village of Sugar Grove, Illinois (OWNER)
and Robinson Engineering, Ltd. (ENGINEER)
Pursuant to Professional Services Agreement dated November 10, 2026

Project Information

Services Name: Individual Residential Lot Review Services

The OWNER receives proposed construction site plans for the development of individual lots within approved subdivisions from developers/home builders. The OWNER shall forward the development submittal to the ENGINEER for review of conformance with local residential building permit and regional codes.

Scope of Services

The ENGINEER shall review development of individual lot submittals and supply comments to developers/home builders for conformance with local residential building permit and regional codes. The drawings for residential home structures shall be reviewed separately and not by the ENGINEER. The components of the individual lot review shall include but not be limited to the following items:

Lot Number, Street Address, Lot Size, Property Legal Description, Building Footprint, Building Setbacks (Front, Rear, and Side), Location of Drainage & Utility Easements, Top of Foundation Elevations, Finished Adjacent Grade Elevations, Limits of Walk-out and Look-out Basements, Adjacent Foundation Locations, Existing Elevations at Property Lines, Fire Hydrant and Sewer Structure Locations/Elevations, Driveway Location, Thickness, and Slopes, Sidewalk Location and Thickness, Sump Pump Discharge, Erosion Control Items, Patios and Decks Location/Elevations, Water & Sewer Service Locations, Yard Slopes (Front, Rear, and Side), Pool Location (if necessary), Location of Floodplain (if necessary)

Compensation

Site Plan Review – First Submittal	$ 250 Per Lot
Site Plan Review – Second Submittal	No Charge
Site Plan Review – Third Submittal & Subsequent Submittals	$ 125 Per Lot
As-Built Review – First Submittal	$ 250 Per Lot
As-Built Review – Second Submittal & Subsequent Submittals	$ 125 Per Lot
As-Built Review – Site Visit	$ 100 Per Lot
Secondary Structure – First Submittal (Pool, Shed, Accessary Buildings, etc.)	$ 250 Per Submittal
Secondary Structure – Second Submittal & Subsequent Submittals	$ 125 Per Submittal

Schedule

The OWNER shall provide the ENGINEER with developer/home builder submittals electronically on an as-needed basis. The ENGINEER shall provide the OWNER with a comment or compliance letter within two (2) business days of receipt from the OWNER.

TASK ORDER AUTHORIZATION AND ACCEPTANCE:

ENGINEER:	OWNER:
ROBINSON ENGINEERING, LTD.	VILLAGE OF SUGAR GROVE
Jeffrey C. Pintar, PE Date	Sue Stillwell Date
Director of Municipal Services	Village President