

<p>Village President P. Sean Michels</p> <p>Village Clerk Cynthia Galbreath</p> <p>Village Administrator Brent M. Eichelberger</p>	 <p>10 S. Municipal Drive Sugar Grove, Illinois 60554 Phone: 630-466-4507 Fax: 630-466-4521</p>	<p>Village Trustees</p> <p>Robert Bohler Kevin Geary Mari Johnson Rick Montalto David Paluch Thomas Renk</p>
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**Agenda  
December 20, 2011  
Regular Board Meeting  
6:00 P.M.**

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Hearing:
  - a. None
5. Appointments and Presentations
  - b. None
6. Public Comment on Items Scheduled for Action
7. Consent Agenda
  - a. Approval: Minutes of the December 06, 2011 Meeting
  - b. Approval: Vouchers
  - c. Approval: Treasurer's Report
  - d. Resolution: Accepting an Easement – SG Research Park Lot 34
  - e. Resolution: Accepting an Easement – Village Bible Church
  - f. Resolution: Authorizing a Labor Agreement
  - g. Ordinance: An Ordinance Amending Title 11 of the Village Code - Parking Requirements
8. General Business
  - a. Discussion: Departmental Action Plan Update
  - b. Discussion: 6 Month Budget Update
9. New Business
10. Reports
  - a. Staff Reports
  - b. Trustee Reports
  - c. Presidents Report
11. Public Comments
12. Airport Report
13. Closed Session: Land Acquisition, Personnel, Litigation
14. Adjournment

**Committee of the Whole  
Cancelled**

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**VILLAGE OF SUGAR GROVE  
BOARD REPORT**

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

**FROM:** RICHARD YOUNG, COMMUNITY DEVELOPMENT DIRECTOR

**SUBJECT:** RESOLUTION: GRANT OF WATERMAIN EASEMENT ON THE EAST SIDE OF LOT 34 WITHIN THE SUGAR GROVE RESEARCH PARK

**AGENDA:** DECEMBER 20, 2011 REGULAR BOARD MEETING

**DATE:** DECEMBER 16, 2011

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**ISSUE**

Should the Village accept a grant of easement for a watermain within the Sugar Grove Research Park.

**DISCUSSION**

The Village has received a grant of easement for a watermain easement along the east side of Lot 34 within the Sugar Grove Research Park on Heartland Drive. The Village Engineer has reviewed this request and recommends granting the afore mentioned easement. Staff also recommends approval of the easement as it will allow for the orderly development of this area of the Village.

**ATTACHMENTS**

Resolution Accepting a Grant of Easement

**COST**

There have been limited Village Engineer costs associated with this review which will be paid by the developer of this property.

**RECOMMENDATION**

That the Village Board approve Resolution 20111220A, A Resolution Authorizing Acceptance of the Grant of Easement.



**Resolution # 20111220A**

**RESOLUTION AUTHORIZING EXECUTION OF AND  
ACCEPTANCE OF A GRANT OF EASEMENT PLAT FOR A  
PORTION OF LOT 34 WITHIN THE SUGAR GROVE RESEARCH  
PARK, VILLAGE OF SUGAR GROVE, KANE COUNTY, ILLINOIS**

**WHEREAS**, the Village is not a home rule municipality within Article VII, Section 6A of the Illinois Constitution; and

**WHEREAS**, the Village has been prepared a Plat of Dedication and Grant of Easement for a portion of lot 34 within the Sugar Grove Research Park as attached as Exhibit A; and

**WHEREAS**, it is in the Village’s best interest to have the dedication of a watermain easement at this location; and

**WHEREAS**, the easements would be necessary for orderly development of this area;

**NOW, THEREFORE, BE IT RESOLVED** by the President and Board of Trustees that the Village Board hereby authorizes execution of and acceptance of a Grant of Easement, and that the Village President and Village Clerk are hereby authorized to execute said documents on behalf of the Village.

Passed by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, at a regular meeting thereof held on the 20<sup>th</sup> day of December, 2011.

\_\_\_\_\_  
P. Sean Michels, President of the Board of Trustees  
of the Village of Sugar Grove, Kane County, Illinois

ATTEST: \_\_\_\_\_  
Cynthia Galbreath, Clerk, Village of Sugar Grove

	Aye	Nay	Absent	Abstain
Trustee Robert E. Bohler	_____	_____	_____	_____
Trustee Kevin M. Geary	_____	_____	_____	_____
Trustee Mari Johnson	_____	_____	_____	_____
Trustee Rick Montalto	_____	_____	_____	_____
Trustee Thomas Renk	_____	_____	_____	_____
Trustee David Paluch	_____	_____	_____	_____

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**VILLAGE OF SUGAR GROVE  
BOARD REPORT**

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

**FROM:** RICHARD YOUNG, COMMUNITY DEVELOPMENT DIRECTOR

**SUBJECT:** RESOLUTION: GRANT OF WATERMAIN AND BIKE PATH  
EASEMENTS ON THE VILLAGE BIBLE CHURCH PROPERTY  
LOCATED AT 847 NORTH IL RT. 47

**AGENDA:** DECEMBER 20, 2011 REGULAR BOARD MEETING

**DATE:** DECEMBER 16, 2011

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**ISSUE**

Should the Village accept a grant of easements for a watermain easement and a bike path easement on the property owned by the Village Bible Church.

**DISCUSSION**

The Village has received a grant of easement from the Village Bible Church for a watermain easement on the eastern portion of their property and a bike path easement paralleling IL Rt.47. The Village Engineer has reviewed these requests and recommends granting the afore mentioned easements. Staff also recommends approval of these easements as it will allow for the orderly development of this area of the Village.

**ATTACHMENTS**

Resolution Accepting a Grant of Easements

**COST**

There have been limited Village Engineer costs associated with this review which have already been paid by the property owner.

**RECOMMENDATION**

That the Village Board approve Resolution 20111220B, A Resolution Authorizing Acceptance of the Grant of Easements.



**Resolution # 20111220B**

**RESOLUTION AUTHORIZING EXECUTION OF AND  
ACCEPTANCE OF A GRANT OF EASEMENT PLAT FOR A  
PORTION OF THE VILLAGE BIBLE CHURCH PROPERTY  
LOCTED AT 847 NORTH IL RT. 47, VILLAGE OF SUGAR GROVE,  
KANE COUNTY, ILLINOIS**

**WHEREAS**, the Village is not a home rule municipality within Article VII, Section 6A of the Illinois Constitution; and

**WHEREAS**, the Village has been prepared a Plat of Dedication and Grant of Easement for a portion of the Village Bible Church property located at 847 North IL Rt. 47 attached as Exhibit A; and

**WHEREAS**, it is in the Village’s best interest to have the dedication of a watermain easement and a bike path easement at this location; and

**WHEREAS**, the easements would be necessary for orderly development of this area;

**NOW, THEREFORE, BE IT RESOLVED** by the President and Board of Trustees that the Village Board hereby authorizes execution of and acceptance of a Grant of Easement, and that the Village President and Village Clerk are hereby authorized to execute said documents on behalf of the Village.

Passed by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, at a regular meeting thereof held on the 20th day of December, 2011.

\_\_\_\_\_  
P. Sean Michels, President of the Board of Trustees  
of the Village of Sugar Grove, Kane County, Illinois

ATTEST: \_\_\_\_\_  
Cynthia Galbreath, Clerk, Village of Sugar Grove

	Aye	Nay	Absent	Abstain
Trustee Robert E. Bohler	_____	_____	_____	_____
Trustee Kevin M. Geary	_____	_____	_____	_____
Trustee Mari Johnson	_____	_____	_____	_____
Trustee Rick Montalto	_____	_____	_____	_____
Trustee Thomas Renk	_____	_____	_____	_____
Trustee David Paluch	_____	_____	_____	_____

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**VILLAGE OF SUGAR GROVE  
BOARD REPORT**

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**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES  
**FROM:** JUSTIN VANVOOREN, FINANCE DIRECTOR  
BRENT M. EICHELBERGER, VILLAGE ADMINISTRATOR  
**SUBJECT:** MID-YEAR BUDGET UPDATE  
**AGENDA:** DECEMBER 20, 2011 COMMITTEE OF THE WHOLE MEETING  
**DATE:** DECEMBER 13, 2011

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**ISSUE**

Discussion of the mid-year budget update.

**DISCUSSION**

As of October 31, 2011, the Village was through the first half of the fiscal year. Staff has projected revenues and expenditures for the General Fund and operating revenues and operating expenses for the Waterworks and Sewerage Fund through the end of fiscal year 2011 – 2012. Staff is tracking the remaining 5 funds, but has noted no large differences that are of concern at this time.

The General Fund revenues are expected to exceed the fiscal year 2011 – 2012 Budget by approximately \$9,700 and expenditures are expected to be less than budget by approximately \$19,700. This is projected to result in a \$29,400 increase in the budgeted surplus for a total surplus of approximately \$40,200. The following are explanations of major revenue and expenditure differences:

- 1) Utility Tax - Natural Gas (\$22,200) – lower natural gas prices and usage resulting in less revenue
- 2) State income tax \$34,200 – IML has increased the projected per capita receipts
- 3) Towing fees (\$30,000) – number of towing fees collected less than expected
- 4) All departments, medical insurance \$43,400 – insurance increase lower than expected
- 5) Administration, Insurance Premiums \$10,500 – general liability insurance rates lower than expected
- 6) Police, salaries (\$53,300) – due to officers out on disability
- 7) Streets, electricity \$14,800 – reduction based on historical average and current year-to-date expenditures
- 8) Board, public relations (\$8,000) – added expenditure for electronic sign board which was not a budgeted item

The Board directed staff to bring the following items (not included in the projected numbers above) back for discussion during the mid-year budget update:

- 1) Village Hall carpet replacement –Staff obtained quotes for carpeting throughout the Village Hall. In addition to the cost of replacement carpeting, there are also significant costs for removal and replacement of work stations, file cabinets, etc. Based on the condition of the carpeting and the costs, staff makes the following recommendations:
  - a. Administration side – \$1,000 – professional carpet cleaning
  - b. Board room – \$6,500 – 2 ft. x 2 ft. carpet squares
  - c. Police – \$10,000 – replacement of certain sections of carpet by staff and/or installer with tile or carpet.
- 2) Non-represented employee step increases – \$13,800 – In response to the unprecedented economic conditions the Village faced, the Village has not granted step increases for three year for non-represented employees. Staff is proposing step increases retroactive to November 1, 2011 (6 months during fiscal year 2011 – 2012). The cost per month is \$2,300 in the General Fund and \$1,100 in the Waterworks and Sewerage Fund.

In addition, based on overwhelming resident interest, staff recommends the following:

- 3) 50/50 Parkway tree program – \$7,500 – Since the discovery of the emerald ash borer (EAB) in July 2008, the Village has removed a total of 264 Ash trees infested with EAB. To date, 77 of those trees have been replaced, including 36 trees received under a \$9,850 IDNR Reforestation Grant. The Fall 2011 planting expended all fiscal year 2011 – 2012 funds budgeted for the 50/50 program. Several additional residents have expressed interest in participating if additional funds are allotted for a spring planting.

Staff projected and included 0 residential, 6 commercial, and 308 miscellaneous building permits in the fiscal year 2011 – 2012 budget approved by the Village Board, which we continue to track throughout the fiscal year and report on. As of November 30, 2011, 1 of the residential, 1 of the commercial, and 276 of the miscellaneous building permits have been issued.

The Waterworks and Sewerage Fund operating revenue are expected to be less than budgeted by approximately \$173,300 and operating expenses are expected to be less than budgeted by approximately \$3,400. This will result in a \$169,900 increase in the budgeted deficit for a total operating deficit of \$304,700. The delayed implementation of the rate increases and failure of meters has caused the revenues to be lower than projected. Planned rate adjustments should cause the fund to be balanced over a multi-year period. Staff will continue to closely monitor revenues as we move forward in fiscal year 2011 – 2012.

The Village budgeted to replace the entire water meter system utilizing bond proceeds that would be paid back over 12 – 15 years. However, it was determined the whole system wouldn't be replaced at this time due to most of the meters being under warranty. The Village implemented a \$1 water meter program fee in September 2011 that will pay for approximately \$33,000 of the expected fiscal year 2011 – 2012 cost of approximately \$110,000. The remaining amount will be paid for out of future water meter program fees.

### **COST**

There are no costs associated with this discussion.

### **RECOMMENDATION**

That the Board discuss the mid-year budget update and by consensus authorize staff to implement the recommended items.

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**VILLAGE OF SUGAR GROVE  
BOARD REPORT**

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**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES  
**FROM:** JUSTIN VANVOOREN, FINANCE DIRECTOR  
**SUBJECT:** MONTHLY TREASURER'S REPORT  
**AGENDA:** DECEMBER 20, 2011 REGULAR BOARD MEETING  
**DATE:** DECEMBER 15, 2011

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**ISSUE**

Should the Village Board approve the November 2011 monthly Treasurer's report.

**DISCUSSION**

The Summarized Revenue & Expense Reports are attached (pages 1 – 7). At November 30, 2011 we are through 7 months of the year (58.3%).

The General Fund revenues and expenditures are at 72.6% and 47.1%, respectively. The main reason revenues are higher than budgeted is due to the timing of receipt of property taxes. The main reason for the expenditures being lower than budgeted is many expenditures are attributable to the prior fiscal year, for which journal entries have already been made. The following expenditures have budget or actual amounts over \$5,000 and are higher than budget by 10% or more:

		<u>Budget</u>	<u>Actual</u>	<u>% Spent</u>	
01-51-6102	Salaries-Overtime	54,195	49,461	91.3%	A
01-51-6209	Uniform Allowance	10,400	40,400	100.0%	B
01-53-6105	Salaries-Seasonal	7,005	7,620	108.7%	C
01-53-6500	General Equipment	16,000	14,493	90.6%	D
01-53-6603	Specialized Supplies	5,500	5,001	91.0%	E
01-53-6606	Landscaping Supplies	11,850	22,805	192.4%	F
01-56-6302	Audit Services	11,350	9,011	79.4%	G

A Pol – This is due to the timing of Corn Boil as well as officers out on disability.

B Pol – This is due to the timing of payments for the uniform allowance.

C Str – This is due to the timing of work for the seasonal employees, as well as additional work upon retirement of the part-time laborer.

- D Str – This is due to the purchase of a mower and stump grinder. Both items were budgeted and this account is not expected to go over budget.
- E Str – This is due to the seasonal purchase of mosquito control chemicals which was a budgeted item.
- F Str – This is due to the purchase of parkway trees. Although unbudgeted, the Village will be reimbursed by a \$9,850 EAB grant.
- G Fin – This is due to the timing of payments which coincide with the filing of the audit. There is no anticipation for this account to be over budget.

Please note engineering invoices are paid approximately 2 months after services are provided. Thus, engineering services accounts in the General Fund, Infrastructure Capital Projects Fund, and Waterworks and Sewerage Fund will reflect a 2 month lag.

The General Capital Projects Fund revenues are at 41.4% and expenditures are at 42.6%. The expenditures are low due to projects not being billed or not starting yet this fiscal year.

The Industrial TIF Fund expenditures are at 145.0%. The expenditures are high due to the timing of the project during the fiscal year, as well as revisions to the TIF plan.

The Infrastructure Capital Projects Fund revenues are at 58.4% and expenditures are 11.5%. The expenditures are low due to projects not being billed or not starting yet this fiscal year.

The Debt Service Fund revenues are at 51.8% and the expenditures are at 17.7%. The expenditures are low due to the timing of debt payments throughout the year.

The Waterworks and Sewerage Fund operating revenues and operating expenses are at 56.4% and 59.8%, respectively. The capital revenues and expenses are at 55.5% (excluding debt issuance) and 0.1% (excluding the new water meter system), respectively. The capital expenses are low due to projects not starting yet this fiscal year. The following expenses have budget or actual amounts over \$5,000 and are higher than budget by 10% or more:

		<u>Budget</u>	<u>Actual</u>	<u>% Spent</u>	
50-50-6302	Audit Services	11,350	9,011	79.4%	H
50-50-6307	I.S. Services	4,864	6,532	134.3%	I
50-50-8002	Debt – Principal	528,231	443,044	83.9%	J
50-50-8003	Debt – Interest	280,004	277,011	99.0%	K
50-59-6313	SCADA Services	6,000	8,551	142.5%	L
50-60-6311	IEPA Water Sampling	10,000	8,296	83.0%	M
50-60-6406	Repair & Maint – Bldg	4,000	7,472	186.8%	N

- H W&S Adm – This is due to the timing of payments which coincide with the filing of the audit. There is no anticipation for this account to be over budget.

- I W&S Adm – This is due to the installation and monthly hosting of iConnect (for online utility billing). This was not a budgeted item, but was discussed with the Board prior to installation. The account will be over budget for the year.
- J W & S Adm – This is due to the timing of payments for debt. Payments are budgeted; this account is not expected to be over budget.
- K W & S Adm – This is due to the timing of payments for debt. Payments are budgeted; this account is not expected to be over budget.
- L Water Ops – This is due to emergency repairs for the SCADA system caused by a lightning strike.
- M Water Ops – This is due to the timing of water sampling program. This is a budgeted item.
- N Water Ops – This is due to emergency inspections of the water system due to a lightning strike.

The Refuse Fund revenues and expenses are at 57.5% and 49.3%, respectively. The expenses are below expectations due to the timing of payments being made to Waste Management.

Staff projected and included 0 residential, 6 commercial, and 325 miscellaneous permits in the fiscal year 2011 – 2012 budget approved by the Village Board, which we will track throughout the fiscal year and report on. As of November 30, 2011, 1 of the residential, 1 of the commercial, and 276 of the miscellaneous permits have been issued. The following accounts will be included in each Treasurer’s Report to reflect the revenues from building activity:

		<u>Budget</u>	<u>Actual</u>	<u>% Earned</u>
01-00-3310	Building Permits	38,100	30,563	80.3%
01-00-3320	Cert of Occupancy Fees	600	1,100	183.3%
01-00-3330	Plan Review Fees	1,920	1,046	54.5%
01-00-3340	Reinspection Fees	2,873	880	30.7%
01-00-3350	Transition Fees	0	0	0.0%
01-00-3740	Zoning and Filing Fees	5,500	2,500	45.5%
01-00-3760	Review and Dev. Fees	106,600	48,561	45.6%
30-00-3850	Improvement Donations	0	0	0.0%
30-00-3851	Emerg Warn Device Fee	0	0	0.0%
30-00-3852	Life Safety-Police	0	200	100.0%
30-00-3853	Life Safety-Streets	0	200	100.0%
30-00-3856	Commercial Fee	0	0	0.0%
35-00-3854	Traffic Pre-emption Donate	0	0	0.0%
35-00-3855	Road Impact Fee	0	1,000	100.0%
50-00-3310	Meter Reinspections	175	0	0.0%
50-00-3670	Meter Sales	11,565	2,829	24.5%
50-01-3651	Water Tap-On Fees	17,403	5,597	32.2%
50-01-3652	Sewer Tap-On Fees	0	151	100.0%
50-01-3791	Fire Suppr Tap-On Fee	17,403	0	0.0%

**COST**

There are no direct costs associated with the monthly Treasurer's report.

**RECOMMENDATION**

That the Board approve the November 2011 monthly Treasurer's report.

Village of Sugar Grove, Illinois  
Administration Department Action Plan  
Fiscal Year 2011-2012

The budget for fiscal year 2011 – 2012 remains conservative and does not include significant new services. However, all basic services residents have come to expect from the Village will remain stable in spite of continued tight economic times and a decrease in staff. Administration Staff will continue to assist other departments in day-to-day functions as needed. While given the resources available the Action Plan can be considered an ambitious plan, and recognizing that circumstances that arise during the year may cause a change in priorities, it is believed that the plan as presented is attainable.

It should be noted that ongoing efforts such as, document imaging and retention, press release program, legislative monitoring, seeking out grant opportunities, overseeing grants submitted, and community involvement, are not specifically listed in the action plan. This does not lessen their importance, but as they have become annual activities and the action plan is a tool to highlight new or non-annual efforts, they are not included.

Specific goals for the Administration Department are listed below.

1. Monitor the Mallard Point/Rolling Oaks Drainage Area Project. This will include working with the residents of Mallard Point, Rolling Oaks, and the Rob Roy Drainage District to insure that they are kept informed of the progress of the project. It is recognized that this item is not completely within the control of the Village. LTC

*Significant progress has been made on this item. Bids have been received, final draft IGA's with Kane County and the RRDD are under consideration, easement acquisition documents have been prepared, special assessment documents have been filed and the project bids have been opened.*

2. Monitor all the subdivision improvements, both within areas that are currently under the control of a developer and those for which the LOC/Bonds have been called to insure that the public improvements are completed. It is recognized that this item is not completely within the control of the Village.

*Prairie Glen improvements are nearly complete. Legal action continues through the court system for Hannaford Farm and Settlers Ridge. Legal action will be filed for the Landings.*

3. Successfully complete Labor Agreement negotiations with the Sergeants. Initial contract negotiations with the labor union representing the Sergeants began in 2008. Full completion will be achieved by the signing of a Labor Agreement. It is recognized that this item is not completely within the control of Sugar Grove.

*Negotiations continue to be unsuccessful. Unless there is progress early in 2012, this will likely go to an arbitration decision.*

4. Successfully complete Labor Agreement negotiations with the Patrol Officers. The current contract expires April 30, 2011. Full completion will be achieved by the signing of a new Labor Agreement. It is recognized that this item is not completely within the control of Sugar Grove.

*Negotiations were successful and approval of a new agreement is pending.*

Village of Sugar Grove, Illinois  
Administration Department Action Plan  
Fiscal Year 2011-2012

5. Successfully establish an Industrial Tax Increment Financing District to promote economic development. STC

*TIF #1 is scheduled for Village Board action early in 2012. TIF #2 is proceeding and should be ready for action late this fiscal year or early next fiscal year.*

6. Begin procurement of high speed internet access for economic development. Establish an Information Infrastructure Task Force to work toward identifying and pursuing high speed internet access providers. STC

*An ad hoc committee was formed and has begun meeting. The committee is in the information gathering stage.*

7. Continue to Promote Safety within the Administration Department and Throughout the Village of Sugar Grove Organization. As a member of the Intergovernmental Risk Management Agency, the Village strives to maintain the safest workplace possible. This is an ongoing effort. For FY 09-10 full compliance for the Administration Department will be achieved by having accident rates and other safety related indexes as measured by IRMA, at or below our IRMA determined target.

*The Village remains in good standing with IRMA.*

8. IL Route 47 & Interstate 88 Interchange Study. The Village has been working with IDOT, ISTHA, and developers on an Interchange Feasibility Study for I-88 and IL Route 47. The Interchange Design Study has been completed which establishes the preferred full interchange geometry and delineates future right-of-way needs, identifies the 2030 lane configuration on IL Route 47, addresses the feasibility of an interim full diamond interchange, and establishes a foundation for the next phase of planning as required by IDOT and ISTHA. Administration will coordinate moving forward with the next phase of planning this important connection within the community. LTC

*We have obtained confirmation from the Tollway that the interchange is eligible for Tollway financial participation. Efforts with IDOT and Kane County continue. An economic impact analysis is being conducted through cooperation with the primary landowner.*

9. Veterans Park. The Village approved a plan to provide a Veterans Park on current Village Property known as the Old Hotel. Successful completion of this item will include the formation of the Veterans Park Committee as a not-for-profit, the transfer of the parcel to the Park District, and the opening of Veterans Park.

*A separate NFP has been created for Veterans Park and the lease of the land to the NFP is anticipated to be approved in early 2012.*

10. Meet with a minimum of 5 "Powers of Influence" throughout the year. This will further the relationship between the Village and representatives of other governmental bodies at the local, County, State, and Federal levels and Metra/CTA/RTA representatives. Full completion of this goal will be achieved by meeting with 5 Powers of Influence.

Village of Sugar Grove, Illinois  
Administration Department Action Plan  
Fiscal Year 2011-2012

*Meetings have taken place with various representatives regarding 88 & 47, a future Metra Station and Dugan Road.*

11. Formalize the updated Intergovernmental Agreement with Kaneland School District. Full completion of this goal will be achieved by an agreement be reached by all municipalities within the district.

*After extensive research, study, evaluation and discussion, this item is complete with the determination by the Village Board that the achievable IGA is not in the best interest of the community.*

12. Complete the comprehensive update to the Human Resources Manual (HRM). Full compliance will be achieved by the adoption of a new HRM, distribution to all employees and training on the policies contained within the HRM. February 2012 is the anticipated completion date for this item.  
STC

*In the best interest of the Village, a new Labor Attorney was retained during the year. The new attorney has been focusing on the Labor Agreements. As those items reach conclusion, the HRM will become the next focus.*

Village of Sugar Grove  
Fiscal Year 2011-2012 Mid Year Review  
Community Development Department Action Plan

Specific goals for the Community Development Department for FY 11-12 are as follows:

1. Maintain permit processing time to 10 working days for residential and 15 working days for commercial permits. In order to make sure that the applicant have some assurance that their permits will be processed and issued in a timely manner, the Department has set a goal of 10 working days for residential and 15 days for commercial permit reviews, to complete the Village portion of any permit review. Permit issuance may take longer due to delays on the applicants end such as making required plan revisions and returning them for Village review. It is possible, that because of staffing limitations and increased application volume during the summer months that these time frames will be difficult to meet. The use of outside part-time help for both plan reviews and inspection services will continue as the budget permits. Full completion of this goal will be to have all applications processed and either issued a permit or follow up letter written no later than 10 working days for residential applications and 15 days for commercial applications.

*In most cases the timeframes noted have been met. Upon internal review of why a time limit is exceed it is generally a) the quality of the application plans and/or b) contactor registration is needed*

2. Achieve ten residential permits issued in the fiscal year. This will include the creation of creative processes or incentives policies being proposed, approved and adopted by the Village Board.

*Only one new residential permit has been issued this FY. In an effort to try and generate additional residential activity, the Village President, Village Administrator and the Community Development Director have been meeting with area bankers which control three of the four stalled residential developments in order to have a joint marketing effort meshing together the improved lot cost and the permit fees into one marketing packet for homebuilders to consider. This process will be ongoing.*

3. Continue to provide Staff support and follow up along with the Village Administrator, Public Works Department, Finance Department, Village Attorney and Village Consulting Engineers' regarding efforts to bring forward annexation agreement amendments. Full completion of this goal will be an ongoing number of tasks and coordination which will go on beyond the current fiscal year. Depending on the amount of Staff time required, this goal can greatly affect the work programming and completion of a number of other goals.

*This is an ongoing process as the Village looks to find ways to help re-start residential development. Currently the department is working on the proposed annexation agreement amendment for Settlers Ridge. The developer is expected to present at a January Plan Commission meeting.*

4. Continue to provide Staff support and follow up along with the Village Administrator, Public Works Department, Finance Department, Village Attorney and Village Consulting Engineers' regarding efforts connected with the completion of public improvements for partially completed and/or bankrupt developments. Full completion of this goal will be an ongoing number of tasks and coordination which will go on beyond the current fiscal year. Depending on the amount of Staff time required, this goal can greatly affect the work programming and completion of a number of other goals.

*With the focus on Prairie Glen, the Landing and Settlers Ridge, the department has been working with the property owners, banks and bond companies to move these developments forward to public improvement completion and acceptance.*

5. Complete updates to the Zoning Ordinance. This is a continuing piecemeal project as outlined to the Village Board in FY 10-11. Focus areas include the landscape design standards, definitions section, principal, accessory, permitted and special uses and parking standards. Full completion of this goal will be the presentation of revised sections of the Zoning Ordinance to the Village Board for adoption. This would also include the previously drafted Sign Code section. The ultimate goal would be to someday have a Unified Development Code for the Village which would combine the elements of the Zoning Ordinance, Subdivision Regulations and Land Use plan along with the sub area and corridor plans into one document.

*Work has been completed and adopted with regards to accessory uses and temporary uses and revised parking standards and temporary signage.*

6. Complete updates to the Subdivision Regulations. This is a continuing project that is from past fiscal years. Once completed, the updated regulations will revise the out of date subdivision code including the portions relating to the development process and the required submittals for preliminary and final plat. Full completion of this goal will be presentation of a newly revised subdivision ordinance to the Village Board for adoption.

*There has been no staff time devoted to this goal the last six months.*

7. Continue to provide the Village Board information on the status of development projects, with anticipated time frames and permit activities. Staff has been providing building permit information and a report on the status of individual developments as a part of the CD Report prior to each Board meeting. Full completion of this goal will be to continue to provide this information to the Village Board during the scheduled times and to provide a more regular updated information regarding crossover EDC activities.

*Bi-monthly updates are being provided to the Village Board on development activity.*

8. Continue to function as the EDC Staff to foster economic development in the Village. This involves attending various meetings and consulting with the EDC Board and the Village Board on a regular basis regarding economic development items. Full completion of this goal will involve attending various meetings and making contact with developers, retailers and business people considering Sugar Grove as a location for business. This also involves continuing to make contact with established business persons within the community in an effort to retain these businesses.

*This is an ongoing process of meetings, phone calls and follows up with retailers and companies as they look to expand into the Sugar Grove market. With the Village President and the Village Administrator, the Community Development Director coordinates this function. The Director continues to meet with new and established business owners on a regular basis. With the closure of the Chamber office, all EDC files have been re-located to the Municipal Center and administrative duties previously provided by the EDC assistant are now being handled by Village staff.*

9. Continue to foster a positive relationship with the Sugar Grove business community. Full compliance will be achieved by attending at least six Chamber of Commerce lunch meetings and four other Chamber functions.

*Department representatives have participated in five events so far this FY.*

10. Inform and educate Village residents, businesses and developers about revisions to the Zoning Ordinance. The adoption of the revisions to the Zoning Ordinance may involve regulations which affect individual property owners and developers. It is anticipated that communicating these changes to the public, once they are adopted will take on a number of different forms. Staff will communicate information to the public by several means including the Village newsletter, website and materials added to the petition or application packets. This goal will be dependent on adoption of the revisions to the Zoning Ordinance. Once adopted, full completion will be to include publication of the changes.

*Changes to the Zoning Code have been published but additional work in this area is needed. The website has also been updated with additional information for businesses.*

11. Keep the public informed about current code requirements. This can be accomplished by several means including the newsletter, website and materials added to the building permit packets. Full completion of this goal will include publication of updated adopted code change and reformatted building permit packets.

*Additional work is needed in the form of revised application and informational packets. This will be a focus area to be address before the end of the FY.*

12. Continue to Promote Safety within the Community Development Department and throughout the Village organization. As a member of the Intergovernmental Risk Management Agency, the Village strives to maintain the safest workplace possible. This is an ongoing effort. For FY 11-12 full compliance would be for the Community Development Department to have no accidents in the fiscal year and quarterly Departmental Safety Meetings.

*This is an ongoing goal each year as most members of the department are out on development or construction sites as a part of their daily responsibilities*

13. Business Park/Industrial TIF District Implementation. With Village Board concurrence, support Teska in the development of the Industrial Park Conservation Area TIF District by, preparation of the Redevelopment Plan, creation of a Joint Review Board, and publication of needed text amendments / coordination of required public hearings. Items that will be completed in FY 11-12. Full compliance would be achieved by the creation of the TIF District.

*Departmental staff support was provided for the first proposed TIF District earlier in the FY and currently is continue with the revised TIF District. A public hearing will be scheduled for January on the revised TIF.*

14. Work with Public Works Department to continue development of the GIS system for the Village. This is a project that is continued from prior fiscal years. Community Development will continue to provide any technical assistance and input into the project, since later parts of the GIS system will fully involve the CD Department. Full completion of this goal will be to continue to provide assistance to the Public Works Department in the implementation of the GIS project.

*The department continues to provide staff support to all departments with regards to the GIS system and interacts with the County regularly.*

15. Begin revisions to the Comprehensive Plan. This is needed due to changes in the planning area of the Village and other land use changes. It will also encompass revisions to the transportation plan as well as the pathway plan. Lastly it will include a fiscal analysis to help determine the proper "balance" of

land uses in the community. Full completion of this goal will be to have 25% of the revisions completed by the end of the fiscal year.

*There has been only limited time devoted to this item during the past six months.*

16. Grant Writing. Provide Staff support in the form of developing application packets exhibits and endorsement materials for CMAP, Kane County Small Cities, Kane County Riverboat Funds and other development related grant programs. Full completion would be the awarding of a grant for community development purposes.

*The department submitted a CMAP grant application which was not granted and a Kane County Small Cities application from 2011 has been rolled over into the 2012 process by the County. The department will be submitting a Riverboat application before the end of the year.*

**Village of Sugar Grove, Illinois  
Finance Department Action Plan  
Fiscal Year 2011 – 2012**

The Finance Department will again concentrate its efforts during fiscal year 2011 – 2012 on the enactment of financial policies and procedures that assist in the efficient and effective operation of the department.

It should be noted that ongoing efforts such as the audit, budget, and risk management activities, are not specifically listed in this year's action plan. This does not lessen their importance, but as they have become annual activities and the action plan is a tool to highlight new or non-annual efforts, they are not included. These activities will still be reported on throughout the year and in a year-end summary.

Specific goals for the Finance Department are listed below.

1. Complete the initial electricity aggregation program. Voters approved the opt-out program by referendum on April 5, 2011. The Village Board will need to hold 2 public hearings, devise a Plan of Operation and Governance, adopt an ordinance authorizing an electricity aggregation program, and bid out the residential and small retail commercial electric load. Full compliance will be achieved by acceptance of an agreement to provide electricity at a lower cost than current rates. It is recognized that this item is not completely within the control of the Village. Staff believes this item can be completed by June 2011. - COMPLETED
2. Realize electronic billing of utility bills. Municipal Software, Inc. is now able to provide e-billing to our residents, as well as the ability to pay online. Staff believes these items can be achieved by July 2011. - COMPLETED
3. Formalize the Village's policies to be followed in managing the financial and budgetary affairs of the Village. These policies will allow the Village to maintain its strong financial condition, as well as quality services now and into the future. The Village's management practices are considered "good" under Standard & Poor's Financial Management Assessment (FMA), and were cited as one reason for the recent upgrade to A+ from A. Formally approving the policies will not only allow the Village to move towards "strong" practices, but also allow staff to monitor and report on each of the policies. Full compliance will be achieved by the acceptance of new financial policies by the Village Board. This item is scheduled to be completed by August 2011. - COMPLETED
4. Review the investment policy. The current economic climate has necessitated a thorough review of the Village's investment policy and practices to determine if any changes are necessary. Staff believes this item can be completed by September 2011.
5. Review the capital assets policy. The Village adopted its current policy in fiscal year 2003 – 2004. Modifications in accounting and financial reporting standards, as well as changes in best practices have necessitated a review to determine if any changes are necessary. Staff believes this item can be completed by October 2011.
6. Investigate online bill pay for Village payments to vendors.
7. Produce a comprehensive financial procedures manual. The Village currently has informal procedures in place covering many of its activities. The Finance Department will research our current formal and informal procedures and those of other governments. Existing procedures will

be revised and new procedures will be developed to reflect current activities of the Finance Department. Include procedures to insure that they are updated as needed. Full compliance will be achieved by the production of a comprehensive manual. Staff expects this to be done by December 2011.

8. Complete the comprehensive update to the Human Resources Manual (HRM). Full compliance will be achieved by the adoption of a new HRM, distribution to all employees and training on the policies contained within the HRM. February 2012 is the anticipated completion date for this item. STR12
9. Update the Village's Compensation Philosophy and Plan. Changes will be made to reflect economic factors, budgetary constraints, and other contractual language. Full compliance will be achieved by the adoption of the revised Compensation Philosophy and Plan. March 2012 is the expected completion date for this item. STR12
10. Negotiate a new Refuse Collection Agreement. The Village's current Refuse Collection Agreement expires June 30, 2012. The Village may choose to negotiate the extension of the current agreement or solicit proposals from the current as well as other providers. Full compliance will be achieved by Village Board approval of a new Refuse Collection Agreement. Staff believes this item can be achieved by April 2012. - COMPLETED
11. Revise the Village's Safety Manual. The Finance Department, in cooperation with all Village Departments, has revised approximately 40% of the Safety Manual. Staff will draw on the Intergovernmental Risk Management Agency's Management Assessment Program (IMAP) and actual Village procedures to update and/or revise an additional 15% of the Village's Safety Manual during fiscal year 2011 – 2012.
12. Continue to promote safety within the Finance Department and throughout the Village of Sugar Grove organization. As a member of the Intergovernmental Risk Management Agency, the Village strives to maintain the safest workplace possible. This is an ongoing effort. For fiscal year 2011 – 2012, full compliance for the Finance Department will be achieved by having accident rates and other safety related indexes as measured by IRMA, at or below our IRMA determined target. - ONGOING

Village of Sugar Grove  
Fiscal Year 2011-2012  
Police Department Action Plan

Specific goals for the Police Department are listed below:

1. Get all personnel trained and certified with our patrol rifles. We acquired patrol rifles from the Federal DRMS (Defense Reutilization and Marketing Service) program. We need to get all officers trained in their use so if the worst happens and we need to conduct a rapid response to an active shooter in a school, we will be prepared. This item will be complete when all Officers are trained and certified with the patrol rifles. This item will be completed by December 2011. ***Eight of our thirteen officers have completed all training for the patrol rifles. There is someone fully trained on each shift. The remainder will receive their training in the spring.***
2. Rapid Response Retraining. The Department needs to be retrained in the rapid response training for an active shooter. It has been a few years since anyone went through the training and there have been changes to how we would respond in this situation. The County provides this training at no cost to insure that everyone is on the same page if we need to assist another agency or they need to help us with an active shooter situation. This item will be completed by December 2011 when we have received the updated training. ***This item has not been completed due to the fact that no training has been offered to date. We will continue to pursue this training.***
3. Revitalize Community Policing. Initiate additional one-on-one programs geared towards interaction with the community's children. Possible programs include a bike rally and extending the trading card program. ***We are researching possible programs.***
4. Establish quarterly meetings with the Montgomery Police Chief. These meetings shall include discussion on dispatch needs now and in the future. ***The first meeting took place December 5, 2011.***
5. Research wellness and safety programs specifically designed for the health and welfare of public safety personnel. ***We are reviewing this program to see if changes are needed.***
6. Re-initiate the "Citizens e-mail Notification Updates". A new initiative would be to identify and train a civilian citizen to take over the e-mail notification program. This was very popular, but we do not have the capacity to have police officers operate this program. This will be complete when the Citizen's e-mail Notification System is up and running. ***We are researching possible platforms to re-launch this program.***
7. Approve a first employment agreement with FOP for the Sergeants. We have been working on a contract for the Sergeants for nearly a year now. This item will be complete when a Sergeants contract is approved. This will be a carry-over from last year due to the inability to agree to a contract. ***Currently in negotiations.***
8. Conduct a Police Department Citizens Survey. The Citizens Police Advisory Team (CPAT) has proposed that we conduct a survey to evaluate the citizen's impression of the Police Department. We know that there will a cost to conduct this survey, but we will be researching how this can be done as inexpensively as possible to get the pulse of the community to evaluate public opinion of the Police Department. This will

be carried over from last year due to the inability to obtain funding for the survey. *CPAT will meet in January to begin how best to conduct this survey.*

9. Acquire funding for “wearable locator systems” that use cellular technology to quickly locate individuals who are prone to wandering due to cognitive disorders, such as Alzheimer’s disease, autism and dementia. The wearable wristbands cost from \$169-\$200 each and monitoring service will run about \$25 per month. It is unknown how many units would be needed until the program could be announced and see what the local need would be. *We will be researching funding options.*
10. Begin the research for replacing our in-car video cameras. They have been plagued with numerous malfunctions and the customer service has been very poor for the last year. It will be determined if the new system can be phased in, or if it the old system will need to be replaced all at once. *We are acquiring information on new systems.*

**Village of Sugar Grove, Illinois**  
**Public Works Department Action Plan**  
**Fiscal Year 2011 – 2012**

The focus of the Public Works Department for fiscal year 2011 – 2012 will be to attempt to continue maintaining our current levels of service, procedures and safety but with personnel cuts this is difficult. The budget for fiscal year 2011 – 2012 is conservative and yet continues to provide the basic services residents have come to expect from the Village. It does not include significant new service programs.

Specific goals for the Public Works Department are listed below.

1. Granart Road LAPP Project. As part of the 2011 Pavement Maintenance Program, the Village will be resurfacing Granart Road utilizing LAPP funding. The project includes miscellaneous asphalt patching, hot-in-place asphalt recycling and asphalt overlays. The project is expected to be completed in May 2011.

Construction on the Granart Road LAPP Project was complete on May 27, 2011.

2. IL Route 47 and Cross Street Intersection Improvement Project. Originally identified as part of a comprehensive traffic study for the Kimball Hill Development, the intersection improvements were submitted and approved for STP funding. The project is scheduled for construction in 2012. The improvements include asphalt patching, curb and gutter and additional turn lanes for both roadways. The project is expected to be completed by September 2012.

Phase I Preliminary Engineering for the IL Route 47 and Cross Street Intersection Improvement is complete. Phase II Design Engineering is in process. The Phase II PS&E Kick-Off Meeting was held on November 10, 2011. Pre-Final Plan Submittal is tentatively scheduled for December 9, 2011 and Construction Letting scheduled for April 27, 2012.

3. Mallard Point Settlers Ridge Water Main Extension. This project includes the water main installation connecting Mallard Point to Settlers Ridge to increase fire flows, improve water quality and provide a looped system for the east side of town. Easements acquisitions are ongoing. This project is expected to be complete by February 2012.

Village staff is working to obtain the necessary easements.

4. Mallard Point Drainage Project. In Early March 2009, Public Works Staff began working on the outflow of the detention basin in Mallard Point and continues to clear the flow area and monitor the basin level on a daily basis. Since that time, additional engineering studies have been completed on this project. Staff has continued to work with Kane County, the Rob Roy Drainage District and the residents of Mallard Point to collect data and develop an improvement plan for this area. In addition, intergovernmental agreements were developed with Kane County in December 2010 and the Rob Roy Drainage District in March 2011. The project plan was completed in January 2011. Staff, Kane County and the Rob Roy Drainage District are continuing to work on the construction aspects of the project. The project has been delayed due to Village Easements acquisitions. Construction is anticipated to begin in the fall of 2011.

Bids were opened for the Mallard Point / Rolling Oaks Area Drainage Improvements on December 6, 2011. The project includes the construction of a bypass pipe to provide conveyance for flows, rerouting of agricultural tiles and the installation of gravity dewatering tiles.

5. Develop a Sign Assessment and Management Program. A second revision to the 2003 Edition of Manual on Uniform Traffic Control Devices (MUTCD) established higher standards of retro-reflectivity for signs. As part of the revision, the Village is required to develop and implement a sign inventory and management program. This program is required to be in place by January 2012. Development of the inspection and management program is anticipated by December 2011.

A revised standard has been issued Staff will begin inspection of regulatory and warning signs in December 2011.

6. Continue Development of Public Works Procedural Manual. This is an on-going program to develop a tool that will be used to ensure all Public Works tasks and programs are completed according to current Village Policy and safety requirements. With the Job Safety Analysis and personal protective equipment audits complete, the next task will be to begin the development of the procedures. A standardized form will be selected and development of step by step procedures will begin. This is the longest and most time consuming portion of the process. Staff anticipates the procedures will continue through fiscal year 2012.

A form has been selected; policy development is underway.

7. Revise Hazardous Tree Ordinance. With the invasion of the Emerald Ash Borer, the need for a more defined Hazardous Tree Ordinance has become necessary. This ordinance will support the Village's EAB Action Plan and will outline notification and action procedures, private vs. public removal responsibilities, rights of the Village to remove trees deemed hazardous and a penalty section for non-compliance. The ordinance would be subject to attorney review and is expected to be completed by August 2011.

The revised Hazardous Tree Ordinance is ready for attorney review.

8. Administer EAB Grant. The Village was awarded an IDNR grant to replace 33 Ash trees that have been removed due to EAB. The plantings will take place in the spring and are going to be planted in Windsor Pointe. Windsor Pointe was selected for the new trees because it has had the largest amount of Ash trees removed and has approximately 41% Ash trees. Staff will have to conduct quarterly inspections on the trees and administer any maintenance for a period of three years.

Replacement trees were planted May 23, 2011.

9. Fixed Point Meter Equipment. The current meter reading equipment was purchased in 2001. It has a projected life span of 10 years. The equipment is obsolete and unrepairable. The fixed point system is more efficient and will allow us to track things such as water loss, meter tampering, low battery warnings and hourly or daily reporting options.

The fixed point meter equipment project is postponed indefinitely. Non-functioning meters are currently being replaced utilizing the warranty process.

10. Parkway Tree Outsourcing. Investigate the feasibility of hiring an outside contractor to assist Village staff to perform parkway tree maintenance.

Staff is developing specifications.

11. Perform Maintenance for Towers; include cleaning of North Tower.

Staff will begin to obtain quotes in the Spring of 2012.

12. Present project plans for assessment and review. The Village's Comprehensive Street Maintenance Program and the Village's Water System Plan are a large piece of the capital improvements that are performed each year. They are both utilized by staff to aide in following the directives of the Board and the needs of the Village. Changes in the economy, staffing levels, and the composition of the Board warrant a review of these plans. At this time, a review only is planned, however, should it be found that the plans need to be updated a full study may be needed and will be budgeted in the out years.

The Comprehensive Street Maintenance Program Kick Off Meeting was held November 22, 2011. Staff expect to present an update at a January 2012 Village Board Meeting.

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**VILLAGE OF SUGAR GROVE  
BOARD REPORT**

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**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES  
**FROM:** BRENT M. EICHELBERGER, VILLAGE ADMINISTRATOR  
**SUBJECT:** RESOLUTION: AUTHORIZING A LABOR AGREEMENT  
**AGENDA:** DECEMBER 20, 2011 REGULAR BOARD MEETING  
**DATE:** DECEMBER 15, 2011

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**ISSUE**

Should the Village approve a successor labor agreement with the Metropolitan Alliance of Police (MAP), which represents full-time patrol officers.

**DISCUSSION**

Staff has negotiated a successor labor agreement with MAP that if approved will cover May 1, 2011 – April 30, 2015. Terms of the agreement can be released once the final agreement is approved by both parties. The local MAP chapter ratified the agreement on December 13<sup>th</sup>, subject to final attorney review. Staff recommends the Village Board also approve the agreement subject to attorney review.

**COST**

The cost of the agreement is confidential until final approval. The costs have been factored into the projected FY 2011-12 budget actual.

**RECOMMENDATION**

That the Board, subject to attorney review, authorize execution of a Labor Agreement with the Metropolitan Alliance of Police.



**RESOLUTION NO. 20111220LA1**

**Resolution Authorizing Execution of a Labor Agreement  
with the Metropolitan Alliance of Police, Chapter #402.**

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

**WHEREAS**, the Village of Sugar Grove desires to enter into an agreement with the Metropolitan Alliance of Police Sugar Grove Chapter #402; and

**WHEREAS**, the Metropolitan Alliance of Police Sugar Grove Chapter #402 desires to enter into an agreement with the Village of Sugar Grove.

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

That P. Sean Michels, President of the Board of Trustees of the Village of Sugar Grove, is hereby authorized to sign the attached Agreement with the Metropolitan Alliance of Police Sugar Grove Chapter #402.

**PASSED AND APPROVED** by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, on this 20th day of December, 2011

\_\_\_\_\_  
P. Sean Michels, President of the Board of Trustees of the Village of Sugar Grove, Kane County, Illinois

	Aye	Nay	Absent
Bohler	_____	_____	_____
Paluch	_____	_____	_____
Renk	_____	_____	_____
Johnson	_____	_____	_____
Montalto	_____	_____	_____
Geary	_____	_____	_____

ATTEST: \_\_\_\_\_  
Cynthia Galbreath  
Clerk, Village of Sugar Grove



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

**ORDINANCE NO. 2011\_1220**

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**An Ordinance Amending Title 11, of the Village Code  
Concerning the Zoning Laws of the  
Village of Sugar Grove, Kane County, Illinois  
(Bank and Salon Parking Requirements)**

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Adopted by the  
Board of Trustees and President  
of the Village of Sugar Grove  
this 20th day of December, 2011.

Published in Pamphlet Form  
by authority of the Board of Trustees  
of the Village of Sugar Grove, Kane County,  
Illinois, this 20th day of December, 2011.

**ORDINANCE NO. 2011\_1220**  
**An Ordinance Amending Title 11, of the Village Code**  
**Concerning the Zoning Laws of the**  
**Village of Sugar Grove, Kane County, Illinois**  
**(Bank and Salon Parking Requirements)**

**BE IT ORDAINED** by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, as follows;

**WHEREAS**, the Village of Sugar Grove is not a home rule municipality within Article VII, Section 6A of the Illinois Constitution and, pursuant to the powers granted to it under 65 ILCS 5/1-1 *et seq.*; and,

**WHEREAS**, the Village of Sugar Grove currently maintains zoning restrictions on the use of land within the Village; and,

**WHEREAS**, the Village finds that such restrictions provide for the safety and well-being of Village inhabitants and benefit the public welfare, safety and morals; and,

**WHEREAS**, the Village seeks to continue to promote these interests, and seeks to amend the Village Code to more fully protect and preserve the safety, quality of life, and well being of such inhabitants;

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

**SECTION ONE: ORDINANCE SECTIONS CREATED/AMENDED**

That the following Sub-section(s) of Title 11 of the Village Code of Ordinances are hereby amended as described:

**Section 11-12-5**

Next to “Banks and financial institutions” replace “5.0 spaces per 1,000 square feet of floor area, plus 6 stacking spaces for each drive-up window provided” with “4.0 spaces per 1,000 square feet of floor area, plus 6 stacking spaces for each drive-up window provided”

Next to “Hairstyling salons” replace “2 spaces per chair, plus 1 space per employee” with “10.0 spaces per 1,000 square feet of floor area”

**SECTION TWO: GENERAL PROVISIONS**

REPEALER: All ordinances or portions thereof in conflict with this ordinance are hereby repealed.

SEVERABILITY: Should any provision of this Ordinance be declared invalid by a court of competent jurisdiction, the remaining provisions will remain in full force and effect the same as if the invalid provision had not been a part of this Ordinance.

EFFECTIVE DATE: This Ordinance shall be in full force and effect on and after its approval, passage and publication in pamphlet form as provided by law.

**PASSED AND APPROVED** by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, this 20th day of December, 2011.

\_\_\_\_\_  
P. Sean Michels,  
President of the Board of Trustees  
of the Village of Sugar Grove, Kane  
County, Illinois

ATTEST:\_\_\_\_\_  
Cynthia L. Galbreath,  
Clerk, Village of Sugar Grove

	Aye	Nay	Absent	Abstain
Trustee Mari Johnson	___	___	___	___
Trustee Thomas Renk	___	___	___	___
Trustee Rick Montalto	___	___	___	___
Trustee Robert E. Bohler	___	___	___	___
Trustee David Paluch	___	___	___	___
Trustee Kevin M. Geary	___	___	___	___

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**VILLAGE OF SUGAR GROVE  
BOARD REPORT**

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**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES  
**FROM:** RICHARD YOUNG, COMMUNITY DEVELOPMENT DIRECTOR  
MIKE FERENCAK, VILLAGE PLANNER  
**SUBJECT:** ORDINANCE: AMENDING TITLE 11 OF THE VILLAGE CODE -  
PARKING REQUIREMENTS  
**AGENDA:** DECEMBER 20, 2011 REGULAR VILLAGE BOARD MEETING  
**DATE:** DECEMBER 16, 2011

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**ISSUE**

Shall the Village amend two parking requirements in the Off-Street Parking and Loading Ordinance of the Zoning Ordinance.

**DISCUSSION**

The Committee discussed this at the meeting on December 6, 2011. The Committee was in favor of the Text Amendment. The draft ordinance is attached.

The Landings development had the Preliminary Plat and Preliminary PUD approved April 3, 2007 and the Final Plat approved September 18, 2007. Attached to the Preliminary PUD is a list of uses that are allowed on the various lots within the development. Most uses are retail and require 5 parking spaces per 1,000 square feet or office and require 3, 4, or 5 parking spaces per 1,000 square feet, depending on the type. However there are certain uses allowed in the development via the use list that have different higher requirements, such as restaurants and hairstyling salons.

At the time of the review of the Final PUD for the building on The Landings Lot 4, the applicant stated that the building would contain a bank and retail uses. Both of these parking requirements are 5 parking spaces per 1,000 square feet of gross floor area. (Note that the gross floor area calculation allows one to subtract the utility and trash rooms.) Therefore, the parking lot was required to have at least 30 parking spaces to provide for the 6,116 square feet of the building available to tenants. The Final PUD plan was approved on July 15, 2008 with 32 parking spaces.

In the early part of the 2011, staff learned that Emily Kay Salon intended to locate within The Landings Lot 4 building. West Suburban Bank had been issued their building permit just prior to that. The bank required 12 of the 32 available parking spaces on the site. The other two tenant spaces were not filled at the time and remain unfilled. The salon would require 26 parking spaces based on the required rate of 2 parking spaces per chair plus 1 per employee. Since there were only 20 available parking spaces on the site, this created a situation where the use could not be approved. Therefore staff had the Emily Kay Salon only install 5 chairs, instead of 8, so that their parking requirement was lowered to 20 spaces while simultaneously asking the building owner to submit a

letter acknowledging that no other users could move in the building until this situation was addressed. The building owner did so. This allowed the Emily Kay Salon to move in and set up for the proposed text amendment.

Staff spent some time researching parking requirements through various sources between when the text amendment was first published and discussed at a public hearing on May 18, 2011 to the most recent Plan Commission meeting on November 16, 2011.

Staff consulted the Institute of Transportation Engineers Parking Generation Manual, but the primary use of concern here, salons, is not included in the book. Staff looked at adjacent community's provisions for mixed use buildings, but found that their parking requirements are consistently more restrictive in that regard as they require that the sum of the individual tenant parking requirements be met in whole in all cases. Sugar Grove's Ordinance actually has a provision that allows the total number of spaces in mixed use buildings to be less than the sum of the individual uses if a) the parking provided for the individual land uses reflects the actual peak demand for parking as defined by the Ordinance, b) the parking is within walking distance of the building, c) that the spaces are open to everyone, and d) a Special Use is required and must be renewed upon any change in use. In the past staff applied this provision to the Prairie Glen Commercial development. However, in this case with Lot 4 it proves problematic because the ITE Parking Generation Manual does not include salons and does not provide peak demand figures by hour for all uses involved on this lot.

Staff found the most useful resource to be a survey we did of about 25 communities in the Chicagoland area. Those figures were then averaged. Staff found the retail average of 4.53 per 1,000 square feet to be very close to our requirement of 5 per 1,000 square feet, and not worth changing. However, we found the bank and salon average requirements to be lower. Bank requirements average at 3.70 per 1,000 square feet compared to our existing requirement of 5 per 1,000 square feet. Salon requirements average at 6.78 per 1,000 square feet compared to our existing requirement of 18.39 per 1,000 square feet (18.39 is calculated by applying our actual requirement to this store with its number of chairs and employees).

Staff therefore proposes to revise the bank and financial institution parking requirement to 4 per 1,000 square feet. Staff does not propose to revise the salon parking requirement to 7 per 1,000 square feet because many of the ordinances did not clearly distinguish salons as a use requiring more parking than general retail and we feel this makes the number somewhat suspect. Staff proposes a rate of 10 per 1,000 square feet which is close to some of the communities that did distinguish a separate salon rate.

If the new proposed requirements are adopted and then applied to The Landings Lot 4, the West Suburban Bank (Suite A) would require 9 parking spaces and the Emily Kay Salon (Suite D) would require 14 parking spaces. The two uses together would require 23 of the 32 parking spaces on the site. This leaves 9 parking spaces for the unfilled tenant spaces, which total 2,360 square feet (Suite B is 1,290 square feet. Suite C is 1,070 square feet). This leaves a remaining parking availability of 3.81 spaces per 1,000 square feet.

If Suite B were general office, it would require 4 parking spaces and if it were retail, it would require 6 parking spaces. If Suite C were general office, it would require 3 parking

spaces and if it were retail, it would require 5 parking spaces. This would mean that the remaining two spaces could both be general office or one could be retail and the other could be general office. They could not both be retail (nor could they be any use that requires more parking than retail, such as a restaurant) as they would need 11 spaces, but only 9 would be available. If the proposed changes are adopted, staff would inform the building owner of the limitations of the site.

The public hearing was closed at the August 17, 2011 meeting. The Plan Commission recommended approval of the changes proposed by staff by a vote of 7-0 on November 16, 2011.

**The following items are attached for your information:**

1. **Draft Ordinance**

**The following items were previously provided:**

1. Draft Minutes of the November 16, 2011 Plan Commission meeting
2. Minutes of the August 17, 2011 Plan Commission meeting

**COST**

The billable costs involved were the public hearing notice and the Institute of Transportation Engineers Parking Generation Manual. Together these cost approximately \$300.

**RECOMMENDATION**

That the Board approves of Ordinance 20111220 Amending Title 11 of the Village Code - parking requirements.