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| <p>Village President<br/>P. Sean Michels</p> <p>Village Clerk<br/>Cynthia Galbreath</p> <p>Village Administrator<br/>Brent M. Eichelberger</p> |  <p>10 S. Municipal Drive<br/>Sugar Grove, Illinois 60554<br/>Phone: 630-466-4507<br/>Fax: 630-466-4521</p> | <p>Village Trustees</p> <p>Robert Bohler<br/>Kevin Geary<br/>Mari Johnson<br/>Rick Montalto<br/>David Paluch<br/>Thomas Renk</p> |
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**Agenda**  
**June 5, 2012**  
**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
  - a. None
6. Public Comment on Items Scheduled for Action
7. Consent Agenda
  - a. Approval: Minutes for May 15, 2012 Meeting
  - b. Approval: Vouchers
  - c. Approval: Treasurer's Report
8. General Business
  - a. Approval: Special Event – Car Show
  - b. Approval: Hampstead Court
  - c. Resolution: 2012 MFT Authorization
  - d. Approval: Extending a PUD Agreement & Plat – College Corners
  - e. Discussion: Specialty Wine Boutique
9. New Business
  - a. None
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**  
**June 5, 2012**  
**Cancelled**

\* STAR – Subject to Attorney Review

# Village of Sugar Grove

## Capital Asset Policy

### Purpose

The Village of Sugar Grove invests a significant amount in capital assets in pursuit of its mission, as well as to maintain or improve the level of service expected by its citizens. These assets play an essential role in the Village's ability to diversify, expand and cope with growth, and improve environmental conditions. That level of service can only be assured if adequate consideration is given to maintaining and expanding public facilities and infrastructure. If a government fails to maintain its capital assets, equipment, facilities and infrastructure will deteriorate more quickly and necessitate costly emergency allocations of financial resources.

The objective of this policy is to establish and maintain capital asset records to comply with governmental financial reporting standards, to ensure adequate control and appropriate use of capital assets, and to provide accountability for property control.

### Definition

Capital assets are real or personal property used in operations that have a value equal to or greater than the capitalization threshold for their respective asset class and have an estimated initial useful life of greater than one year. Capital assets shall include land, land improvements, buildings, building improvements, machinery and equipment, vehicles, and infrastructure. A capital asset is to be reported and depreciated, if applicable, in the government-wide and enterprise fund financial statements. Assets not capitalized are expended in the year of acquisition.

For further clarification, infrastructure assets are long-lived capital assets that normally can be preserved for a significantly greater number of years than most capital assets and are normally stationary in nature. Infrastructure shall include roads, sidewalks, bike paths, bridges, drainage systems, water systems, sewer systems, and other like assets subject to the capitalization threshold for their respective asset class.

### Valuation

Capital assets should be reported at historical cost (original cost when acquired). All costs associated with the purchase or construction of a capital asset should be considered, including ancillary charges necessary to place the asset into its intended location and condition for use. Ancillary charges may include freight and transportation, site preparation, installation, professional fees, temporary and permanent easements, engineering, construction management, and legal costs directly attributable to asset acquisition. Costs for training, maintenance agreements, and extended warranties which can be separately identified from the cost of the capital asset should not be capitalized.

In the absence of historical cost information the asset's estimated historical cost may be used to value the capital asset. Donated capital assets should be reported at their estimated fair value at the time of acceptance plus ancillary charges, if any. Developer contributions should be reported at their estimated fair value at the time of acceptance by the Village.

## Village of Sugar Grove Capital Asset Policy (Continued)

### Valuation (Continued)

The costs associated with general maintenance and repair that do not add value to the capital asset or materially extend the capital asset's useful life are expensed in the period incurred rather than being capitalized. Significant costs, subject to the capitalization threshold for their respective asset class, which increase capacity (i.e. additional lanes on a road) or materially extend the useful life of an asset are capitalized and depreciated over the remaining useful life of the asset.

### Asset Class

The Village reports the following asset classes:

- Land
- Land improvements
- Buildings
- Building improvements
- Machinery and equipment
- Vehicles
- Infrastructure

### Land

Land is defined as the surface or crust of the earth, which can be used to support structures and roadways. All land is to be included in this classification regardless of its value for both tracking and reporting purposes. Expenditures for land improvements that do not require maintenance or replacement, bring land into condition to commence erection of structures, not identified with structures, or that do not deteriorate with use or passage of time are additions to the cost of land and are generally not exhaustible. Land is characterized as having an unlimited life (inexhaustible) and is not depreciated. Examples of items to be capitalized as land are as follows:

- Purchase price or fair value at time of donation
- Professional fees (i.e. title searches, architect, legal, engineering, appraisal, surveying, environmental assessments, etc.)
- Land excavation, fill, grading, and drainage
- Demolition of existing buildings and improvements
- Removal, relocation, or reconstruction of property of others (i.e. railroad, telephone and power lines, etc.)
- Recording costs

Easements are interests in land owned by another that entitles its holder to the right to use the land for a specific or limited purpose. An easement does not give the holder a right of "possession" of the property, only a right of use. A right-of-way is a type of easement in which fee simple title is obtained, defined as an absolute estate in perpetuity and one in which the owner is entitled to the entire property, with unconditional power of disposition. Therefore, easements or right-of-way acquired or donated is considered land and should be capitalized as such. However, an easement for temporary access will not be capitalized.

## Village of Sugar Grove Capital Asset Policy (Continued)

### Asset Class (Continued)

#### Land improvements

Land improvements consist of permanent improvements, other than buildings, which add value to land, require maintenance or replacement, are typically identified with structures, deteriorate with use or passage of time, and are generally exhaustible. Examples of items to be capitalized as land improvements are as follows:

- Parking lots
- Landscaping
- Fencing
- Monuments (i.e. gateway signs)

#### Buildings

A building is a structure that is permanently attached to the land, has a roof, is partially or completely enclosed by walls, and is not intended to be transportable or moveable. It is generally used to house persons, property, and fixtures attached to and forming a permanent part of such a structure. Examples of items to be capitalized as buildings are as follows:

- Purchase price or fair value at time of donation
- Expenditures for remodeling, reconditioning, or altering a building to make it ready for use for the purpose for which it is intended
- Environmental compliance (i.e. asbestos abatement)
- Professional fees (i.e. architect, legal, engineering, inspections, etc.)
- Cost of permits and licenses
- Completed project costs associated with the original construction of a building
- Additions to building (i.e. expansion, extension, or enlargement)

#### Building improvements

Improvements to existing buildings, as part of a major rehabilitation project, which materially extend the useful life of a building, increase the value of a building, or both should be capitalized. Examples of items to be capitalized as building improvements are as follows:

- Installation or upgrade of heating and cooling systems
- Installation or upgrade of wall or ceiling coverings (i.e. carpet, tile, etc.)
- Installation or replacement of structural components (i.e. beams, rafter, joists, interior framing, etc.)
- Installation or upgrade of windows, doors, or cabinets
- Installation or upgrade of plumbing or electrical wiring
- Installation or upgrade of phone or closed circuit television systems, networks, fiber optic cable, or wiring required for equipment (that will remain in the building)
- Installation or replacement of exterior components (i.e. siding, roofing, masonry, etc.)

Maintenance costs are incurred to keep assets in normal operating condition and to help maintain the original use of the building and are not capitalized.

## Village of Sugar Grove Capital Asset Policy (Continued)

### Asset Class (Continued)

#### Machinery and equipment

Machinery is defined as any mechanical or electrical device that transmits or modifies energy to perform or assist in the performance of human tasks. Equipment is defined as a movable or fixed unit of furniture or furnishings, instrument, machine, or apparatus to be used for operations, the benefits of which extend beyond one year from date of acquisition. Examples of items to be capitalized as machinery and equipment include but are not limited to:

- Computers
- Communications equipment
- Office equipment
- Kitchen equipment
- Light machinery (Public Works)
- Phone system
- Tractors
- Loaders, backhoes, and excavators
- Trailers, chippers, and grinders
- Generators
- Office furniture
- Vehicles (i.e. cars, trucks, etc.)

#### Infrastructure

Infrastructure assets are long-lived capital assets that are normally stationary in nature and can be preserved for a significantly greater number of years than most capital assets. They are the basic physical structures needed for the functioning of a community or society, such as transportation and communications systems and water and power lines. Expenditures to be capitalized as infrastructure include, but are not limited to:

- Roads
- Bridges
- Sanitary sewer lift stations
- Interceptors
- Sanitary sewer mains
- Water mains
- Wells and water pump stations
- Water treatment plant, piping and equipment
- Water storage tanks
- Stormwater drainage improvements

Maintenance costs allow a government to continue to use an infrastructure asset during its originally established useful life and are not capitalized. Preservation costs extend the useful life of an asset beyond its original estimated useful life and should be capitalized, subject to the capitalization threshold. Additions and improvements are costs that increase the capacity of the asset (i.e. additional lanes on a road) and should be capitalized, subject to the capitalization threshold. Individual components of infrastructure that do not meet the capitalization threshold, such as street lights, sidewalks, signal improvements, paths and trails are not to be capitalized.

Village of Sugar Grove  
Capital Asset Policy (Continued)

Asset Class (Continued)

Construction in progress

Construction in progress reflects the activity of capital assets which are substantially incomplete, such as buildings and roads. Each project must first be evaluated to determine whether it meets the capitalization threshold for the applicable asset class. Expenditures will then be added to the value of the capital asset as incurred. Projects should be reclassified to the appropriate asset class upon substantial completion.

Capitalization Threshold and Useful Life

The capitalization threshold is the dollar value the Village uses to determine whether a given asset should be capitalized and reported on the balance sheet as a capital asset. The responsibility for protecting and controlling the use of capital assets rests with the department wherein the asset is located. The Finance Department shall ensure that control over capital assets is maintained by establishing a capital asset inventory that is updated annually and documents all additions and deletions to the capital asset records. Capital assets will be recorded and depreciated using the Village's financial software and will include a description (including serial and model number if applicable), asset class, department name, location, date acquired, cost, and useful life. Assets that do not meet the capitalization threshold for their respective asset class on a per unit basis shall be expended in the period incurred rather than being capitalized (see Property control).

The useful life of a capital asset is the estimate of the period over which the Village expects said asset to be useful (normally the shortest of its physical, technological, or legal life). The actual life of a capital asset may extend beyond its useful life.

The following table is not all-inclusive and is meant to serve as a guide to identify the asset class, capitalization threshold, and useful life of each capital asset the Village owns:

| <u>Asset Class</u>                | <u>Capitalization<br/>Threshold<br/>(Dollars)</u> | <u>Useful<br/>Life<br/>(Years)</u> |
|-----------------------------------|---|------------------------------------|
| Land                              | \$ 1  |                                    |
| Land                              |   | N/A                                |
| Land improvements (inexhaustible) |   | N/A                                |
| Right-of-way                      |   | N/A                                |
| Land improvements (exhaustible)   | \$ 25,000   |                                    |
| Fencing                           |   | 15                                 |
| Lighting                          |   | 15                                 |
| Emergency sirens                  |   | 20                                 |
| Landscaping                       |   | 20                                 |
| Monuments                         |   | 20                                 |
| Parking lots                      |   | 20                                 |
| Sidewalks, paths, and trails      |   | 20                                 |
| Buildings                         | \$ 50,000   | 45                                 |

Village of Sugar Grove  
Capital Asset Policy (Continued)

Capitalization Threshold and Useful Life (Continued)

| <u>Asset Class</u>             | <u>Capitalization<br/>Threshold<br/>(Dollars)</u> | <u>Useful<br/>Life<br/>(Years)</u> |
|--------------------------------|---|------------------------------------|
| Building improvements          | \$ 50,000   |                                    |
| Flooring                       |   | 10                                 |
| Low-voltage systems            |   | 10                                 |
| Cabinets                       |   | 15                                 |
| Heating and cooling systems    |   | 20                                 |
| Roofing                        |   | 20                                 |
| Windows and doors              |   | 25                                 |
| Plumbing and electrical        |   | 30                                 |
| Siding and masonry             |   | 30                                 |
| Machinery and equipment        | \$ 25,000   |                                    |
| Computers                      |   | 4                                  |
| Communications equipment       |   | 5                                  |
| Office equipment               |   | 5                                  |
| Kitchen equipment              |   | 10                                 |
| Light machinery (Public Works) |   | 10                                 |
| Phone system                   |   | 10                                 |
| Heavy machinery (Public Works) |   | 15                                 |
| Generator                      |   | 20                                 |
| Office furniture               |   | 20                                 |
| Recreational equipment         |   | 20                                 |
| Traffic equipment              |   | 30                                 |
| Vehicles                       | \$ 10,000   |                                    |
| Police squad – Patrol          |   | 4                                  |
| Police squad – Sergeant        |   | 5                                  |
| Police squad – Other           |   | 8                                  |
| Truck – small                  |   | 7                                  |
| Truck – large                  |   | 10                                 |
| Infrastructure                 | \$ 250,000  |                                    |
| Sanitary sewer system          |   |                                    |
| Lift station                   |   | 40                                 |
| Interceptor system             |   | 50                                 |
| Sanitary sewer main            |   | 50                                 |
| Stormwater system              |   |                                    |
| Storm sewer main               |   | 50                                 |
| Transportation                 |   |                                    |
| Roads                          |   | 20                                 |
| Bridges                        |   | 40                                 |

Village of Sugar Grove  
Capital Asset Policy (Continued)

Capitalization Threshold and Useful Life (Continued)

| <u>Asset Class</u>                | <u>Capitalization<br/>Threshold<br/>(Dollars)</u> | <u>Useful<br/>Life<br/>(Years)</u> |
|-----------------------------------|---|------------------------------------|
| Infrastructure (Continued)        | \$ 250,000  |                                    |
| Water system (potable)            |   |                                    |
| Painting of storage tank          |   | 20                                 |
| Pump station                      |   | 40                                 |
| Storage tank (elevated or ground) |   | 40                                 |
| Wells                             |   | 40                                 |
| Treatment plant                   |   | 50                                 |
| Water main                        |   | 50                                 |

Depreciation

Depreciation is the measure of the decrease in the value of a capital asset over a specific period of time. Capital assets shall be depreciated over their estimated useful lives using the straight-line method beginning in the month it was acquired unless they are:

- Inexhaustible (i.e. land)
- Construction in progress

Disposition

When a capital asset is disposed of, its cost and accumulated depreciation shall be removed from the Village's capital asset records and a gain or loss be recognized, if applicable. Disposition of an asset may be due to destruction, obsolescence, retirement, sale, trade, scrap, or donation. In addition, the Village shall approve an ordinance to sell, trade, convert, or dispose of said property when it is determined by the Village that personal property is no longer necessary or useful to or for the best interest of the Village pursuant to 65 ILCS 5/11-76-4 of the Illinois Municipal Code.

Transfers

Capital assets transferred from one department to another should be reported by the department who is initiating the transfer. The asset shall be reported at its current book value as of the date of said transfer.

Property control

Assets below the capitalization threshold but warranting control or considered sensitive may include, but are not limited to, weapons, radios, personal computers, laptop computers, printers, and small power tools. Stewardship of these minor but sensitive items is the express responsibility of the department utilizing these assets. The responsible department shall maintain control and keep an inventory list of these assets. The inventory shall include a description, location, and other information that assists in control or is deemed relevant.

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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:** DISCUSSION: CAPITAL ASSET POLICY  
**AGENDA:** JUNE 5, 2012 COMMITTEE OF THE WHOLE MEETING  
**DATE:** MAY 31, 2012

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**ISSUE**

Shall the Village Board approve a Capital Asset Policy.

**DISCUSSION**

The Village Board last approved a capital asset policy at the December 16, 2003 Village Board meeting to meet the requirements of Governmental Accounting Standards Board (GASB) Statement No. 34.

The Finance Department included a review of the policy as one of its fiscal year 2012 – 2013 goals. Modifications in accounting and financial reporting standards, as well as changes in best practices necessitated a review of the existing policy. The Finance Department reviewed 10 policies from Illinois, 3 policies from other states (CA, FL, and MN), and 1 policy from Canada. The attached policy combines the best parts of each into a comprehensive revision.

**COST**

There are no costs associated with approval of the Capital Asset Policy.

**RECOMMENDATION**

That the Village Board direct staff to place the Capital Asset Policy on the June 19, 2012 Board agenda for approval.



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

**ORDINANCE NO. 20100615D**

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**An Ordinance  
Granting a Preliminary Planned Unit Development and  
four Final Planned Unit Developments and  
a Special Use  
for a commercial development  
in the Sugar Grove Research Park  
(College Corner)**

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Adopted by the  
Board of Trustees and President  
of the Village of Sugar Grove  
this 15th day of June, 2010.

Published in Pamphlet Form  
by authority of the Board of Trustees  
of the Village of Sugar Grove, Kane County, Illinois,  
this 15th day of June, 2010.

**ORDINANCE NO. 20100615D**

**AN ORDINANCE GRANTING  
A PRELIMINARY PLANNED UNIT DEVELOPMENT AND  
FOUR FINAL PLANNED UNIT DEVELOPMENTS AND  
A SPECIAL USE  
FOR A COMMERCIAL DEVELOPMENT  
IN THE SUGAR GROVE RESEARCH PARK  
IN THE VILLAGE OF SUGAR GROVE  
(COLLEGE CORNER)**

**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 Sugar Grove Research Park was approved by Ordinance 473; and,

**WHEREAS**, Castle Bank as Trustee under #2751 has requested a Preliminary Planned Unit Development and four Final Planned Unit Developments and a Special Use for a commercial development, as required by the Sugar Grove Zoning Ordinance; and,

**WHEREAS**, the Planning Commission reviewed the requests at public hearings on April 21, 2010 and May 5, 2010 and the Commission recommended 6-0 approval of the requests (with one recusal on the plat vote); and

**WHEREAS**, the Village Board has reviewed the requests and has deemed that the approval would be in compliance with the Comprehensive Plan and all Ordinances of the Village of Sugar Grove.

**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: PRELIMINARY PLANNED UNIT DEVELOPMENT AND FOUR FINAL PLANNED UNIT DEVELOPMENTS AND SPECIAL USE**

The subject property described in **Exhibit A** is hereby granted a Preliminary Planned Unit Development and four Final Planned Unit Developments and a Special Use pursuant to Ordinance 473 and the Sugar Grove Zoning Ordinance. Said Preliminary PUD and Final PUDs and Special Use

are conditioned upon compliance with the conditions enumerated on **Exhibit B** which is attached and made a part of this ordinance.

**SECTION TWO: REPEALER**

That all ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of any such conflict.

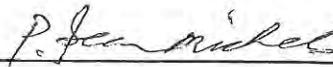
**SECTION THREE: SEVERABILITY**

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.

**SECTION FOUR: EFFECTIVE DATE**

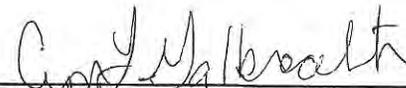
This ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

**PASSED AND APPROVED** by the President and Board of Trustees of the Village of Sugar Grove, Kane County, Illinois, this 15th day of June, 2010.

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

|          | Aye | Nay      | Absent |
|----------|-----|----------|--------|
| Bohler   | ___ | <u>X</u> | ___    |
| Renk     | ___ | <u>X</u> | ___    |
| Taylor   | ___ | <u>X</u> | ___    |
| Johnson  | ___ | <u>X</u> | ___    |
| Montalto | ___ | <u>X</u> | ___    |
| Geary    | ___ | <u>X</u> | ___    |



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

**EXHIBIT A- LEGAL DESCRIPTION**

THAT LOT 14 IN SUGAR GROVE RESEARCH PARK, BEING A SUBDIVISION OF PART OF THE EAST HALF OF SECTION 8, TOWNSHIP 38 NORTH, RANGE 7 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN KANE COUNTY, ILLINOIS.

AND

THAT PART OF THE LOT 15 IN SUGAR GROVE RESEARCH PARK, BEING A SUBDIVISION OF PART OF THE EAST HALF OF SECTION 8, TOWNSHIP 38 NORTH, RANGE 7 EAST OF THE THIRD PRINCIPAL MERIDIAN DESCRIBED AS FOLLOWS: BEGINNING AT THE MOST SOUTHERLY CORNER OF SAID LOT 15; THENCE NORTH 54 DEGREES 41 MINUTES 24 SECONDS WEST ALONG A SOUTHWESTERLY LINE OF SAID LOT 103.71 FEET TO A POINT OF CURVE; THENCE NORTHWESTERLY ALONG SAID CURVE TO THE LEFT AND SAID SOUTHWESTERLY LINE, HAVE A RADIUS OF 340.00 FEET AND A CHORD BEARING NORTH 65 DEGREES 57 MINUTES 16 SECONDS WEST AN ARC DISTANCE OF 132.16 FEET; THENCE NORTH 35 DEGREES 08 MINUTES 24 SECONDS EAST 383.44 FEET TO A POINT ON THE NORTHEASTERLY LINE OF SAID LOT 15; THENCE SOUTHEASTERLY ALONG SAID NORTHEASTERLY LINE, BEING A CURVE TO THE LEFT, HAVING A RADIUS OF 2754.42 FEET AND CHORD BEARING SOUTH 52 DEGREES 32 MINUTES 19 SECONDS EAST, AN ARC DISTANCE OF 207.50 FEET TO A POINT OF TANGENCY; THENCE SOUTH 54 DEGREES 41 MINUTES 51 SECONDS EAST ALONG SAID NORTHEASTERLY LINE 26.49 FEET TO THE MOST EASTERLY CORNER OF SAID LOT 15; THENCE SOUTH 35 DEGREES 20 MINUTES 06 SECONDS WEST ALONG THE SOUTHEASTERLY LINE OF SAID LOT 350.00 FEET TO THE POINT OF BEGINNING, IN KANE COUNTY, ILLINOIS.

## EXHIBIT B- CONDITIONS OF APPROVAL

1. The Preliminary PUD, Final PUDs and Special Use shall substantially conform to the Preliminary Site / Engineering Plans, titled "Preliminary Engineering for College Corner", by Koziol Engineering Services, Sheets C1-C12, last revised June 9, 2010; the Preliminary Landscape Plan, titled "Landscape Plan College Corner", by Upland Design Ltd., two sheets, last revised June 9, 2010; the Preliminary Photometric Plan, titled "Photometric Plan", by Koziol Engineering Services, Sheet 1 of 1, last revised June 9, 2010; the Preliminary Signage Plan, titled "Preliminary Signage Plan", by Koziol Engineering Services, Sheet 1 of 1, last revised June 9, 2010; the Preliminary Architectural Elevation Plans, titled "Lot 40 Retail Space / Tenative Restaurant Space", "Lot 41 Gas Station / Fast-Food", "Lot 42 Sports Bar", and "Lot 43 Office / Retail", all by Willman & Groesch General Contractors, each one sheet, each dated February 12, 2010; the Preliminary Trash Enclosure Plan, titled "Trash Enclosure Elevations", by Willman & Groesch General Contractors, one sheet, dated February 12, 2010; the Preliminary Plat, titled "Preliminary Plat of Subdivision", by Koziol Engineering Services, sheets 1-2, last revised June 9, 2010; the Final Site / Engineering Plans, titled "Final Engineering for Lot 40 College Corner", "Final Engineering for Lot 41 College Corner", "Final Engineering for Lot 42 College Corner", and "Final Engineering for Lot 43 College Corner", each by Koziol Engineering Services, each Sheets C1-C12, each last revised June 9, 2010; the Final Landscape Plan, titled "Landscape Plan College Corner – Lot 40", "Landscape Plan College Corner – Lot 41", "Landscape Plan College Corner – Lot 42", "Landscape Plan College Corner – Lot 43", each by Upland Design Ltd., each two sheets, each last revised June 9, 2010; the Final Photometric Plans, titled "Final Photometric Plan – Lot 40", "Final Photometric Plan – Lot 41", "Final Photometric Plan – Lot 42", "Final Photometric Plan – Lot 43", each by Koziol Engineering Services, each Sheet 1 of 1, each last revised June 9, 2010; the Final Signage Plans, titled "Final Signage Plan – Lot 40", "Final Signage Plan – Lot 41", "Final Signage Plan – Lot 42", "Final Signage Plan – Lot 43", each by Koziol Engineering Services, each Sheet 1 of 1, each last revised June 9, 2010; the Final Architectural Elevation Plans, not yet submitted; the Final Trash Enclosure Plans not yet submitted; the Final Plat, titled "Final Plat of College Corner Subdivision", by RB & Associates Land Surveyors, Inc., sheets 1-2, not dated, except as such plans may be revised to conform to Village codes and ordinances and the conditions below.
2. Written correspondence from Nicor shall be provided stating that the parking lot and other improvements are approved for installation, prior to recording.
3. The outdoor seating area on Lot 42 is acknowledged and approved in its location as part of this plan.
4. The gas station canopy on Lot 41 is acknowledged and approved in its location as part of this plan. The canopy shall be limited to 20' in height and shall remain subject to ARRG review.
5. The following building setback lines shall be corrected: remove label and line for "side building / parking setback south of drive aisle on Lot 43 and add line for 10' front parking setback on Lot 40, prior to recording.

6. Parking shall be tracked as individual users occupy the site.
7. Accessible curb ramps shall be further corrected as described by staff, prior to recording.
8. The amount of stacking provided (4 spaces) is acknowledged and approved as part of this plan as a deviation from the 8 required. The drive-thru location is acknowledged and approved as well.
9. A cross access / shared parking / shared loading easement shall be added to the Final Plat, prior to recording.
10. An agreement shall be written and recorded to allow the Police Department to enforce traffic laws on site, including fire lane restrictions.
11. The rear of the Lot 42 building shall have both the line and "No Parking Fire Lane" signs added to the plan, prior to recording.
12. The Lot 40 side parking setbacks of 0', Lot 41 side parking setback of 0', Lot 42 side parking setback of 0', and Lot 43 side parking setbacks of 0' are all acknowledged and approved as part of this plan as a reduction from the required 5'.
13. The bike path / pedestrian easement at the northwest corner of Lot 43 on the Final Plat must be widened to accommodate the turn in the bike path, prior to recording.
14. Notes shall be added to the Plans indicating timelines and extents that specific public and private improvements shall be installed as determined by staff, prior to recording.
15. A separate plan set shall be created for the right-in right-out access point and associated improvements for submission to IDOT.
16. The applicant shall provide a letter from the neighboring property owner accepting the proposed shared drive aisle and cross-access, prior to Village Board review. A cross-access easement with the neighboring property shall be included on the Final Plat, prior to recording.
17. The gas main, fire hydrants, and fire department connections shall be shown on the Landscape Plan, prior to recording.
18. Staff shall work with the applicant to determine the appropriate parkway tree, buffer landscaping, parking lot island, and trash enclosure landscaping, prior to recording.
19. The Architectural Elevation Plans shall be submitted and shall include the height dimensioned to the midpoint of the roof and have each material labeled. Colors of the materials should be specifically labeled as well. These items shall be completed prior to recording.

20. The applicant shall consider changing the ground signs to a 10' x 10' size. If the signs remain 12' x 8' in size, the label on the sign site plan shall be corrected. A note shall be added to the ground sign elevation stating that the ground signs shall be limited to a maximum of four (4) or six (6) tenant panels. A note shall be added to the ground sign elevation that states "sign materials to match building materials". These items shall be completed prior to recording.
21. A note shall be added to each Architectural Elevation Plan that states "Proposed signage to be internally illuminated channel letters with matching raceways for entire building", prior to recording.
22. The generic parking lot pole detail / elevation shall be updated to site-specific information. The light fixture must be mounted flush to the ground with total height dimensioned and not to exceed 25'. The pole should be labeled as dark bronze in color. The high pressure sodium lighting shall be changed to phosphor-coated ceramic metal halide lighting. The following foot candle requirements shall be met with the change: maximum average footcandles 0.60, maximum hot spot footcandles 2.0, maximum property line footcandles 0.10. These changes shall be made prior to recording.
23. The Trash Enclosure Plan should be updated to include masonry trash enclosures, matching the buildings, prior to Village Board review.
24. All building setback lines shall be corrected and all parking setback lines shall be added to the Final Plat as described by staff in a separate memo, including modifying Lot 39 setbacks to the current zoning ordinance requirements, prior to recording.
25. All plans, especially the Final Plans, remain subject to staff review at this time. EEI's existing comments shall be addressed prior to recording.
26. A letter of credit in the amount of 120% of the engineering cost estimate of the public improvements shall be submitted, prior to recording the Final Plat.
27. If the anticipated phasing order (Lot 42 first, Lot 41 second, Lot 40 third, Lot 43 fourth) is not followed, building permit plans shall include revised plans indicating updated timelines and extents that specific public and private improvements shall be installed.
28. The plans shall be revised to show the portion of the parking on Lot 43 that may be constructed at the applicant's choice at the time of construction of Lot 42, prior to recording.
29. The Lot 43 ground sign may be installed at either the northwest or northeast corner of said Lot without requiring a Minor PUD Amendment. It is currently shown on the plans at the northeast corner of the Lot.
30. The applicant shall consider adding a feature at the north end of the site on Lot 40 to mark the north entry to the Village, prior to recording.
31. The Final Plat shall be dated, prior to recording.

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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:** COLLEGE CORNER LOTS 40-43  
APPROVAL: EXTENSION OF FOUR FINAL PUD REQUIRED  
COMPLETION DATES  
**AGENDA:** JUNE 5, 2012 REGULAR VILLAGE BOARD MEETING  
**DATE:** JUNE 1, 2012

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**ISSUE**

Should the Village Board consider requests for extension of the required completion date for the four Final Planned Unit Developments (Final PUDs) for College Corner Lots 40-43 at the northwest corner of State Route 47 and Waubonsee Drive.

**DISCUSSION**

The applicant, Castle Bank as Trustee under #2751, has submitted a letter requesting extension of the completion date for the four Final PUDs for College Corner Lots 40-43. At this time, no application for building permit has been submitted and no construction activity has taken place on the site.

The Final PUD Ordinance for all four lots (2010-0615D) was approved on June 15, 2010. The Zoning Ordinance Section 11-11-4-B-15 requires: "Completion: The planned unit development shall be substantially completed within the period of time specified by the petitioner, unless an extension is requested by the petitioner and approved by the village board. All planned unit development phases shall be completed within two (2) years of final planned unit development approval for that phase, except when the size or complexity dictates a longer period, as may be granted by the village board, upon request by the petitioner."

The College Corner Lots 40-43 Final PUD is therefore required to be completed by June 15, 2012. The applicant has requested a three year extension to June 15, 2015.

In addition, the applicant will be requesting two changes to the conditions of the PUD Ordinance regarding letter of credit and the lighting plan. These first need to

be reviewed as a Minor PUD Amendment by the Plan Commission and will be brought to the Village Board after the Plan Commission's review on June 20, 2012.

The following items are attached for reference:

1. Letter dated April 20, 2012 requesting extension of completion of four Final PUDs.
2. Existing approved Ordinance 2010-0615D.

### **COSTS**

There are no costs associated with this request.

### **RECOMMENDATION**

That the Village Board approve an extension of completion request for the four Final PUDs (Ordinance 2010-0615D), up to and including June 15, 2015, for College Corner Lots 40-43.

LAW OFFICES  
OF

***Daniel J. Kramer***

1107A SOUTH BRIDGE STREET  
YORKVILLE, ILLINOIS 60560  
(630) 553-9500  
Fax: (630) 553-5764

DANIEL J. KRAMER

KELLY A. HELLAND  
D.J. KRAMER

April 20, 2012



Sean Michels, Village President  
Village Board of the Village of Sugar Grove  
Richard Young, Community Development Director  
Michael Ferencak, Planner  
10 S. Municipal Dr.  
Sugar Grove, IL 60554

VIA: Fax (466-4507 & 466-1083) and U.S. Mail

Gentlemen:

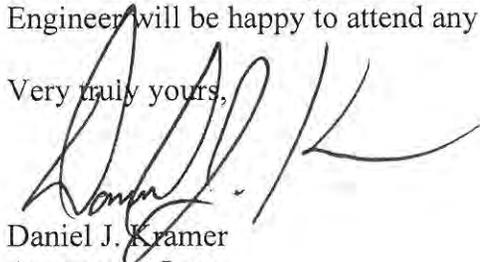
Please be advised we are hereby making three (3) requests with respect to the Planned Unit Developments that were approved for College Corner development on behalf of the Ratos Family. Those requests are as follows:

- 1) There were four (4) Final PUDs approved for the four (4) individual lots being developed in the development. We are asking that the completion date of June 15, 2012 be extended for an additional three (3) year period given current economic conditions to June 15, 2015.
- 2) Second, we are asking that the time requirement for recording of the Final Plat of Subdivision which is normally within thirty (30) days of the adoption of the Final PUD Ordinance pursuant to Section 11-11-6-D-6 of the Village Ordinance be modified as a Minor PUD Amendment to permit recording on or before June 15, 2015. Concurrent with that request would be the delaying of posting of Letter of Credit or Subdivision Bond which would be posted the earlier of the completion of all subdivision improvements or upon submission of Final Plat for signature and recording.
- 3) Finally, we are asking that Section 26 of the original PUD Agreements allow a minor modification and that request is "to allow one of the two high pressure sodium plans (either the plan with 20' poles and 3' bases or the plan with 25' poles), but not the metal halide plan (with 25' poles). The applicant notes the benefits of high pressure sodium: 1) longer lamp life – more affordable, 2) more lumens per watt (more efficient), and 3) stay brighter longer than metal halide."

Sean Michels, Village President  
Village Board of the Village of Sugar Grove  
Richard Young, Community Development Director  
Michael Ferencak, Planner  
Sugar Grove, IL 60554  
April 20, 2012  
Page 2

Whenever you are ready to schedule the hearing just let me know and both my client and myself and our Engineer will be happy to attend any requested meetings.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Daniel J. Kramer', written over the closing 'Very truly yours,'.

Daniel J. Kramer  
Attorney at Law

DJK/lgc

Cc Matt Brolley  
Cc Jim Ratos

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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:** DISCUSSION: ANNEXATION AGREEMENT AMENDMENT,  
PRELIMINARY PUD, AND PRELIMINARY & FINAL PLAT FOR A  
PROPOSED INSTITUTIONAL DEVELOPMENT, AS WELL AS A  
FINAL PUD FOR AN ASSISTED LIVING FACILITY IN THE B-3  
REGIONAL BUSINESS DISTRICT LOCATED BETWEEN STATE  
ROUTE 47 AND WHEELER ROAD  
**AGENDA:** JUNE 5, 2012 REGULAR VILLAGE BOARD MEETING  
**DATE:** JUNE 1, 2012

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**ISSUE**

Should the Village Board consider amending the text of the Molloy Bolz Annexation Agreement to modify the requirement that all overhead utility lines on or near the property be buried upon development of the property and amend Exhibit D of the Annexation Agreement to add “congregate care” and “convalescent centers and nursing homes” as permitted uses on the land bound by the Agreement, **as well as other significant changes to the existing Annexation Agreement.**

Should the Village Board consider approving a Preliminary PUD and Preliminary / Final Plat of two lots for a proposed institutional development to be called Hampstead Court, as well as a Final PUD for one lot for an assisted living facility on land located between State Route 47 and Wheeler Road.

**DISCUSSION**

*A full background is not included in this report. Previous attachments are not included in this report. Prior report(s) and attachments are available upon request.*

**This item was reviewed at the May 1, 2012 Village Board meeting, where the Board had concerns with the users of the facility.**

The item was briefly reviewed at the Committee of the Whole meeting on April 17, 2012. The focus of that meeting was to make the Committee familiar with the project in advance of developer presentation and full discussion at the May 1, 2012 meeting.

**There several attachments to this report that are being presented for the meeting on June 5, 2012:**

- 1. A complete review of the staff / Plan Commission conditions of approval based on the plans received April 26, 2012.**
- 2. Various plans date stamped "Received April 26, 2012".**
- 3. The draft Annexation Agreement Amendment.**
- 4. The draft Ordinance Authorizing the Annexation Agreement Amendment.**
- 5. The draft Ordinance Granting a Special Use for Preliminary Planned Unit Development and Final Planned Unit Development of Lot 1.**
- 6. The draft Resolution Approving a Final Plat.**

**Items 1 and 2 are attached. Items 3 through 6 will be distributed on Monday.**

**Item 1 contains the proposed conditions of the PUD and this review would also be an exhibit to the Annexation Agreement Amendment.**

### **COSTS**

There is no direct cost associated with this proposal. All costs will be paid for by the petitioner.

### **RECOMMENDATION**

That the Board review and approve the Ordinances and Resolution.

# Memorandum

Date: May 31, 2012  
To: Rich Young, Community Development Director  
From: Mike Ferencak, Village Planner  
CC: Brent Eichelberger, Village Administrator

## Re: Hampstead Court Review

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The following is a review of the plans for Hampstead Court, based on the latest plans submitted April 26, 2012. Plans are compared to the recommendation of the March 21, 2012 Staff Report to the Plan Commission. Where the Plan Commission recommended changes to conditions, this is noted below.

### **STAFF RECOMMENDATION**

Staff recommends approval of the Preliminary and Final plat to create Hampstead Court Subdivision, a proposed two lot subdivision, pursuant to Section 12-4-3 and 12-4-5 of the Sugar Grove Subdivision Ordinance and

Staff recommends approval of the Preliminary PUD for Hampstead Court and the Final PUD for an assisted living facility serving adults with physical disabilities, pursuant to this Preliminary PUD, Section 11-11 of the Sugar Grove Zoning Ordinance, and Ordinance 2007-0515G, subject to the following conditions:

1. The Preliminary PUD and Final PUD for Lot 1 shall substantially conform to:
  - A. the Preliminary Site / Signage / Trash Enclosure Plan, titled “Overall Site Plan Phasing Zoning”, “Phase 1 Architectural Site Plan”, and “Phase 2 Architectural Site Plan”, by Gleason Architects, P.C., sheets AS1, AS2, and AS3, dated November 15, 2011, last revised December 22, 2011;  
  
**Sheet AS2, last revised April 9, 2012, has been submitted as the Preliminary Site / Signage / Trash Enclosure Plan, but is labeled “Final – Phase 1 Architectural Site Plan”. The label shall be corrected to remove the words “Final – Phase 1” from the several locations it appears on the sheet and replace them with the word “Preliminary”. In addition, sheets AS1 (overall preliminary) and AS3 (phase 2 preliminary) shall be included and similarly labeled.**
  - B. the Preliminary Architectural Elevation Plan, titled “Elevations”, by Gleason Architects, P.C., sheet A1, dated November 15, 2011;

**Sheet A1, last revised April 9, 2012, has been submitted as the Preliminary Architectural Elevation Plan, but is labeled “Final Phase 1 Elevations”. The label shall be corrected to remove the words “Final Phase 1” and replace it with the word “Preliminary”.**

C. the Preliminary Floor Plan, titled “1<sup>st</sup> Floor Plan”, “2<sup>nd</sup> Floor Plan”, and “3<sup>rd</sup> Floor Plan”, by Gleason Architects, P.C., sheets A2, A3, and A4, dated November 15, 2011;

**Sheets A2-A4, last revised April 9, 2012, have been submitted as the Preliminary Floor Plan, but are labeled “Final Phase 1...”. The labels shall be corrected to remove the words “Final Phase 1” and replace it with the word “Preliminary”.**

D. the Preliminary Landscape Plan, titled “Overall Landscape Plan” and “Landscape Plan”, by Watermark Engineering Resources, Ltd., sheets L-1 to L-8, dated December 21, 2011;

**Sheets L-1 to L-8, last revised April 9, 2012, have been submitted as the Preliminary Landscape Plan, but are labeled “Final – Phase 1...”. The labels shall be corrected to remove the words “Final – Phase 1” and replace it with the word “Preliminary”.**

E. the Preliminary Engineering Plans, titled “Title”, “Existing Conditions”, “Utility Plan”, “Grading Plan”, and “Access Plan”, by Gleason Architects, P.C., sheets C-1 to C-5, dated December 23, 2011;

**Sheets C-1 to C-4, last revised April 9, 2012, have been submitted as the Preliminary Engineering Plan, but are labeled “Hampstead Court Phase Two Preliminary”. The label shall be corrected to remove the words “Phase Two” as the plan should be the preliminary for the entire site.**

F. the Preliminary Photometric Plan, titled “Photometric”, by Gleason Architects, P.C., sheet PH, dated November 15, 2011, last revised December 22, 2011 and Lighting Specification Sheets from Pacific Lighting & Standards Co., NR and DBR series, not dated;

**Sheet PH, last revised April 9, 2012, has been submitted as the Preliminary Photometric and is labeled correctly.**

G. the Preliminary / Final Plat, titled “Hampstead Court Subdivision”, by Vanderstappen Surveying & Engineering, Inc., sheets 1 and 2 of 2, dated February 3, 2012;

**Sheets 1 and 2 of 2, last revised April 9, 2012, have been submitted as the Preliminary / Final Plat and are labeled correctly as “Final Plat”.**

H. the Final Site / Signage / Trash Enclosure Plan, titled “Phase 1 – Final Drawing Submittal Overall Site Plan Phasing Zoning” and “Final Phase 1 Architectural Site

Plan”, by Gleason Architects, P.C., sheets AS1 and AS2, dated November 15, 2011, last revised January 5, 2012;

**Sheets AS1-AS2, last revised April 9, 2012, have been submitted as the Final Site / Signage / Trash Enclosure Plan for Lot 1 and are labeled correctly.**

I. the Final Architectural Elevation Plan, titled “Final Phase 1 Elevations”, by Gleason Architects, P.C., sheet A1, dated November 15, 2011, last revised January 5, 2012;

**Sheet A1, last revised April 9, 2012, has been submitted as the Final Architectural Elevation Plan for Lot 1 and is labeled correctly.**

J. the Final Floor Plan, titled “Final Phase 1 1<sup>st</sup> Floor Plan”, “Final Phase 1 2<sup>nd</sup> Floor Plan”, and “Final Phase 1 3<sup>rd</sup> Floor Plan”, by Gleason Architects, P.C., sheets A2, A3, and A4 dated November 15, 2011, last revised January 5, 2012;

**Sheets A2-A3, last revised April 9, 2012, have been submitted as the Final Architectural Elevation Plan for Lot 1 and are labeled correctly.**

K. the Final Photometric Plan, titled “Final Phase 1 Photometric”, by Gleason Architects, P.C., sheet PH, dated November 15, 2011, last revised January 5, 2012;

**Sheet PH, last revised April 9, 2012, has been submitted as the Final Photometric Plan for Lot 1 and is labeled correctly.**

L. the Final Landscape Plan, titled “Overall Landscape Plan” and “Landscape Plan”, by Watermark Engineering Resources, Ltd., sheets L-1 to L-8, dated January 11, 2012; and

**Sheets L-1 to L-8, last revised April 9, 2012, have been submitted as the Final Landscape Plan for Lot 1 and are labeled correctly.**

M. the Final Engineering Plans, not yet submitted;

**Sheets C-1, C-2, C-6, C-7, C-9, C-10, and C-11 have been submitted as the Final Engineering Plan for Lot 1, but are labeled only on the first sheet as “Hampstead Court Phase One Site Improvements”. The word “Final” shall be added to the title and the words “Final Phase 1” shall appear on each sheet.**

except as such plans may be revised to conform to Village codes and ordinances and the conditions below.

**Condition 1 will need to be revised to reflect the updated plan dates.**

2. Any existing trees measuring 6” diameter at breast height or larger shall be preserved or mitigated and shown as such on the plans.

**The applicant believes that all trees are under 6” diameter. This will need to be confirmed by letter from a certified arborist by August 1, 2012.**

3. An updated wetland study is required and a copy of it shall be provided to the Village once it is complete.

**This condition will need to be modified as follows:**

**“An updated wetland study is required and a copy of it shall be provided to the Village by August 1, 2012.”**

4. The Land Use Opinion application shall be filed, if not already, and the sign off from the Kane-DuPage Soil and Water Conservation District shall be provided to the Village as soon as possible.

**This condition will need to be modified as follows:**

**“The Land Use Opinion application shall be filed, if not already, and the sign off from the Kane-DuPage Soil and Water Conservation District shall be provided to the Village by August 1, 2012.”**

5. The nearby protected resources identified on the Illinois Department of Natural Resources ECOCAT system shall be addressed. The sign off from the IDNR shall be provided to the Village as soon as possible.

**This condition will need to be modified as follows:**

**“The nearby protected resources identified on the Illinois Department of Natural Resources ECOCAT system shall be addressed. The sign off from the IDNR shall be provided to the Village by August 1, 2012.”**

6. The burial of all overhead electric lines is deferred until the development of Lot 2 with the exception that any burial required for the main vehicle entrance off of State Route 47 takes place with development of Lot 1. The plans shall be revised if necessary to show this.

**This condition will need to be modified as follows:**

**“The burial of all overhead electric lines is deferred until the development of Lot 2 with the exception that any burial required for vehicle entrances off of State Route 47 and Wheeler Road takes place with development of Lot 1. The plans shall be revised to include notes stating when specific segments of overhead electric lines are to be buried, either during Lot 1 development or Lot 2 development.”**

7. The dedications and / or reservations required for Wheeler Road (50 feet from centerline) and Hampstead Drive (35 feet along west property line, but varies) shall be shown on the plans and plat.

**The dedications and / or reservations have been shown on the Architectural Site Plan and the Final Plat, but need to be added to the other plans, especially the Landscape Plan. The condition remains as stated.**

8. The primary building walls shall be dimensioned on the Site and Landscape Plans for reference.

**While the dimensions were added to the Site Plan, they were not added to the Landscape Plan. The condition remains as stated.**

9. The following accessory uses are hereby acknowledged and approved in the locations and sizes shown on the various plans as allowed accessory uses: patio, gazebo / fishing pier.

**This is a standing condition.**

10. The following accessory uses are hereby acknowledged and approved in the locations and sizes shown on the various plans as Special Accessory Uses: ponds, garden, and basketball court. The basketball court approval remains subject to confirming the location of the Hampstead Drive right-of-way and that the basketball court is in the portion of the rear yard not adjacent to the public right-of-way.

**Lot 1 will be a through lot, a lot having frontage on a public right-of-way at the rear. The basketball court would be in the portion of the rear yard that is adjacent to the public right-of-way. Generally, accessory uses, accessory structures, and accessory buildings are not allowed in the rear yard of a through lot. There are certain exceptions, including patios and gardens, but recreational courts (including basketball courts) are not a listed exception. The basketball court would normally not be permitted without a Variance. Since this approval involves a PUD, the basketball court may be considered for approval as part of the PUD. However, even if it is approved, it will need to be relocated further to the south to maintain the required 10' pavement setback from the future right-of-way. This condition will need to be updated after discussion by the Village Board.**

11. The required building and pavement setback lines shall be measured from the dedicated / reserved right-of-way along Wheeler Road and Hampstead Drive extended. Actual setbacks remain subject to review after the corrected required setback lines have been added to the plans and plat.

**The building and pavement setback lines have been corrected to be measured from the dedicated right-of-way along the west portion of Wheeler Road, but have not been corrected to be measured from the dedicated right-of-way along the east portion of Wheeler Road and the reserved right-of-way of Hampstead Drive extended. The required 10' pavement setback between the rear drive aisle and the reserved right-of-way of Hampstead Drive extended is not met and the drive aisle will need to be shifted to meet the setback. This**

**condition remains and will need to be updated to request the drive aisle be moved.**

12. The required building and pavement setback lines may be decreased to 10' along the portion of the south property line that is not adjacent to an arterial road on the plans and plat.

**This has not been corrected. This condition remains as stated.**

13. The required building and pavement setback lines between the two buildings shall be adjusted to 40 feet for building and 30 feet for pavement on the plans and plat.

**These were corrected on the plan, but are not shown at all on the plat. This condition remains as stated.**

14. The following deviations are hereby acknowledged and approved: reduction of the south interior side pavement setback on Lot 1 from 30 feet to 0 feet, reduction of the north interior side pavement setback on Lot 2 from 30 feet to 0 feet, elimination of the south interior side buffer landscape requirement on Lot 1, and elimination of the north interior side buffer landscape requirement on Lot 2 all to allow for a shared drive aisle.

**This is a standing condition.**

15. The building on Lot 2 shall be shifted several feet south on the plans to meet the required building setback of 40 feet.

**This has not been corrected. This condition remains as stated.**

16. The required parking ratio and the required parking quantity shall be added to the plans.

**The required parking quantity has been added, but the required parking ratio has not. This condition remains as stated.**

17. The parking rows on Lot 1 shall be adjusted such that no row exceeds 10 consecutive parking spaces without islands and shown on the plans.

**This correction was made and the condition may be removed.**

18. Parking row counts shall be added to Lot 1 on the plans.

**These were not added. This condition remains as stated.**

19. The central parking space in the row of 11 (misabeled as 10) opposite the Lot 2 building entrance shall be changed to an island with two rows of 5 spaces on the plans. The parking table shall then be updated to show 90 parking spaces instead of the 92 currently shown (plan actually shows 91) on the plans.

**This has been updated on the engineering plans, but not on the architectural site plan. The parking table has not been corrected. This condition remains as stated.**

20. Bicycle and pedestrian paths shall be provided along Route 47 and Wheeler Road. Sidewalk shall be provided along Hampstead Drive extended. Sidewalks shall be provided connecting from both buildings to Route 47 and Wheeler Road. Any deviations from the requirements will be resolved through further review and discussion, as well as shown on the plans and noted in these conditions.

**For this condition, the Plan Commission recommended not including a bicycle and pedestrian path along Route 47 and instead placing a bicycle path along the Hampstead Drive extension. Staff believes that this would be constructed with the future extension of Hampstead Drive which would not take place until the development of Lot 2 or development of the neighboring Batavia Enterprises property. In addition, the Plan Commission recommended having the path along Wheeler Road for the frontage of this property be placed on the south rather than the north. These recommendations would require a crosswalk at Hampstead Drive. Finally, the Plan Commission also recommended adding bicycle racks to both lots.**

**The Committee was in agreement with the bicycle path routing via Wheeler Road and Hampstead Drive rather than Route 47. No objections were heard to including bicycle racks in the plan.**

**This condition will need to be modified as follows:**

**“Bicycle and pedestrian path shall be provided along the east side (Lot 1 and 2 frontage) of Hampstead Drive extended with development of Lot 2. In place of the bicycle and pedestrian path that is required along the north side of Wheeler Road, a cash-in-lieu donation of \$29,610 shall be made with development of Lot 2. In place of the bicycle and pedestrian path that is required along the west side of Route 47 fronting Lot 1, a cash-in-lieu donation of \$27,840 shall be made with development of Lot 1. In place of the bicycle and pedestrian path that is required along the west side of Route 47 fronting Lot 2, a cash-in-lieu donation of \$30,570 shall be made with development of Lot 2. Sidewalks shall be provided connecting the Lot 1 building to Route 47 and Wheeler Road to meet Illinois Accessibility Code requirements and standard Village policy. With development of Lot 2, the Lot 2 building sidewalk will need to connect with the Lot 1 building sidewalk. Several bicycle racks of the U-style shall be shown on plans near each building.”**

21. Bicycle and pedestrian path easements shall be provided along Route 47, Wheeler Road, and Hampstead Drive. These will need to be shown on the plans and plat.

**For this condition the Plan Commission recommended removing the requirement for an easement along Route 47.**

The Committee agreed with staff that an easement should be reserved along Route 47 in case of a future bicycle path in that location.

After further review by staff, this condition will need to be modified as follows: **“A bicycle and pedestrian path easement shall be provided along Hampstead Drive extended if the path will not be located in the reserved public right-of-way. A bicycle and pedestrian path easement shall be provided along the west side of Route 47 and the north side of Wheeler Road for possible future use.”**

22. The plans shall be revised to show a drive aisle connected to Wheeler Road.

For this condition, the Plan Commission recommended adding to the end of the sentence: **“and if the Hampstead Drive extension exists at the time of development of Lot 2, then the developer will be required to connect to the Hampstead Drive extension as a part of the Lot 2 development and remove this temporary secondary access point that is being provided as part of Lot 1 development.”**

No objections by the Committee were heard to this revised condition.

The plans have been revised to show a 24' wide drive aisle without curb to be constructed during Lot 1 construction. This condition will need to be modified as follows:

**“If the Hampstead Drive extension exists at the time of development of Lot 2, then the developer will be required to connect to the Hampstead Drive extension as a part of the Lot 2 development and remove this temporary secondary access point and associated drive aisle that is being provided as part of Lot 1 development.”**

23. The use of retaining walls should be minimized as much as possible on the plans.

**The only retaining wall on the plan for Lot 1 is a 280' wall along the west property line. No walls appear on Lot 2. This condition remains as stated.**

24. The Landscape Plan shall be revised to address the requirements noted in this report. Any deviations from the requirements will be resolved through further review and discussion, as well as shown on the plans and noted in these conditions.

**This condition will need to be modified as follows:**

**“The Landscape Plan shall be revised to address the requirements and comments listed in the review memo dated May 10, 2012, which includes the JFNew memo regarding the pond plantings dated April 13, 2012 (both attached).**

25. The three PDW trees on sheet L-3 that do not appear in the landscape key on sheet L-1 shall be added to the key.

**This condition has been merged into the review memo for the condition above and so it may be removed.**

26. The group of shrubs near the main entrance sign on sheet L-4 that are not labeled shall be labeled on sheet L-4 and added to the landscape key on sheet L-1.

**This condition has been merged into the review memo for the condition above and so it may be removed.**

27. The pond seeding remains subject to review by the Village and its consultants. Any comments generated will need to be addressed on the plans.

**This condition has been merged into the review memo for the condition above and so it may be removed.**

28. The Architectural Review and Resource Group comments shall be addressed on the plans.

**The plans show that the louvers will be painted to match adjacent material. This was the only actual recommendation from the ARRG. This condition may be removed.**

29. The following deviation is hereby acknowledged and approved: increase in the maximum building height from no more than 3 stories or 35 feet (whichever is less) to no more than 3 stories or 38 feet (whichever is less).

**This is a standing condition.**

30. The applicant shall confirm with the Aurora Airport or FAA that the building height is acceptable and no additional approvals are needed from them. The applicant shall provide something in writing stating this to the Village.

**The last correspondence from the applicant on April 12, 2012 states they are working on submitting form FAA 7460-1 Notice of Proposed Construction or Alteration to the FAA for approval. This condition will need to be modified as follows:**

**“A written copy of the approval from the FAA shall be provided to the Village by August 1, 2012.”**

31. All exterior equipment (ground-mounted, wall-mounted, and roof-mounted) shall be shown on the plans with appropriate screening.

**A large transformer and generator are shown at the south end of the building. These should be shifted closer to the building so that they may be screened from the parking lot by fences / landscaping. It should be clarified what the mechanical area at the west of the building includes and whether the line shown is a fence or not. The condition remains as stated.**

32. The Lot 1 ground sign elevation plan may be revised to include a taller precast base if necessary to elevate the sign above the nearby perennials. If revised, it shall be shown on the plans.

**The last correspondence from the applicant on April 12, 2012 states they would like to retain the current design. This condition remains as stated.**

33. A note shall be added to the ground sign plan stating that any Lot 2 ground signage will match the design of the Lot 1 ground signage.

**This note was added. This condition may be removed.**

34. A detail of the wall signs proposed for Lot 1, including materials and dimensions, shall be provided on the plans.

**These details were not provided. This condition remains as stated.**

35. A note shall be added to the plans that stating that any Lot 2 wall signage will match the design of the Lot 1 wall signage.

**This note was not added. This condition remains as stated.**

36. Modern parking lot poles in the dark bronze color shall be provided. Any deviations from this standard will be resolved through further review and discussion, as well as shown on the plans and noted in these conditions. All other lighting requirements including light type, foot candle levels, pole locations, pole height, etc. shall remain subject to review and approval depending on the light pole decision. Items which shall be addressed with the current plan include relocating one pole from the paved area into an island, providing complete details of the foundation, base, pole, and light fixture on the photometric plan, and confirming whether there will be wall-mounted lighting (and if so, showing it on the plan).

**For this condition, the Plan Commission stated they preferred the applicant's proposed decorative parking lot poles for this site instead of the standard modern parking lot poles found in all other recent non-residential development. They also prefer the standard dark bronze color rather than the applicant's proposed black color. Lighting would be metal halide at a fairly low intensity and they were ok with that.**

**The Committee stated that they would prefer using the Village's decorative residential streetlights in the parking lot of this site. Please note that all existing installations of these in Village rights-of-way are high pressure sodium. CD staff confirmed with PW staff that these are available in metal halide for the parking lot.**

The plans have been revised to show the applicant's proposed parking lot poles in the dark bronze color and details have been provided on many of the other lights that would be on site. This condition will need to be modified as follows:

**"The Village's decorative residential streetlights shall be provided on the plans instead of the applicant's proposed parking lot lights. Foot candle tables will then need to be updated. Foot candle levels, pole locations, and pole height will need to be rechecked. An elevation of the foundation, base, pole, and light fixture shall be included on the plans. A foot candle table for Lot 2 shall be added to the preliminary photometric plan. Lighting, in general, shall remain subject to review and approval."**

37. The trash enclosure for Lot 2 shall be added to the site plans. The trash enclosure elevation shall be labeled as applicable to Lot 1 or both Lot 1 and 2. If it is not applicable to Lot 2, then an elevation for the trash enclosure on Lot 2 shall be added to the plans.

**Though several of the plans do not show the trash enclosure on Lot 2, it has been located on the architectural site plan. However, it is missing some linework. The note was added. This condition will need to be modified as follows:**

**"The trash enclosure for Lot 2 shall be added to all plans and correctly shown."**

38. The Final Engineering Plans shall be submitted as soon as possible for first review.

**An incomplete set of Final Engineering Plans was submitted in April with the note that IDOT roadway plans, soil erosion plans, details/specifications, etc. would be submitted in the near future. These have not been submitted at this time. This condition remains as stated.**

39. The review comments from the Village engineering consultant in the letter dated February 24, 2012 for the plans and plat shall be addressed. All plans shall remain subject to review and approval by the Village engineering consultant and staff.

**The last correspondence from the applicant on April 12, 2012 states that the review comments of EEI's February 24, 2012 letter are being addressed. Revised plans have not been submitted as of today's date. This condition remains as stated.**

40. The existing easements on the site shall be shown vacated on the plat.

**These are generally shown vacated. This condition may be removed as it is covered by the EEI review letter.**

41. Cross access easements shall be provided and shown on the plans and plat.

**These are generally shown. This condition may be removed as it is covered by the EEI review letter.**

42. A letter of credit in the amount of 120% of the engineering cost estimate of the public improvements shall be submitted prior to recording the Final Plat.

**This is a standing condition.**

Other items that were not included in the staff or Plan Commission recommendations initially that need to be addressed:

43. **The Plat of Survey for the site appears to show an area of State Route 47 that has not been dedicated to the State. A condition will need to be added that this discrepancy be resolved.**
44. **The Plan Commission brought up a concern with vehicles disturbing residents homes on the south side of Wheeler Road. Staff suggested that evergreen trees be planted in the Windsor Pointe Homeowners Association property on the south side of Wheeler Road by this applicant. A condition will need to be added to this effect.**

# Memorandum

Date: May 10, 2012

To: Rich Young, Community Development Director

From: Mike Ferencak, Village Planner

CC: Brent Eichelberger, Village Administrator

## Re: Hampstead Court Landscaping Review

---

The following is a summary of my review of the Landscape Plans for Hampstead Court based on the latest plans last revised April 9, 2012. Items in green are requirements met. Items in yellow are generally ok, but may need some work. Items in red need to be worked on to meet requirements.

### Lot 1:

Foundation Plantings – There are 40 trees and 243 shrubs required. The plan shows 54 trees and 371 shrubs. Requirement is met.

Parking Lot Islands – There are 27 trees required. The plan shows 27 trees. Requirement is met.

Trash Enclosure Screening – There are 8 evergreen shrubs required. The plan shows 8 evergreen shrubs. Requirement is met.

Loading Screening – The West Buffer Landscaping is sufficient and separate additional screening is not necessary. This is technically a deviation and staff can support it.

Buffer Landscaping –

West – There are 37 trees and 140 shrubs required. The plan shows 38 trees and 159 shrubs. Requirement is met.

East – There are 31 trees and 186 shrubs required. The plan shows 42 trees and 196 shrubs. Requirement is met.

South – There are 25 trees and 76 shrubs required. This requirement is requested for deviation to 0 trees and 0 shrubs due to the shared drive aisle. If the deviation is granted, this would be ok.

Parkway Trees – There are 23 trees required. The plan shows 23 trees. Requirement is met.

### Lot 2:

Foundation Plantings – There are 28 trees and 169 shrubs required. The plan shows 28 trees and 178 shrubs. Requirement is met.

Parking Lot Islands – There are 30 trees required. The plan shows 30 trees. Requirement is met.

Trash Enclosure Screening – There would be some evergreen shrubs required depending on position. However, the trash enclosure for Lot 2 is still not shown on the plan so the exact number cannot be determined. Requirement is not met.

Loading Screening – The Foundation Plantings include trees some distance from the building which help to screen the loading area and separate additional screening is not necessary. This is technically a deviation and staff can support it.

Buffer Landscaping –

West – There are 10 trees and 60 shrubs required. The plan shows 10 trees and 60 shrubs. Requirement is met.

East – There are 34 trees and 204 shrubs required. The plan shows 39 trees and 200 shrubs. The plan is short 4 shrubs. This is technically a deviation and staff can support it.

South – There are 18 trees and 54 shrubs required. The plan shows 20 trees and 54 shrubs. Requirement is met.

South along Wheeler Road – There are 24 trees and 141 shrubs required. The plan shows 26 trees and 153 shrubs. Requirement is met.

North – There are 25 trees and 76 shrubs required. This requirement is requested for deviation to 0 trees and 0 shrubs due to the shared drive aisle. If the deviation is granted, this would be ok.

Parkway Trees along Route 47 – There are 25 trees required. The plan shows 25 trees. Requirement is met.

Parkway Trees along Wheeler Road – There are 17 trees required. The plan shows 17 trees. Requirement is met.

#### **Other review notes:**

This plan assumes that there are no existing trees on the site 6” or more in diameter that would require mitigation. The applicant states “all trees are believed to be under 6” diameter.

Some of the spacing of parkway trees along Route 47 is irregular and staff will check with the landscape architect to find out why it was done in this fashion.

The landscaping in the West Buffer of Lot 2 and part of Lot 1 is being shown in the way of the future Hampstead Drive extended and will need to be shown on the plan to the inside of the future property line.

The plan shows that all of the Lot 1 landscaping and the parkway trees and buffer plantings along Wheeler Road on Lot 2 would be installed at the time of development of Lot 1. All the other landscaping on Lot 2 would not be installed until the time of development of Lot 2. This would be a deviation from normal practice of installing all the parkway trees and buffer landscaping at the beginning of development of the overall PUD.

The species of the Lot 2 plants are not labeled on the plan. The applicant believes labeling the specific plants could be a detriment if the future plans for Lot 2 change. Staff understands the Lot 2 plans may change, but as part of the Preliminary Plan the species of at least the parkway trees and buffer landscaping should be provided.

The total count of each species needs to be added to the plant list table.

There are three PDW trees on sheet L-3 that do not appear in the landscape key on sheet L-1 and need to be added.

There is a group of shrubs near the main entrance sign on sheet L-4 that is not labeled and likely not included in the landscape key on sheet L-1. There are groups of trees and shrubs on sheets L-2 and L-7 that are not labeled and likely not included in the landscape key on sheet L-1. These need to be labeled and added.

A transformer, generator, and mechanical area are shown on the plan and additional screening may be necessary. Staff will follow up with the landscape architect.

The plan includes a small berm (about 2') along Route 47 and no berm along Wheeler Road.

The Landscape Plan includes various seed mixes for the pond areas. Staff sent a copy of the Landscape Plan to JFNew to review this landscaping in particular. JFNew provided the attached review that has not been provided to the applicant yet. The majority of the comments remain to be addressed. The applicant made some changes to this seeding of the ponds on their own that will need to be re-reviewed. In general, comments remain to be addressed.

All other areas have been labeled as "turf". Seed or sod should be specified on the plan.

Overall, 56 (32%) of the 175 provided buffer trees are evergreens. This is an appropriate percentage.

Overall, 20 (24%) of the 82 foundation trees are evergreens. This is an appropriate percentage.



Cardno JFNew

6605 Steger Road, Unit A  
Monee, Illinois 60449  
USA

Phone 708 534 3450  
Fax 708 534 3480  
[www.cardno.com](http://www.cardno.com)

[www.cardnojfnew.com](http://www.cardnojfnew.com)

April 13, 2012

Michael Ferencak  
Village Planner  
Village of Sugar Grove  
10 Municipal Drive, Box 49  
Sugar Grove, Illinois 60554-0049

**Subject: Hampstead Court Native Planting Review**

Dear Mike Ferencak:

Per your request, Cardno JFNew has reviewed the Hampstead Court plans developed by Watermark Engineering Resources dated December 21, 2011. Upon reviewing the plan set we are providing the following comments regarding the native planting sections:

- 1.) The Phase 2 basin does not have elevations noted on the plans which make assessment of the applicability of the seed mixes difficult. In general, the Stormwater seed mix requires periods of saturation and cannot tolerate prolonged periods of dry conditions.
- 2.) The Phase 1 NW basin is specified to be installed as turf grass. Is this permissible?
- 3.) The layout at the Phase 1 basin needs to be modified to reflect appropriateness of seed mixes. Since the Stormwater seed mix does not perform well in dry conditions this mix should be limited to elevations 692 (NWL) – 639. The Wet-to-Mesic seed mix should be installed from elevations 693 – 695 (HWL).
- 4.) It is suggested that the native seed mixes be extended to the HWL (695) in the Phase 1 basin.
- 5.) Although the emergent seed mix in the Phase 1 basin appears to be in the correct location it should be noted that installation and subsequent success can prove difficult if conditions are not ideal. In order to properly install the emergent seed mix the basin will need to be dewatered and incrementally re-watered. This is typically accomplished through the use of water control structure (i.e. Agridrain). If the appropriate conditions do not arise the use of live plantings should be considered. Live plantings can be installed directly into the water and perform much better than submerged seed.
- 6.) The installation instructions lack sufficient detail including, but not limited to, seedbed preparation (if seed cannot be installed via no-till native seeder), increased seed rates for hand broadcasting, and soil compaction.
- 7.) The plan set does not include vegetative performance standards or monitoring plan. These should as part of the plan to ensure the site is assessed and managed according to sites unique development.

Village of Sugar Grove  
April 13, 2012



These recommendations are intended to create a successful native planting project with the appropriate amount of monitoring and maintenance. Please free to contact me with questions or comments.

Sincerely,

A handwritten signature in cursive script that reads "Tony St. Aubin".

Tony St. Aubin  
Operations Manager  
for Cardno JFNew  
Cell: 708 932 9306  
Email: [tony.staubin@cardno.com](mailto:tony.staubin@cardno.com)

File: 051076.00



February 24, 2012

Mr. Rich Young  
Community Development Director  
Village of Sugar Grove  
601 Heartland Drive  
Sugar Grove, IL 60554

**Re: *Hampstead Court - Supportive Living Facility  
Molloy Bolz Property  
Sugar Grove, Illinois***

Dear Mr. Young:

We have received and reviewed the following documents for the above referenced project:

- Final Plat dated December 2, 2011 and prepared by Vanderstappen Surveying & Engineering, Inc. (2 sheets)
- Preliminary Engineering dated December 23, 2012 and prepared by Gleason Architects, P.C. (6 sheets)

Our review of this plat and plans is to generally determine the plan's compliance with Village ordinances and whether the improvements will conform to existing Village systems and equipment. This review and our comments do not relieve the designer from his duties to conform to all required codes, regulations, and acceptable standards of engineering practice. Engineering Enterprises, Inc.'s review is not intended as an in-depth quality assurance review, we cannot and do not assume responsibility for design errors or omissions in the plans. Our comments are as follows:

1. The Preliminary Engineering plan shall be signed and sealed by a Professional Engineer licensed in the state of Illinois.
2. The ALTA/ACSM Land Title Survey shall be signed by a Professional Land Surveyor licensed in the state of Illinois.
3. Per Section 12-4-4-2.A.7 of the Village's Subdivision Ordinance, a drainage overlay shall be drawn at the same scale as the final plat and provided to the Village on mylar.
4. Two benchmarks with the datum referenced shall be provided on the Preliminary Engineering plans.
5. Soil boring information for the site shall be provided.
6. A drain tile investigation shall be provided. In addition, all existing drain tiles shall be shown on the Preliminary and Final Engineering plans.
7. An outline of proposed protective covenants shall be provided for the subdivision. These shall be recorded in conjunction with the final plat.
8. A note shall be added to the Preliminary Engineering plan indicating that the Owner is responsible for seeding, restoration, and any landscaping within the rights of way.

9. Final Engineering plans shall be submitted for review with respect to the Final P.U.D.
10. The wetland delineation report shall be provided. Please note that a wetland delineation is valid for three (3) years under Section 9-90 (Requirements For Wetland Delineation) of the Kane County Stormwater Ordinance. We received a letter dated October 26, 2009 indicating the opinion that the wetlands are not under the jurisdiction of the Army Corps. The existing wetlands shall be shown on both the final and preliminary engineering plans.
11. A stormwater application and report shall be provided for review.
12. Permits or sign-offs, if applicable, are required from the following agencies and should be provided during the preliminary planning process:
  - a. Illinois Department of Natural Resources Endangered Species (A copy of the ECOCAT results were provided, but potential protected resources were identified.)
  - b. Illinois Environmental Protection Agency (sanitary sewer, water main, stormwater discharge, N.O.I.)
  - c. Kane-DuPage Soil and Water Conservation District (A copy of the application was provided, but not the sign-off.)
  - d. Illinois Historic Preservation Agency
  - e. Illinois Department of Transportation
13. The phasing of the improvements shall be clearly indicated. Prior to recording of the Final Plat of Subdivision, a letter of credit will need to be on file for all public improvements. Public improvements include mass grading of the site and detention basins, retaining walls associated with the detention basins, storm sewer connections to the existing stormwater system, soil erosion control, water main, fire hydrants, b-boxes/service valves, water service line between the water main and the service valve, sanitary sewer, drive entrance improvements located within the right of way, restoration within the rights of way, record drawings, and construction observation (3% of the overall cost of public improvements).
14. Comments in our letter dated January 10, 2012 regarding the Traffic Planning Study dated December 23, 2011 shall be addressed.
15. Is sidewalk or bike path required along Wheeler Road or Route 47? At a minimum, does Village staff want to reserve a Public Access Easement? Currently, along Route 47 the detention basin lies adjacent to the FMWRD easement and grading could prohibit the placement of a path.
16. Driveway access locations are part of an on-going discussion between the Village staff, representatives of IDOT, the Owner, and the engineer.
17. If applicable once access points are agreed upon, clear limits of the grass pavers shall be provided on the Preliminary Engineering Plan.
18. Parking lot lighting and wiring shall be shown on the Utility Plan.
19. ADA parking signs shall be shown given that some of them will likely be placed in sidewalks.
20. Water main:
  - a. Existing and proposed improvements shall be clearly delineated.
  - b. Rim elevations shall be provided.
  - c. The size of water main shall be indicated.
  - d. Locations of tapping valves shall be indicated.
  - e. We will defer to the Sugar Grove Fire Protection District regarding adequacy of the fire hydrant spacing.

- f. Locations of any existing valve and fire hydrant adjustments required shall be indicated on the drawings.
21. Sanitary:
    - a. Discussions between Michael Caldwell and Dave Burroughs resulted in the possibility of re-routing of the sanitary sewer such that the south portion of the site will be directed to the existing sanitary sewer along Wheeler Road. The engineer shall confirm the routing of the sanitary sewer service routing shown on the Preliminary Engineering Plan.
    - b. Sanitary sewer shall be extended to the west property line at a depth amenable to service future growth to the west.
    - c. A note shall be added to the final plat, plans, and/or protective covenants as to which portion of the sanitary sewer service is private and which portion of the sanitary sewer service is owned and maintained by the Village.
    - d. The rim and invert elevations shall be provided.
    - e. At the time of Final Engineering, the engineer shall provide the appropriate detail for the grease trap. Depending on the location of the grease trap, a concrete pad is required around the structure.
    - f. Locations of any existing sanitary structure adjustments required shall be indicated on the drawings. Permission shall be obtained from FMWRD for any adjustments to structures owned and maintained by them.
  22. Tree protection shall be shown for any trees to remain.
  23. The storm sewer shall be shown on the grading plan.
  24. The engineer shall indicate how the stormwater flow along Route 47 will continue through the emergency access point (i.e. will a culvert be provided?).
  25. Street and traffic signage shall be shown on the Preliminary Plat or a note that indicates the Owner will be responsible for all signage.
  26. Photometrics:
    - a. Prior to final submittal, the following information shall be provided:
      - i. Wiring location
      - ii. Depth of wiring
      - iii. Light foundation detail
    - b. We defer to staff regarding any additional comments related to the Photometric Plan.
  27. Grading sheet – The overland flow route shall be clearly indicated. Where necessary, additional spot elevations shall be provided to ensure the direction of the overland flow route.
  28. The rims of several storm structures in the north lot are at the same elevation as the high water level of the detention basins. The engineer shall confirm that this is the design intent.
  29. The location and type of curb and gutter shall be indicated.
  30. Grading will be reviewed in greater detail at the time of final engineering submittal. However, it shall be noted that the difference between the finished floor elevations of lots 1 and 2 is five (5) feet. As a result, the grading between the two buildings is significant. The maximum slope in grass areas shall be 25%. Special consideration shall be given to the paved access to the building at the north end of lot 1 that appears to have a slope greater than 20%.

31. The engineer shall consider elimination of the retaining wall that is shown in parallel with Wheeler Road at the southeast corner of the site. It appears as though this area could be re-graded to eliminate the retaining wall depending on the preference of the owner.
32. Retaining walls of the ponds abut access roads/parking lot. Safety considerations shall be provided at such locations.

**Final Plat**

33. The Village approved easement provisions shall be provided. These are attached and will also be forwarded to the engineer via email.
34. The easements shall be changed to read Village Utility and Drainage Easement.
35. The Village approved certificates shall be provided on the plat. These are attached and will also be forwarded to the engineer via email.
36. Per the annexation agreement, 50 feet from the centerline of the right of way of Wheeler Road shall be dedicated.
37. Right of way for the future roadway along the west property shall be reserved. Per the annexation agreement, 35 feet of right of way shall be reserved along the west property line for Hampstead Drive.
38. All existing easements in Hillside Country Subdivision shall be vacated.
39. Cross access easements shall be provided between Lots 1 and 2 as well as between this subdivision and future adjacent developments.
40. Upon review of final engineering plans, the final plat will be compared to the final engineering plans to confirm easements have been provided for all utilities.
41. We will defer to Village staff regarding any required landscape easements.
42. The fire hydrant easement at the northeast corner of the site overlaps the Fox Metro Water Reclamation District (FMWRD) Easement. The engineer/surveyor shall confirm that the sanitary sewer easement is not exclusive. If it is exclusive, then the fire hydrant shall either be relocated or FMWRD will need to sign-off on the easement.
43. The Wheeler Road right of way prior to relocation per Document #172190 shown at the southeast corner of the site shall be vacated.
44. A minimum of a 20 foot Village Utility and Drainage Easement shall be provided for the by-pass storm sewer.
45. A minimum of a 20 foot Village Utility and Drainage Easement shall be provided for the sanitary sewer along Wheeler Road.
46. If drainage is shared across both lots, then a drainage easement shall be provided.
47. In lieu of the various easements outlined on the plat and in this letter, the Owner may want to consider providing a blanket easement over each lot exclusive of the building location. This approach could also resolve future easement concerns for various utilities such as Nicor, AT&T, ComEd, Comcast, etc.

Mr. Rich Young  
February 24, 2012  
Page 5 of 5

The developer shall make the necessary revisions and provide the requested information for review. If you have any questions or require additional information please let me know.

Respectfully Submitted,

ENGINEERING ENTERPRISES, INC.



David R. Burroughs, P.E.  
Senior Vice President



Michele L. Piotrowski, P.E., LEED AP  
Project Manager

pc: Mr. Brent Eichelberger, Village Administrator  
Mr. Anthony Speciale, Director of Public Works  
Mr. Mike Ferencak, Village Planner  
Ms. Michelle Noyes, Building Inspector

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**VILLAGE OF SUGAR GROVE  
BOARD REPORT**

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**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES  
**FROM:** CYNTHIA L. GALBREATH, VILLAGE CLERK  
**SUBJECT:** APPROVAL: SPECIAL EVENT REQUEST FOR A CAR SHOW  
**AGENDA:** JUNE 05, 2012 REGULAR MEETING  
**DATE:** JUNE 1, 2012

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**ISSUE**

Should the Board approve a Special Event Request for a Car Show.

**DISCUSSION**

The Sugar Grove American Legion has requested that the Village allow them to host a Car Show. Village Code 11-4-8, requires that an application be made to the Village Board whenever a temporary use (an event) is to be held in the Village limits

The request submitted is to host a car show on July 28 (rain date July 9), 2012 on the private property owned by Rich Harvest Farms. This property is the parking lot on the west side of Main Street. . The following information has been submitted and has been

1. Certificate of Insurance
2. Statement that no alcohol will be allowed on site
3. Statement that the food vendor will work with the Corn Boil Committee to insure compliance with the Kane County Health Department Requirements
4. Portable restroom and waste receptacles information
5. Emergency Plan
6. Patron Parking

Staff reviewed the information provided and recommendation that the Board approve the request.

**COST**

There is no cost associated with this item at this time.

**RECOMMENDATION**

That the Board approve the Sugar Grove American Legion's Special Event request for a Car Show on July 28 (rain date 29), 2012.

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**VILLAGE OF SUGAR GROVE  
BOARD REPORT**

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**TO:** VILLAGE PRESIDENT & BOARD OF TRUSTEES  
**FROM:** ANTHONY SPECIALE, DIRECTOR OF PUBLIC WORKS  
GEOFF PAYTON, STREETS / PROPERTIES SUPERVISOR  
**SUBJECT:** APPROVAL: 2012 MFT / PAVEMENT MAINTENANCE PROGRAM  
RESOLUTION: 2012 MOTOR FUEL TAX (MFT) PROGRAM  
**AGENDA:** JUNE 5, 2012 REGULAR BOARD MEETING  
**DATE:** MAY 30, 2012

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**ISSUE**

Should the Village Board approve the 2012 MFT / Pavement Maintenance Program and should the Village Board approve the expenditure of estimated funds for the 2012 MFT Program.

**DISCUSSION**

Public Works staff and Engineering Enterprises, Inc. have conducted a review of Village streets in conjunction with the comprehensive street evaluation in order to develop the 2012 MFT / Pavement Maintenance Program. Staff and EEI have identified the need to conduct preventative maintenance on Village streets as a priority. The proper treatment at the proper time can extend pavement life 5-7 years while reducing the deterioration and need for maintenance.

The program would include micro surfacing all of the Bliss Woods subdivision and part of the Dugan Woods subdivision (Welch Creek to East end). In addition, the crack sealing of Fay's Lane (Welch Creek to Dugan Road) and patching on various roadways will also be completed. The estimated expenditures total \$256,780.00. The intention is to pay for the program utilizing the combination of the \$126,780.00 in remaining MFT funds not allocated for repayment of the 2008 General Obligation Bonds and the General Fund transfer for road maintenance of \$130,000.00.

**COST**

The estimated total cost for the 2012 MFT / Street Maintenance Program is \$256,780.00. The FY2012-13 MFT Infrastructure Fund Budget includes \$15,214.00 for engineering in account number 35-50-6303: Engineering Services and \$111,566.00 for construction has been included in account number 35-50-7008: Capital Improvements. The FY2012-13 Streets Infrastructure Fund Budget includes \$15,600.00 for engineering

in account number 35-53-6303: Engineering Services and \$114,400.00 for construction has been included in account number 35-53-7008: Streets/ROW Improvements.

**RECOMMENDATION**

The Village Board approves the 2012 MFT / Preventative Maintenance program and The Village Board approves a resolution authorizing participation in the 2012 MFT funds expenditure in the amount not to exceed \$126,780.00.

**APPENDIX 6 - FIVE-YEAR MAINTENANCE PLAN**

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

MAY 2012

**Year 1 - 2012**

| Roadway/<br>Neighborhood | Termini     |             | PCI<br>(2012) | Project<br>Cost | Comments       |
|--------------------------|-------------|-------------|---------------|-----------------|----------------|
|                          | Begin       | End         |               |                 |                |
| Dugan Woods              | Welch Creek | East        | Various       | \$ 68,000.00    | Microsurfacing |
| Bliss Woods              | ALL         | ALL         | Various       | \$ 147,000.00   | Microsurfacing |
| Fay's Lane               | Dugan Road  | Welch Creek | 81            | \$ 10,000.00    | Crack Sealing  |
| Various Roadways         | --          | --          | Various       | \$ 31,000.00    | Patching       |

**Year 1 Total: \$ 256,000.00**

**MFT: \$ 126,000.00**

**Non-MFT: \$ 130,000.00**

**Year 2 - 2013**

| Roadway/<br>Neighborhood | Termini |     | PCI<br>(2012) | Project<br>Cost | Comments      |
|--------------------------|---------|-----|---------------|-----------------|---------------|
|                          | Begin   | End |               |                 |               |
| Walnut Woods             | ALL     | ALL | Various       | \$ 94,000.00    | Crack Sealing |
| Various Roadways         | --      | --  | Various       | \$ 8,000.00     | Patching      |

**Year 2 Total: \$ 102,000.00**

**MFT: \$ 102,000.00**

**Non-MFT: \$ -**

**Year 3 - 2014**

| Roadway/<br>Neighborhood | Termini |         | PCI<br>(2012) | Project<br>Cost | Comments      |
|--------------------------|---------|---------|---------------|-----------------|---------------|
|                          | Begin   | End     |               |                 |               |
| Mallard Point (1/2)      | Partial | Partial | Various       | \$ 237,400.00   | Crack Sealing |

**Year 3 Total: \$ 237,400.00**

**MFT: \$ 237,400.00**

**Non-MFT: \$ -**

**Year 4 - 2015**

| Roadway/<br>Neighborhood | Termini |         | PCI<br>(2012) | Project<br>Cost | Comments       |
|--------------------------|---------|---------|---------------|-----------------|----------------|
|                          | Begin   | End     |               |                 |                |
| Mallard Point (2/2)      | Partial | Partial | Various       | \$ 18,000.00    | Microsurfacing |
| Windsor Pointe (1/2)     | Partial | Partial | Various       | \$ 181,500.00   | Microsurfacing |
| Rolling Oaks             | ALL     | ALL     | Various       | \$ 38,000.00    | Microsurfacing |

**Year 4 Total: \$ 237,500.00**

**MFT: \$ 237,500.00**

**Non-MFT: \$ -**

**Year 5 - 2016**

| Roadway/<br>Neighborhood | Termini |         | PCI<br>(2012) | Project<br>Cost | Comments       |
|--------------------------|---------|---------|---------------|-----------------|----------------|
|                          | Begin   | End     |               |                 |                |
| Windsor Pointe (2/2)     | Partial | Partial | Various       | \$ 27,500.00    | Microsurfacing |
| Various Roadways         | --      | --      | Various       | \$ 190,000.00   | Resurfacing    |
| Various Roadways         | --      | --      | Various       | \$ 20,000.00    | Patching       |

**Year 5 Total: \$ 237,500.00**

**MFT: \$ 237,500.00**

**Non-MFT: \$ -**



Resolution for Maintenance of Streets and Highways by Municipality Under the Illinois Highway Code

BE IT RESOLVED, by the President and Board of Trustees of the Village of Sugar Grove, Illinois, that there is hereby appropriated the sum of \$126,780.00 of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of the Illinois Highway Code from January 1, 2012 to December 31, 2012.

BE IT FURTHER RESOLVED, that only those streets, highways, and operations as listed and described on the approved Municipal Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that the Clerk shall, as soon a practicable after the close of the period as given above, submit to the Department of Transportation, on forms furnished by said Department, a certified statement showing expenditures from and balances remaining in the account(s) for this period; and

BE IT FURTHER RESOLVED, that the Clerk shall immediately transmit two certified copies of this resolution to the district office of the Department of Transportation, at Schaumburg, Illinois.

I, Cindy Galbreath Clerk in and for the Village of Sugar Grove, County of Kane

hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by

the President and Board of Trustees at a meeting on June 5, 2012

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 5th day of June, 2012.

(SEAL) Village Clerk

Approved
Date
Department of Transportation
Regional Engineer

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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:** DISCUSSION: PROPOSED SUBDIVISION ORDINANCE TEXT  
AMENDMENT FOR SIDEWALKS AND PATHS  
**AGENDA:** JUNE 5, 2012 COMMITTEE OF THE WHOLE MEETING  
**DATE:** JUNE 1, 2012

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**ISSUE**

Review of draft text amendment to the Subdivision Ordinance to modify Sections 12-6-9 Sidewalks and Trails, 12-11-4 Sidewalks and Trails, and 12-11-20 Exhibits.

**DISCUSSION**

This text amendment would modify sections of the Subdivision Ordinance pertaining to requirements for sidewalks and paths. Section 12-6-9 covers the required improvements, while Section 12-11-4 covers the standard specifications for improvements. Section 12-11-20 specifically provides exhibits that illustrate the specifications for improvements. Both the text and graphics throughout would be improved.

The text amendment consists of improved text in Section 12-6-9 with "stripped down" text in Section 12-11-4 that references the detail sheets that will be included in Section 12-11-20. These changes are consistent with the changes proposed to these sections that were contemplated as part of the 2007 Subdivision Ordinance update.

As this text amendment involves changes to the Subdivision Ordinance, the Plan Commission did review the amendment at the May 16, 2012 meeting. The Plan Commission recommended approval of the text amendment by a vote of 6-0. The Plan Commission included in their recommendation of approval the two changes proposed by staff just prior to the meeting. The change to the text in 12-6-9-B has now been made and the details have now been updated by Engineering Enterprises, Inc. as well. There was no public hearing required as this does not involve changes to the Zoning Ordinance.

A Plan Commissioner asked whether the aggregate base course provided under sidewalks and paths is increased in cases where the sidewalk or path crosses a driveway or drive aisle. The aggregate base course is not increased as it is always 4" for sidewalks and 8" for paths. However, the sidewalk concrete is increased from 5" to 6" in these situations. Path asphalt is always 2" in depth.

A Plan Commissioner requested consistency between the County's bike path cross sections and the Village's. The Village's are the generic ones recommended by the American Association of State Highway Transportation Officials *Guide for the Development of Bicycle Facilities*. The County's are much more detailed and while the *Guide for the Development of Bicycle Facilities* was used to help establish them, a more thorough review would need to be undertaken to see if they are exactly what the Village should adopt. Staff recommends improving the cross sections in the future when work continues on the overall Subdivision Ordinance update.

The following items are attached for your information:

1. Staff Report to the May 16, 2012 Plan Commission meeting
2. Draft Text Amendment
3. Draft Minutes of the May 16, 2012 Plan Commission meeting

### **COST**

There are Engineering Enterprises Inc. costs associated with this request.

### **RECOMMENDATION**

That the Committee of the Whole discuss the proposed text amendment and provide any feedback to staff for a final drafted ordinance and vote.

## Chapter 6 Required Improvements of Title 12 Subdivision Regulations

### 12-6-9: SIDEWALKS AND ~~TRAILS~~PATHS:

- A. Sidewalks: Concrete sidewalks of Portland cement at least five feet (5') in width shall be constructed ~~as specified in chapter 11 of this title~~ in accordance with the Standard Specifications for Improvements as illustrated in Chapter 11 of this Title on both sides of all streets ~~in residential, commercial and industrial subdivisions~~. In locations designated by the Village, a bike path may be required in lieu of a sidewalk on one side of the street. At final plat approval, the village board may defer installation of sidewalks on one side of any or all streets in commercial and industrial subdivisions; provided, however, that the final plat must include a provision that the village board may require installation of additional sidewalks at a subsequent date on any or all streets having sidewalks on one side in accordance with procedures established in 65 Illinois Compiled Statutes 5/11-84. Unless otherwise approved by the village board, all sSidewalks shall be located within the street right of way and not more than one foot (1') inside the right of way.
- B. ~~Trails~~Paths: Paths shall be installed on one side of all arterial and collector streets, at locations as recommended by the Community Development Director or his/her designee and designated by the Village Board. ~~Trails~~Paths shall be at least ten feet (10') in width and constructed ~~according to specifications in subsection 12-11-20W of this title~~ in accordance with the Standard Specifications for Improvements illustrated in Chapter 11 of this Title.
- C. Accessible Ramps at Intersections: All sidewalks and paths shall be provided with concrete handicap ramps at all intersections in accordance with State of Illinois and / or Illinois Accessibility Code, and / or Federal ADA guidelines for accessible design. All ramps to depressed curbs shall be as per ADA guidelines, and in accordance with the Standard Specifications for Improvements illustrated in Chapter 11 of this Title. If any conflicts between the ADA guidelines and / or Illinois Accessibility Code and Standard Specifications for Improvements exist, the ADA guidelines and / or Illinois Accessibility Code shall govern.

## Chapter 11 Standard Specifications for Improvements of Title 12 Subdivision Regulations

### 12-11-4: SIDEWALKS AND ~~TRAILS~~PATHS:

#### 12-11-4-1: SIDEWALKS:

~~All public sidewalks shall be constructed in accordance with the following specifications:~~

- ~~A. Base: The base shall be four inches (4") of compacted crushed stone on a dry natural or compacted subgrade. In no case shall the base be placed on a subgrade of topsoil or other unsuitable material.~~
- ~~B. Specifications: The sidewalk shall be five feet (5') wide and shall be placed one foot (1') from the right of way boundary on public property. The sidewalk shall be a minimum of four inches (4") in thickness and at all drive locations this minimum thickness shall be increased six inches (6").~~
- ~~C. Concrete; Membrane Curing: The concrete used shall be class X concrete and shall be cured as specified in the "Standard Specifications For Road And Bridge Construction", latest edition. Membrane curing with W. R. Meadows CS 309, or approved equal, with a white fugitive dye will be required as per type II membrane curing.~~
- ~~D. Surface Finish: The surface finish shall be a light broom finish.~~
- ~~E. Contraction Joints: The sidewalk shall be constructed with contraction joints at five foot (5') intervals and shall be saw cut to a minimum depth of one inch (1") full width within twenty four (24) hours of concrete placement or tooled at the time of placement to the same depth.~~
- ~~F. Curing Compound; Protective Coating: A minimum six (6) bag mix with a five percent (5%) to seven percent (7%) air entrainment shall be used on all public work within the village. Concrete delivery tickets from the concrete supplier with this information and the location and date of the pour shall be submitted to the village prior to any village approvals of said work. A copy of the dated billing for the curing compound and protective coating shall also be required prior to approval.~~
- ~~G. Handicapped Access Ramps: Handicapped access ramps shall be provided at all intersections in accordance with the latest IDOT standards.~~

A. All sidewalks shall be constructed per the detail on the Village of Sugar Grove Standard Detail Sheets in Section 12-11-20W.

B. All ADA accessible ramps shall be constructed per the detail on the Village of Sugar Grove Standard Detail Sheets in Section 12-11-20W. If any conflicts between the

ADA guidelines and / or Illinois Accessibility Code and the Standard Detail Sheets exist, the ADA guidelines and / or Illinois Accessibility Code shall govern.

**12-11-4-2: TRAILSPATHS:**

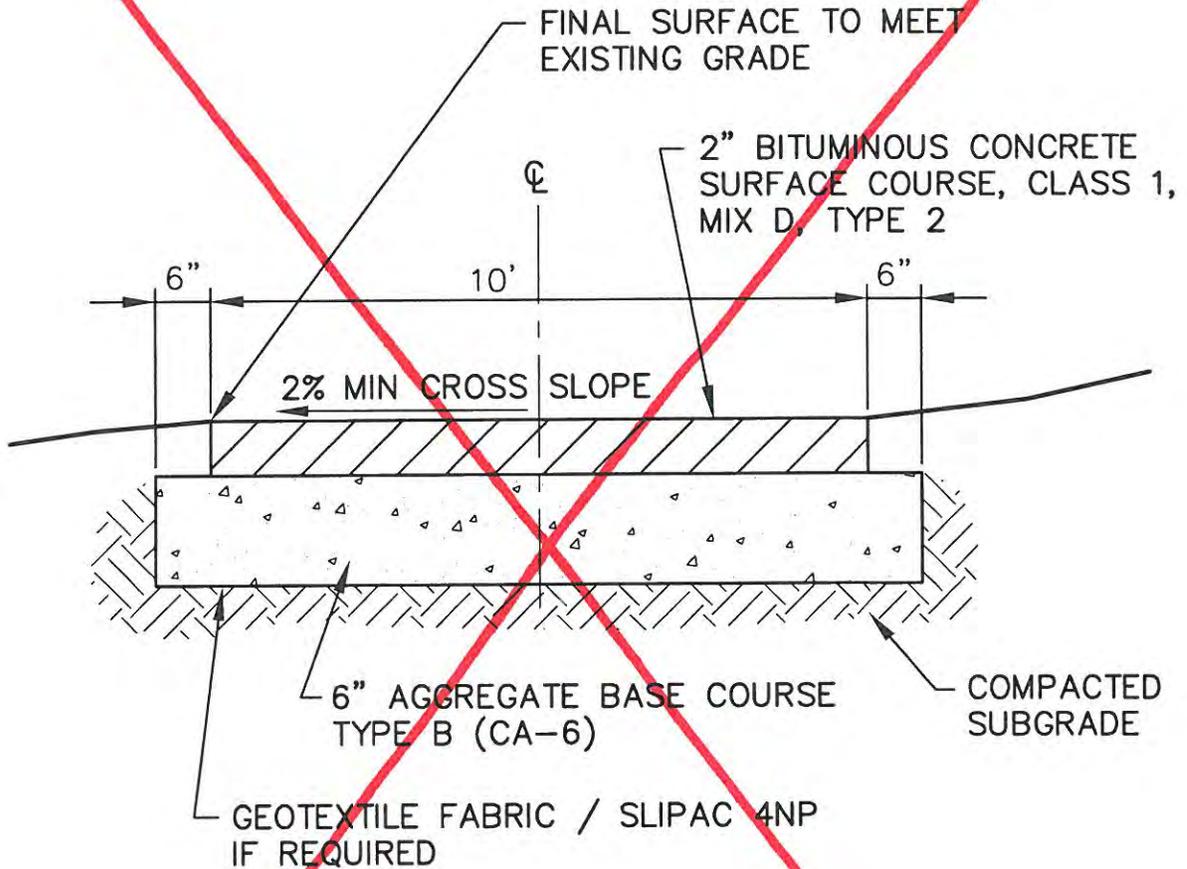
~~All multiuse trails shall be constructed in accordance with the following:~~

- ~~A. Base: The base shall be six inch (6") aggregate base type B (CA-6) on compacted subgrade. Geotextile fabric/Slipac 4NP shall be installed under the base if required by the village engineer.~~
- ~~B. Specifications: Trails shall be ten feet (10') wide minimum, with two inches (2") of bituminous concrete surface course, class I mix D, with a two percent (2%) minimum cross slope.~~
- ~~C. Handicapped Access Ramps: Handicapped access ramps shall be provided at all intersections in accordance with the latest IDOT standards.~~
- A. All paths shall be constructed per the details on the Village of Sugar Grove Standard Detail Sheets in Section 12-11-20W.
- B. All ADA accessible ramps shall be constructed per the detail on the Village of Sugar Grove Standard Detail Sheets in Section 12-11-20W. If any conflicts between the ADA guidelines and / or Illinois Accessibility Code and the Standard Detail Sheets exist, the ADA guidelines and / or Illinois Accessibility Code shall govern.

**12-11-20: EXHIBITS:**

**(See attached)**

**REMOVE**



**TYPICAL TRAIL SECTION**



**VILLAGE OF SUGAR GROVE**  
10 Municipal Drive  
Sugar Grove, IL 60554  
630/466-4507 phone - 630/466-4521 fax

SCALE:  
N.T.S.

DATE:  
1/07/04

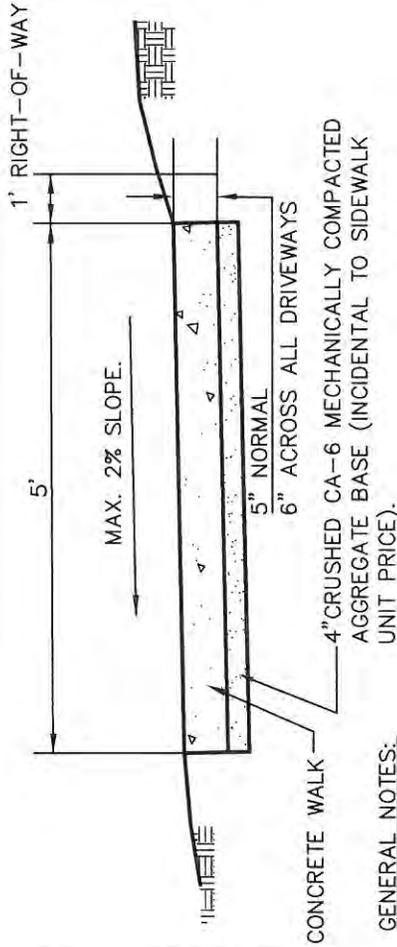
DRAWING  
NUMBER:

**SG01**

DRAWN BY:  
WCP

REVISED:

ADD



**GENERAL NOTES:**

1. REMOVE ALL TOPSOIL. PLACE CONCRETE ON 4" COMPACTED CA-6 STONE.
2. A CONTROL (CONTRACTION) JOINT SHALL BE TOOLED AT 5' INTERVALS AT THE TIME OF PLACEMENT. EXPANSION JOINTS WITH 1/2" BITUMINOUS FILLER MATERIAL SHALL BE SPACED AT INTERVALS SPECIFIED BELOW, AND AT 2.5' EITHER SIDE OF UTILITY STRUCTURE.
3. SIDEWALK SHALL BE 6" THICK MIN. AT DRIVEWAY CROSSINGS, AND AT WHEEL CHAIR RAMPS, 5" MIN. OTHER AREAS.
4. CONCRETE SHALL BE CLASS SI.
5. PLACE 3/4" PREFORMED BIT. FILLER MATERIAL AT THE FULL DEPTH OF CONCRETE AT EDGES ABUTTING SIDEWALKS, CONCRETE DRIVES OR PRIVATE SIDEWALKS.

**TYPICAL EXPANSION JOINT SPACING CURB AND SIDEWALK**

**POUR TEMP. EXPANSION JOINT (SPACING FT.)**

|             |      |
|-------------|------|
| 40 MIN..... | 70'  |
| 45.....     | 75'  |
| 50.....     | 80'  |
| 55.....     | 90'  |
| 60.....     | 95'  |
| 65.....     | 105' |
| 70.....     | 115' |
| 75.....     | 125' |
| 80.....     | 145' |
| 85.....     | 160' |
| 90 MAX..... | 190' |

6. MAX. LONGITUDINAL SLOPE IS 5.0%.
7. THE SURFACE SHALL HAVE A LIGHT BROOM FINISH.
8. MEMBRANE CURING WITH W.R. MEADOWS CS 309, OR APPROVED EQUAL, WITH A WHITE FUGITIVE DYE SHALL BE PROVIDED.
9. QUALITY CONTROL TESTING SHALL BE THE RESPONSIBILITY OF THE DEVELOPER/CONTRACTOR. QUALITY ASSURANCE TESTING SHALL BE THE RESPONSIBILITY OF THE VILLAGE. THE MIX SHALL MEET IDOT SPECIFICATIONS.
10. THE VILLAGE ENGINEER SHALL BE CONTACTED 48 HOURS PRIOR TO THE POUR FOR A REVIEW OF THE BASE, REINFORCING AND FORMWORK.
11. CONCRETE DELIVERY TICKETS FROM THE CONCRETE SUPPLIER SHALL BE PROVIDED TO THE VILLAGE ENGINEER INDICATING A MINIMUM OF SIX (6) BAG MIX, THE AIR ENTRAINMENT, AND THE LOCATION, AND DATE OF THE POUR. A COPY OF THE DATED BILLING FOR THE CURING COMPOUND AND PROTECTIVE COATING SHALL ALSO BE REQUIRED FOR APPROVAL.
12. 20' - NO. 4 REBAR IS REQUIRED AT ALL TRENCH CROSSINGS.
13. UTILITY STRUCTURES ARE NOT PERMITTED IN THE SIDEWALK.
14. PROVIDE RAMP AND DETECTABLE WARNING AT ALL STREET CROSSINGS IN ACCORDANCE WITH THE VILLAGE'S SIDEWALK AND BIKE PATH RAMP DETAIL AND ADA REQUIREMENTS. IF A CONFLICT EXISTS BETWEEN THE DETAIL AND ADA REQUIREMENTS, THE MORE STRINGENT REQUIREMENT WILL APPLY.
15. SIDEWALK SHALL BE POURED IN A MONOLITHIC POUR WHEN POSSIBLE.

**TYPICAL SIDEWALK SECTION**

Village of Sugar Grove  
 10 Municipal Drive  
 Sugar Grove, Illinois 60554  
 Phone: (830) 468-4507



SCALE:  
N.T.S.

DATE:  
5/18/07

FOLDER:

SG-RD

DRAWING NUMBER:

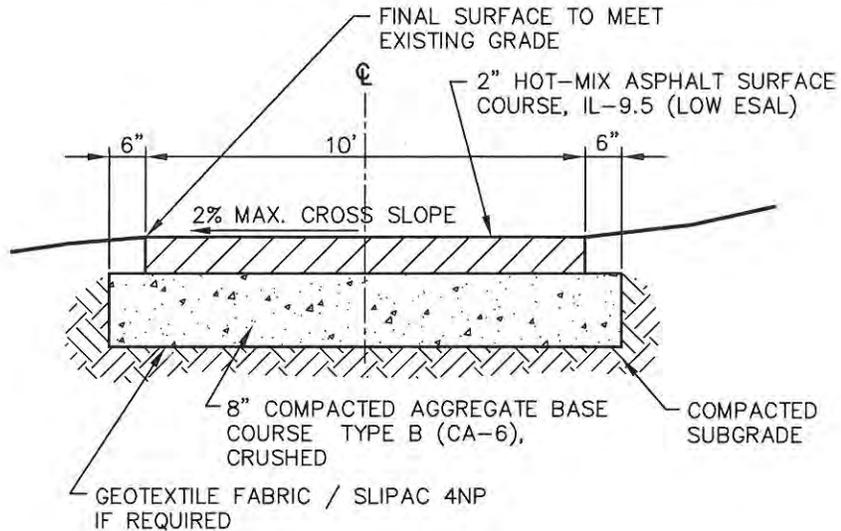
13

DRAWN BY:

CLN

REVISED:  
05/30/12

# ADD



NOTES:

1. THE PATH CONSTRUCTION AND MATERIALS SHALL BE IN ACCORDANCE WITH IDOT'S "STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION."
2. PROVIDE RAMP AND DETECTABLE WARNING AT ALL STREET CROSSINGS IN ACCORDANCE WITH THE VILLAGE'S SIDEWALK AND BIKE PATH RAMP DETAIL AND ADA REQUIREMENTS. IF A CONFLICT EXISTS BETWEEN THE DETAIL AND ADA REQUIREMENTS, THE MORE STRINGENT REQUIREMENT WILL APPLY. THIS WILL REQUIRE A MINIMUM 5 FOOT LENGTH OF THE BIKE PATH TO BE CONCRETE AT THE RAMP TO ALLOW FOR THE PLACEMENT OF THE RED PANELS. THE CONCRETE AT THIS LOCATION SHALL BE 10 FOOT WIDE AND MEET THE SIDEWALK DETAIL REQUIREMENTS.
3. NO UTILITY STRUCTURES SHALL BE ALLOWED IN THE BIKE PATH.
4. PROOFROLLS ARE REQUIRED OF THE SUB-GRADE AND AGGREGATE BASE. THE CONTRACTOR SHALL PROVIDE THE LOADED TRUCK AND DRIVER FOR THE PROOFROLLS. THE VILLAGE ENGINEER SHALL WITNESS ALL PROOFROLLS. THE CONTRACTOR SHALL PROVIDE A COPY OF THE LOAD TICKET TO THE VILLAGE ENGINEER. THE VILLAGE ENGINEER DETERMINES IF THE PROOFROLL PASSES OR FAILS. THE CONTRACTOR DETERMINES CORRECTIVE MEASURES AND IMPLEMENTS THEM.
5. THE VILLAGE ENGINEER SHALL BE NOTIFIED 48 HOURS PRIOR TO ANY PROOFROLL OR PAVING.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR HAVING QUALITY CONTROL TESTING. A TESTER SHALL TAKE SAMPLES AT THE PLANT PRIOR TO PAVING AND THEN BE ON SITE AT THE START OF THE PAVING. THE VILLAGE RESERVES THE RIGHT TO PERFORM QUALITY ASSURANCE TESTING.

### TYPICAL PATH SECTION



**Village of Sugar Grove**  
10 Municipal Drive  
Sugar Grove, Illinois 60554  
Phone: (630) 466-4507

SCALE:  
N.T.S.

DATE:  
8/14/07

FOLDER:

**SG-RD**

DRAWING  
NUMBER:

**12**

DRAWN BY:  
CLN

REVISED:  
05/30/12

can complicate maintenance of the facility, and can cause other problems as well.

For the above reasons, other types of bikeways are likely to be better suited to accommodate bicycle traffic along highway corridors, depending upon traffic conditions. Shared use paths should not be considered a substitute for street improvements even when the path is located adjacent to the highway, because many bicyclists will find it less convenient to ride on these paths compared with the streets, particularly for utility trips.

When two-way shared use paths are located adjacent to a roadway, wide separation between a shared use path and the adjacent highway is desirable to demonstrate to both the bicyclist and the motorist that the path functions as an independent facility for bicyclists and others. When this is not possible and the distance between the edge of the shoulder and the shared use path is less than 1.5 m (5 feet), a suitable physical barrier is recommended. Such barriers serve both to prevent path users from making unwanted movements between the path and the highway shoulder and to reinforce the concept that the path is an independent facility. Where used, the barrier should be a minimum of 1.1 m (42 inches) high, to prevent bicyclists from toppling over it. A barrier between a shared use path and adjacent highway should not impair sight distance at intersections, and should be designed to not be a hazard to errant motorists.

### Width and Clearance

The paved width and the operating width required for a shared use path are primary design considerations. Figure 17 depicts a shared use path on a separated right of way. Under most conditions, a recommended paved width for a two-directional shared use path is 3.0 m (10 feet). In

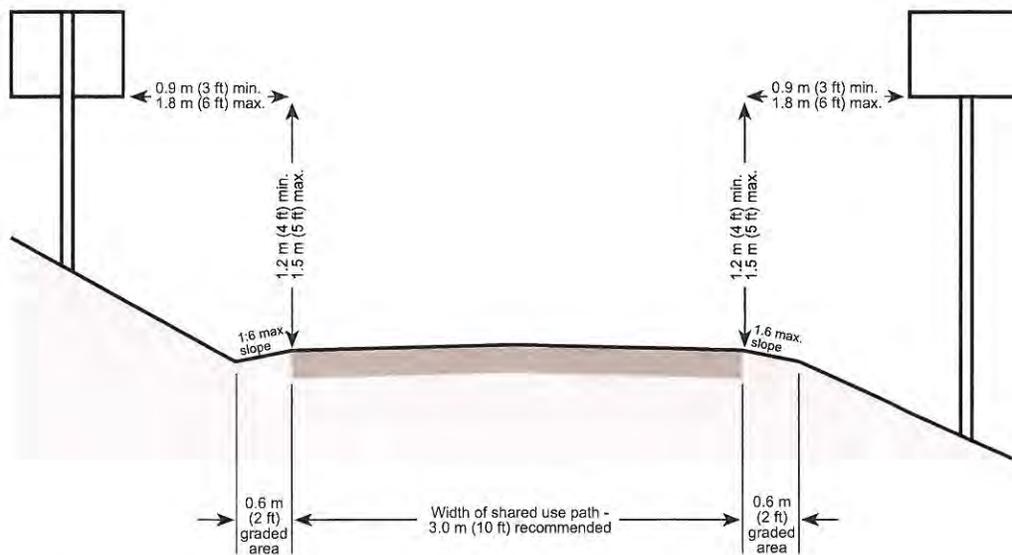


Figure 17. Cross Section of Two-Way Shared Use Path on Separated Right-of-Way

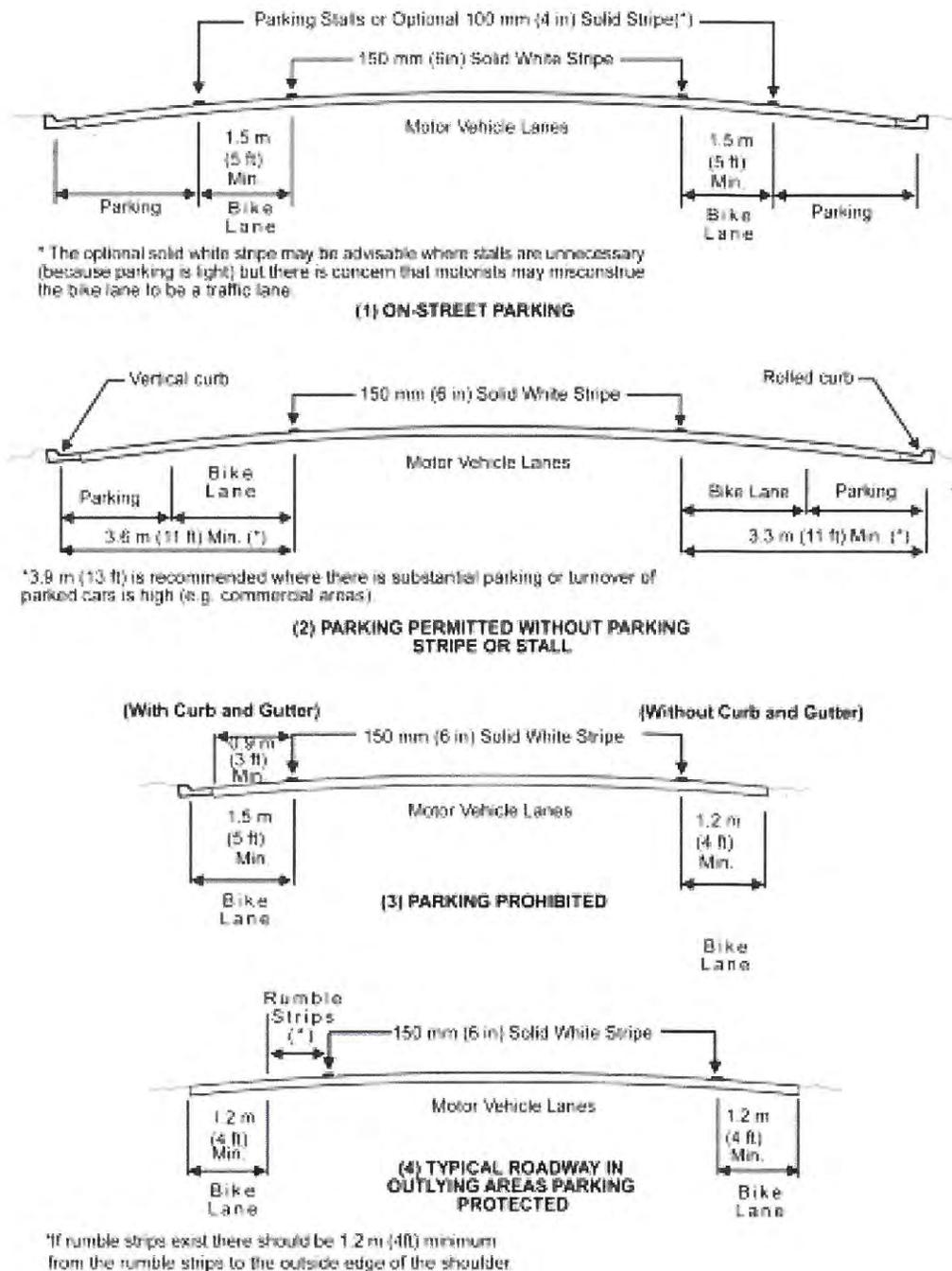
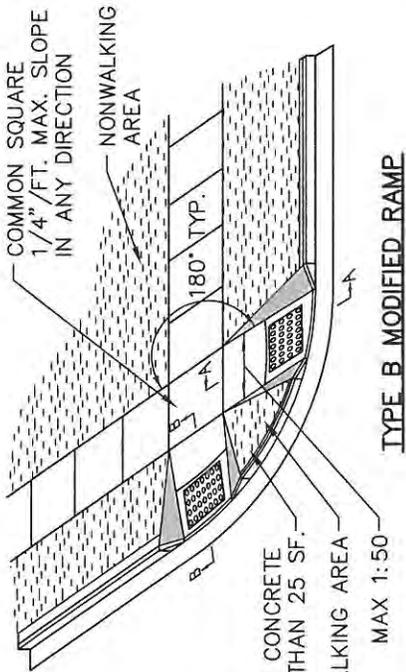
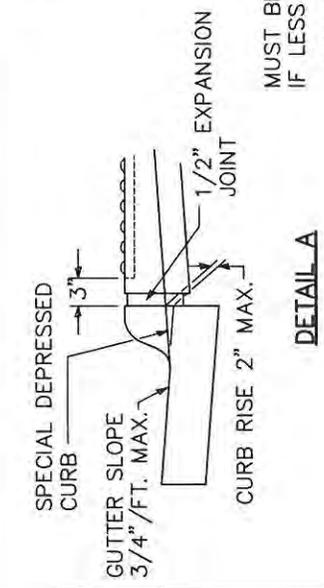


Figure 6. Typical Bike Lane Cross Sections

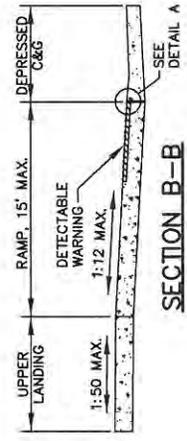
# ADD



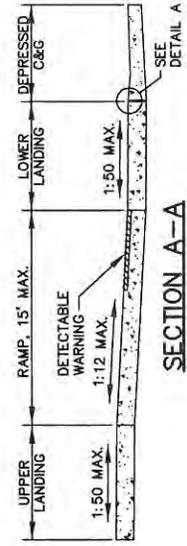
**TYPE B MODIFIED RAMP**



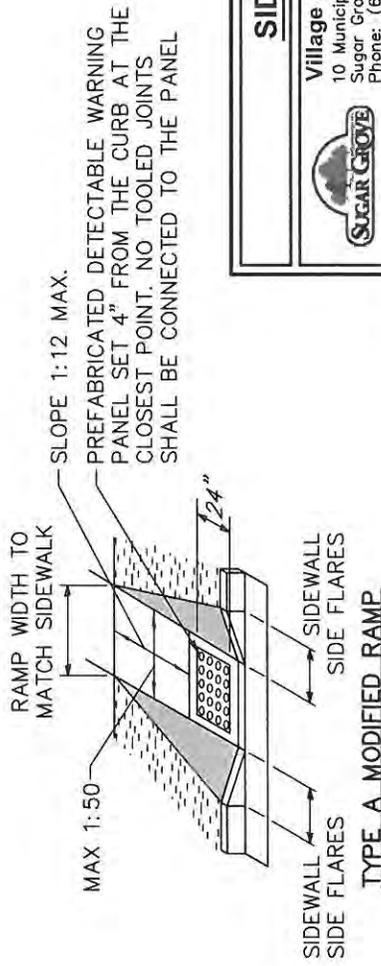
**DETAIL A**



**SECTION B-B**



**SECTION A-A**



**TYPE A MODIFIED RAMP**

**NOTES**

1. A PREFABRICATED, BRICK RED (FEDERAL STANDARD COLOR 30166) DETECTABLE WARNING PANEL, WITH SQUARE PATTERNED TRUNCATED DOMES, SHALL BE USED IN LIEU OF STAMPED COLORED CONCRETE. THE PANEL SHALL BE AN E-Z-SET CERAMIC COMPOSITE DETECTABLE WARNING PANEL OR APPROVED EQUAL.
2. SIDEWALL FLARES WILL BE 1:1 TO 4:1 SLOPE.
3. CURB DEPRESSION AND SIDEWALL FLARES SHALL BE POURED IN PLACE.
4. THE PANEL SHALL LIE PERPENDICULAR TO THE STREET AND SHALL BE ALIGNED WITH RAMPS ACROSS THE STREET.

**LEGEND**

- DETECTABLE WARNING PANELS
- SIDEWALK
- NON WALKING AREA
- CONCRETE SOIL STABILIZATION SIDEWALL

**SIDEWALK AND BIKE PATH RAMP DETAIL**

|  |  |                         |                         |                              |                  |
|--|--|-------------------------|-------------------------|------------------------------|------------------|
|  |  | SCALE:<br><b>N.T.S.</b> | FOLDER:<br><b>SG-RD</b> | DRAWING NUMBER:<br><b>15</b> | DRAWN BY:<br>CLN |
| Village of Sugar Grove<br>10 Municipal Drive<br>Sugar Grove, Illinois 60554<br>Phone: (630) 466-4507 |  | DATE:<br><b>8/14/07</b> | REVISED:<br>05/30/12    |                              |                  |

**VILLAGE of SUGAR GROVE  
PLAN COMMISSION/ZONING BOARD of APPEALS  
MINUTES of May 16, 2012**

1. **CALL TO ORDER**

The meeting of the Sugar Grove Plan Commission / Zoning Board of Appeals (ZBA) was called to order at 7:00 p.m. by Chairman Irv Ochsenschlager in the Village Hall Board meeting room.

2. **ROLL CALL**

Plan commission/ZBA members present:

Irv Ochsenschlager, John Guddendorf, Mary Heineman, Rebecca Sabo, Ryan Reuland and Don Meisinger

Absent: Jim Eckert

Also present: Mike Ferencak, Village Planner

3. **APPROVAL OF MINUTES of the March 21, 2012 MEETING**

Motion made by **Commissioner Guddendorf** and seconded by **Commissioner Heineman** to approve the minutes of the March 21, 2012 Plan Commission meeting as presented. **The motion carried by unanimous voice vote.**

4. **PUBLIC HEARINGS**

None

5. **OLD BUSINESS**

None

6. **NEW BUSINESS**

a. **Petition 12-004: Sidewalks and Paths – Text Amendment (Village of Sugar Grove)**

**Mr. Ferencak** gave a summary and some background information. This amendment is for clarification and improvement in wording and graphics in this section of the Subdivision Ordinance. Due to further staff discussions with Public Works and EEI which took place after writing the report, two changes are proposed to the staff report presented to Commissioners. On the first page of the amendment under B, the determination will be by the Village Board, not the Community Development Director; the second change is to remove the last two pages which are IDOT details and improve the Drawing 15 Village detail. Only in cases where it's an IDOT road or funded by IDOT will the IDOT detail need to be followed. One of the differences between the two is that the Village details the side slopes of the ramps narrower than what is required by IDOT, but still in compliance with ADA standards. This would give developers one detail to refer too. If IDOT standards are required for a certain project then their detail will be put in the plans, but it will not be shown in the Subdivision Ordinance.

**Commissioner Heineman** asked if the typical bike lane cross section being used here is consistent with the County's. **Mr. Ferencak** stated it's a little different, this one is taken from the AASHTO Guide, whereas the County likely started with the AASHTO guide and modified it from there. She stated she would like to see consistency between the two entities.

**Commissioner Guddendorf** asked if it was possible to have a 10' wide bike path made out of concrete. Generally asphalt is preferred. Asphalt is softer. Different concrete mixes were discussed. The thicknesses were reviewed and discussed as well.

**Commissioner Meisinger made a motion seconded by Commissioner Sabo to recommend to the Village Board approval of the Text Amendment to the Subdivision Ordinance to modify Sections 12-6-9 Sidewalks and Trails, 12-11-4 Sidewalks and Trails, and 12-11-20 Exhibits including the two changes proposed by staff: On the first page of the amendment under B, the determination will be by Village Board, not Community Development Director; the second change is to remove the last two pages of IDOT details and improve the Drawing 15 detail.**

**The motion carried unanimously by voice vote.**

**b. Petition 12-005: Address System and Numbering – Text Amendment (Village of Sugar Grove)**

**Mr. Ferencak** gave an overview. There are a few areas of the Village Code that talk about address systems and numbering including the Building Regulations subsections 9-2-1 and 9-2-2 and the Street Names and Designations subsection and mMailboxes and Street Addresses subsection within the Subdivision Ordinance. This amendment would create a separate title to pull all the different subsections together in one place. Staff is recommending approval of the proposed ordinance.

**Commissioner Sabo** mentioned that for the addresses it may be a good idea for safety to place the address numbers on both the front of the house and the garage facing the alley for locations on alleys. Most alleys in the Village are located in Settlers Ridge. The alleys in Settlers Ridge are private drives with no right of way so the only requirement there was for the address to face the public street.

**Commissioner Guddendorf** mentioned that there are federal standards by the USPS for break away mailbox installation. He would like to see the Village Code reflect those standards. The height was also discussed and should be included in the standards.

**Commissioner Heineman** suggested that the wording be adjusted in 13-1-2-B 4 and 5 for clarification purposes.

**Commissioner Guddendorf made a motion seconded by Commissioner Reuland to recommend to the Village Board approval of the Subdivision Ordinance Text**

**Amendment to modify the subsections under Title 12 and add Title 13 as proposed, including the suggested updates to the wording in 13-1-2-B 4 and 5 and the modification of the standards to reflect those of the Federal USPS for mailbox installation.**

**The motion carried unanimously by voice vote.**

7. **PLAN COMMISSIONER COMMENTS, PROJECTS UPDATES and MISCELLANEOUS INFORMATION**

**Settlers Ridge NW, triangle and commercial** no update yet and the applicant continues to work on the updated plats.

**Settlers Ridge Amendment** is still being worked on by the applicant.

**Hampstead Court** there are some conditions that are under review. The use and operations are being reviewed more closely by the Village Board.

8. **ADJOURNMENT**

**A motion was made by Commissioner Sabo and seconded by Commissioner Heineman that the meeting be adjourned at 7:24 pm.**

**The motion carried unanimously by voice vote.**

Respectfully submitted,  
Holly Baker  
Substitute Recording Secretary

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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:** JUNE 5, 2012 REGULAR BOARD MEETING  
**DATE:** MAY 21, 2012

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**ISSUE**

Should the Village Board approve the April 2012 monthly Treasurer's report.

**DISCUSSION**

Please note that all of the following April 30, 2012 numbers are unaudited. Throughout the next 3 months, the Finance Department will make adjustments to account for receivables, payables, accrued liabilities, prepaid items and other journal entries that may change the total revenues, total expenditures, and resulting surplus or deficit in each fund.

1) The Summarized Revenue & Expense Reports are attached (pages 1 – 7). At April 30, 2012 we are through 12 months of the year (100.0%).

The General Fund revenues and expenditures are at 99.9% and 88.1%, respectively. While actual revenues are nearly equal to the budget, there are several accounts that warrant specific attention. Natural gas and state sales taxes are expected to be lower than budgeted by \$27,000 and \$22,000 respectively; however, state income and use taxes are expected to be higher than budgeted (and offset the above) by \$44,000 and \$9,000, respectively. The main reasons for the expenditures being lower than budgeted are the timing of payments for engineering for community development (\$45,000 or 1.1%) and road salt (\$66,000 or 1.6%), which are both expected to remain under budget, and dispatch services (\$259,000, or 6.2%). 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        | 72,248        | 133.3%         | A |
| 01-51-6301 | Legal Services           | 64,800        | 75,281        | 116.1%         | B |
| 01-51-6407 | Repair, Maint & Srv.-Veh | 30,000        | 34,318        | 114.3%         | C |
| 01-53-6105 | Salaries-Seasonal        | 7,005         | 11,458        | 163.5%         | D |

|            |                      |        |        |        |   |
|------------|----------------------|--------|--------|--------|---|
| 01-53-6606 | Landscaping Supplies | 11,850 | 22,838 | 192.7% | E |
| 01-57-6515 | Public Relations     | 4,955  | 12,531 | 252.9% | F |

- A Pol – This is due to the timing of Corn Boil as well as officers out on disability.
- B Pol – This is due to negotiations with the Patrol and Sergeant Unions.
- C Pol – This is due the unexpected repair costs for squad 42.
- D 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.
- E Str – This is due to the purchase of parkway trees. Although unbudgeted, the Village has been reimbursed by a \$9,850 EAB grant.
- F Bd – This is due to the payment for the electronic Welcome sign.

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 87.6% and expenditures are at 59.2%. The revenue is low due to lower interest rates. The expenditures are low due to projects being delayed to next fiscal year.

The Industrial TIF Fund expenditures are at 161.7%. The expenditures are high due to revisions to the TIF plan.

The Infrastructure Capital Projects Fund revenues are at 100.0% and expenditures are 99.2%.

The Debt Service Fund revenues are at 99.8% and the expenditures are at 100.0%.

The Waterworks and Sewerage Fund operating revenues and operating expenses are at 93.3% and 94.6%, respectively. The capital revenues and expenses are at 89.1% (excluding debt issuance) and 55.5% (excluding the new water meter system), respectively. The capital expenses are low due to projects being delayed to next 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> |   |
|------------|--------------------------|---------------|---------------|----------------|---|
| 50-50-6307 | I.S. Services            | 4,864         | 8,022         | 164.9%         | G |
| 50-50-6309 | Other Professional Srvc. | 3,030         | 9,316         | 307.4%         | H |
| 50-59-6303 | Engineering Services     | 1,500         | 8,997         | 599.8%         | I |
| 50-59-6313 | SCADA Services           | 6,000         | 11,528        | 192.1%         | J |
| 50-59-6406 | Repair & Maint – Bldg    | 4,924         | 8,135         | 165.2%         | K |
| 50-60-6309 | Other Professional Srvc. | 17,370        | 60,889        | 350.5%         | L |
| 50-60-6406 | Repair & Maint – Bldg    | 4,000         | 9,624         | 240.5%         | M |
| 50-60-6603 | Specialized Supplies     | 73,385        | 136,010       | 185.3%         | N |

- G 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.
- H W&S Adm – This is due to the outsourcing of utility bills. Although this account is expected to be over budget, there are cost savings elsewhere in the budget to offset this.
- I W&S PW – This is due to radium excursion work at well 8 and this account is expected to be over budget.
- J Water Ops – This is due to emergency repairs for the SCADA system caused by a lightning strike.
- K W&S PW – This is due to unforeseen repairs to fire alarm and shop lighting.
- L W&S Ops – This is due to the outsourcing of water meter installations.
- M Water Ops – This is due to emergency inspections of the water system due to a lightning strike.
- N Water Ops – This is due to the on-going replacement of water meters and transmitters.

The Refuse Fund revenues and expenses are at 98.7% and 90.7%, 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 April 30, 2012, 1 of the residential, 3 of the commercial, and 291 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        | 44,469        | 116.7%          |
| 01-00-3320 | Cert of Occupancy Fees     | 600           | 1,410         | 235.0%          |
| 01-00-3330 | Plan Review Fees           | 1,920         | 1,598         | 83.3%           |
| 01-00-3340 | Reinspection Fees          | 2,873         | 1,280         | 44.6%           |
| 01-00-3350 | Transition Fees            | 0             | 0             | 0.0%            |
| 01-00-3740 | Zoning and Filing Fees     | 5,500         | 4,900         | 89.1%           |
| 01-00-3760 | Review and Dev. Fees       | 106,600       | 88,836        | 83.4%           |
| 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%          |
| 50-00-3670 | 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% |
|------------|-----------------------|--------|---|------|

2) The summarized revenue and expense budget vs. actual graphs for April 30, 2012 are attached (pages 8 – 26).

3) The Detailed Revenue & Expense Reports are attached for April 30, 2012 (pages 27 – 47).

### **COST**

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

### **RECOMMENDATION**

That the Board approve the April 2012 monthly Treasurer's reports

# *Wine in The Grove (TBD)*

## **Business Plan Summary**

### Confidentiality Agreement

The reader acknowledges that the information provided in this business plan summary is in all respects confidential in nature; therefore, the reader agrees not to disclose it without the express written permission of Gayle Deja-Schultz or Carl Schultz and that any unauthorized disclosure or use of same by reader, may cause serious harm or damage .

### **Company Summary**

*Wine in The Grove (TBD)* is a start-up specialty wine retail boutique, located in a prime, historic storefront within Sugar Grove, Illinois. We believe our unique, casually upscale retail shop will not only fill a need that the residents have expressed specifically, but also contribute to the village government's goals.

*Wine in The Grove (TBD)*, will be a privately-held Illinois limited liability company, owned by Carl Schultz, III and Gayle Deja-Schultz.

Our main product line will consist of:

- limited selection of primarily small production, good value wines
- unique inventory of local chocolates and packed gourmet foods
- accessories related to overall enhanced product enjoyment

In general, our primary products will be less ubiquitous and less mainstream items. By serving a niche segment of the \$17.8 billion dollar retail wine industry, we will position *Wine in The Grove (TBD)* as a high service, quality-oriented company that also creates value for its customers.

Besides the focus of retail sales, we will create a casual atmosphere for local residents to gather and not only taste specialty wines, but purchase a glass or bottle to be enjoyed at one of the tables in the retail shop or on the patio. The shop will provide free internet access, weekly wine tastings and educational events. To ensure the success and vision of the business, we will work with the Village to secure a license that allows package goods sales, as well as on property consumption within the retail shop and outdoor patio.

## **Mission**

*Wine in The Grove's (TBD)* mission is to provide our customers with a friendly, unpretentious atmosphere to share in our passion of the enjoyment of food and wine. Through close customer interaction and excellent relationship management, we expect to provide our customers with quality, value wines from around the world to satisfy their individual everyday and special occasion needs.

## **Objectives**

*Wine in The Grove's (TBD)* objectives in our first year of operations are:

- Open a retail shop within Sugar Grove by September 1, 2012. Participate in the renovation of leased space on Terry Drive and addition of patio adding to the beautification of the downtown area, and position ourselves to grow with Sugar Grove.
- Forge direct relationships with wine producers and select a limited number of knowledgeable distributors with which to work in determining our specialized wine inventories.
- Introduce ourselves to our customer base through a public-relations oriented advertising campaign and establish a strong subsequent word-of-mouth campaign through excellent customer management.
- Foster an environment conducive to product appreciation and expanded knowledge by exposing our customers to a unique inventory and allowing them to build confidence in their subjective tastes.
- Attract talented personnel who share in our goals for success.
- Build strong community relationships through our planned strategic alliances and village event participation.
- Continually seek out new value options in all product lines.
- Secure sufficient revenues from cash flow from operations to sustain stability.

Future growth objectives are:

- Grow our retail sales by 30 percent at year-end 2014 and by 50 percent at year-end 2015
- Expand our client base beyond the Sugar Grove boundaries
- Grow to larger location within Sugar Grove

## **Keys to Success**

As a start-up company, new to the industry, we must be focussed and work hard to create acceptance for ourselves and our products within the community. The keys to our success are:

- Location – Sugar Grove residents are proud of their growing community and are committed to supporting shop owners. By establishing a “one of its kind” boutique shop, we plan to contribute to the village’s overall community enrichment goals.
- Education – Our aspiration is to help dispel prevalent myths about wine and the people who drink wine. We aim to replace the “sophisticated” concept by encouraging the daily,

responsible enjoyment of wine, as it is done in so many countries around the world. We plan to further the appreciation and knowledge of wine and food pairing through frequent, in-store promotional and educational events.

- Selection – Our goal is to supply our customers with an eclectic, intentionally limited selection of products that are not necessarily expensive, not necessarily well-known, but always of the highest quality.
- Environment – We would like our customers to feel as if they could spend hours browsing through our merchandise or sharing their “foodie” experiences with us. In order to achieve this environment, our shop will offer a comfortable, relaxed, inviting setting that showcases products in a spacious, informative, and easy-to-follow manner. Customers will be able to purchase a glass or bottle of wine to enjoy on the premise, as well as prepackaged specialty food items. Customers will be encouraged to interact or spend time at our shop, with other residents of the community.
- Service – We believe that strong customer service is hinged upon management’s and staff’s ability to share more than the industry review and product label information with our customers. We will do our utmost to attract talented employees, whose approach is focused on sharing information and promoting questions. We will make every effort to make our passion contagious. Given our limited product line, staff will strive to bridge the knowledge gap between our inventory and a typical large store’s inventory.
- Competitive Edge – We trust our unique approach to sourcing, sales, and marketing, as well as our strategic alliances and remote management, will afford us a competitive advantage over some of our established competitors. Shopping at our boutique will be a more fulfilling experience than shopping at the local grocery or packaged goods store.
- Technology – We believe that the development of a strong, flexible technical infrastructure will facilitate the learning process for both our employees and customers. We will focus on developing a proprietary database to be used on premises for food pairing suggestions as well as purchasing a point of sale system that caters to specialty retail shops.

## **The Products**

As our name suggests, *Wine in The Grove (TBD)* will have a wine product lines. In addition, we will have a small selection of micro brew beers, prepackaged gourmet foods and accessories specifically for the appreciation and enjoyment of each. To complement our wine inventory, we plan to possibly display some local sculptures, pottery and artwork.

Our opening wine product line will be kept to a 100 to 150 different facings of wine, focusing on high quality, smaller production wines at every price point from various regions throughout the world. Our goal is to carry as many value wines that are produced in quantities of 100,000 cases or less per year as possible – wines not found in mega wine warehouse stores or the local grocer. The inventory will consist of approximately 20 percent “feature” wines, a selection of wines that may be seasonal, a new offering to the market, or a discovery given one of our newly forged relationships with a winemaker.

This feature wine inventory will be rotated throughout the year in order to supply our customers with new and exciting selections they may have not yet experienced. The remaining approximate 80 percent of our wine inventory will also be high value, preferably smaller production wines that we will attempt to make available throughout the year, although availability may be restricted given the production sizes. These wines will serve as the anchor of our inventory, once they have proven to be the selections our customers most consistently purchase.

In addition, we will have 2 coolers located within the shop. One will house a variety of our wines that will be chilled and a limited selection of micro brew beers. Our beer selection will consist of no more than 10 specialty beers, preferably from local breweries that are not found in major grocers. The other cooler will house a variety of pre packaged gourmet food items, such as a cheese and cracker "box" or fresh fruit "box". Customers will be able to purchase and carry these food items or enjoy them on the premises in our patio or one of our inside tables. We will work with a local distributor or cater to supply and deliver any perishable food items.

Our accessory line will aid in the appreciation of wine and food, ranging from gourmet food products to books and cheese boards. Our gourmet food products will include items such as olive oils, chutneys, and crackers. Some of the other products we will carry will include corkscrews, wine bottle stoppers, cheese knives and boards, fine glassware, and decanters.

We also intend to provide our customers with the option of purchasing gift certificates, valid for in-store and phone purchases. The gift certificates will be available in the store or on our website. Gift certificates purchased via our website can be delivered to the intended recipient by printing the certificate online and sending via standard mail, or sending directly via e-mail. Our website will allow those customers located outside our immediate geographic area and anyone shopping from the convenience of their home to purchase gift certificates.

## **The Service**

One of our key objectives is to provide our customers with a higher level of service than that which they receive at some of our competitors. We will be very knowledgeable about our wines in order to provide our customers with appropriate recommendations given their specific needs. We intend to suggest alternative selections to the bigger-production wines that they may initially request.

We will also provide a service of designing gift baskets for special occasions. The baskets will be custom-made based upon our customers' price range, wine choices, and cheese preferences.

## **Management Summary**

*Wine in The Grove (TBD)* operates as a small, “family-owned” business. Responsibility will be segregated based upon function. Hard work, respect, and a familial attitude towards one another and our customers will characterize our work environment.

We intend to hire experienced sales and stock personnel immediately. We anticipate that our initial hires will be local Sugar Grove residents. We feel that although they may not possess the knowledge of the products we intend to carry, we aim to invest in local residents in order to promote growth and opportunity within the community. Where necessary, we will employ temporary consulting resources to help bridge any knowledge gaps for both our employees and us.

As we grow, we will evaluate the need to hire more technical staff to provide us with the support and service capabilities to properly serve our clients, in addition to our original staff.

*Wine in The Grove (TBD)* is planning to open September 1, 2012. Initially, Gayle Deja-Schultz, Carl Schultz and one to three part-time sales persons will be staffing the store. We plan to add an additional full-time sales person to the team if our sales volume and customer flow require the additional coverage. We have also included staff to accommodate the anticipated heavier volume of customers during the holiday season and weekly wine tasting evening and events.

We intend to continually monitor our staffing needs based upon sales and customer flow. Given our strong emphasis on customer service and relationship management, it is important that we are able to spend time with the customers who are seeking out recommendations or coming in to share their thoughts with us on their last purchase. In order to be able to spend quality time with our customers, we will need to ensure that the shop is adequately staffed.

Sales staff will be trained to acquire a high level of wine and food pairing knowledge that will position *Wine in The Grove (TBD)* to address customer needs better than our competition.

### **Further Information:**

Gayle Deja-Schultz or Carl Schultz  
236 Berkshire Lane  
Sugar Grove, IL 60554

(630) 466-1776

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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:** DISCUSSION: SPECIALTY WINE RETAIL BOUTIQUE  
**AGENDA:** JUNE 5, 2012 COMMITTEE OF THE WHOLE MEETING  
**DATE:** JUNE 1, 2012

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**ISSUE**

Review of a proposed wine retail boutique within the building located at the southeast corner of IL Rt.47 and the eastbound ramp to IL Rt.56.

**DISCUSSION**

A local resident would like to open a specialty wine retail boutique within an 800 square foot unit/portion of the building located on the east side of IL Rt.47, south of the eastbound entrance ramp to IL Rt.56. This unit had been previously used as a florist shop. Along with a text amendment to the B-3 Zoning District, a small setback variance for an enclosed outdoor patio and lot coverage variances would be needed to allow this use at this location. A parking agreement with Old Second Bank for the use of their excess parking spaces and a liquor license would also need to be approved.

Staff asks that the Committee review the attached Business Plan and provide input regarding this proposed use.

**COSTS**

There is limited Village Attorney review time associated with this request.

**RECOMMENDATION**

That the Committee review the attached business Plan Summary and provide staff with any feedback regarding the proposed use and location.