VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

ADMINISTRATION & ZONING COMMITTEE

Monday, March 11, 2019 - 7:00 PM

or immediately following Finance and Public Works Committee Meeting
200 N. Hill Street, Poplar Grove, IL 61065

AGENDA

ROLL CALL

APPROVAL OF PHONE PARTICIPATION (Roll Call)

APPROVAL OF AGENDA (Voice Vote)

APPROVAL OF MINUTES (Voice Vote)

1. Motion to approve minutes from February 11, 2019 meeting.

PUBLIC COMMENT *Public Comment is encouraged. The Village Board will receive comments from the public, pursuant to State Statutes. Comments will be limited to five minutes on topics relating to the Village of Poplar Grove. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion or consideration.*

DEPARTMENT REPORTS

2. Code Enforcement and Building Permits, B&F Construction

NEW BUSINESS

3. Discussion and Possible Recommendation to the Village Board to approve **Resolution 19-10** A Resolution directing the Belvidere Community Development Department (Planning Department) to publish the Zoning Map of the Village of Poplar Grove

4. Discussion and Possible Recommendation to the Village Board to approve changes to the Village of Poplar Grove Employee Handbook.

5. Discussion and Possible Recommendation to the Village Board to approve **Ordinance 2019-07** An Ordinance Granting a Special Use for a Drive-Through Window and Liquor Sales with Video Gaming within the GB, General Business District (13561 Julie Drive)

6. Discussion and Possible Recommendation to the Village Board for the Revision of Title 4 Motor Vehicle and Traffic Chapter 1 Traffic Regulations

ADJOURNMENT (Voice Vote)

KJ 03/08/2019

VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

ADMINISTRATION & ZONING COMMITTEE

Monday, February 11, 2019 - 6:30 PM

or immediately following Finance and Public Works Committee Meeting
200 N. Hill Street, Poplar Grove, IL 61065

MINUTES

ROLL CALL

PRESENT
President Owen Costanza
Chairman Ron Quimby
Trustee Jeff Goings
Trustee Neeley Erickson
Trustee Erin Walsh
Trustee Sophia Ramdass
Trustee Eric Miller
Attorney Aaron Szeto
Treasurer Carina Boyd
Public Works Director Mitch Hilden
Deputy Clerk Katie Jaster

APPROVAL OF PHONE PARTICIPATION (Roll Call)
None

APPROVAL OF AGENDA (Voice Vote)
Motion made by Trustee Miller, Seconded by Trustee Erickson. Motion was carried by voice vote.

APPROVAL OF MINUTES (Voice Vote)

1. Motion to approve minutes from January 14, 2019 meeting
   Motion made by Chairman Quimby, Seconded by Trustee Ramdass. Motion was carried by voice vote.

PUBLIC COMMENT *Public Comment is encouraged. The Village Board will receive comments from the public, pursuant to State Statutes. Comments will be limited to five minutes on topics relating to the Village of Poplar Grove. Be further advised that matters brought up at this time may be referred to the appropriate committee or individual for further discussion or consideration.*

Girl Scouts Troops 191 came to learn about the governing body to earn their Government Badge.

DEPARTMENT REPORTS

2. Code Enforcement and Building Permits, B&F Construction
   No questions for B&F Construction.

OLD BUSINESS

3. Discussion and Possible Recommendation to the Village Board to Approve **Ordinance 2019-05** An Ordinance Amending Chapter 3, General Business Licensing and Regulations, of Title 2 of the Poplar Grove, Illinois Code of Ordinances.
   Motion made by Trustee Miller, Seconded by Trustee Erickson. Motion carried by voice vote.
   Trustee Miller moves to amend Ordinance 2019-05 as follows:

   1. In the current Section 2-3-12 (proposed 2-3-5),

   a. in the first sentence, strike the phrase “licensed hereunder;”

   b. in the last sentence, strike the phrase “licensed hereunder;”

   2. In the current Section 2-3-15 (proposed 2-3-7),

   a. in the first and only sentence, strike the following phrase “No license shall be issued for the conduct of any business if” and begin with a capital “T” in the word “the;”

   b. in the first and only sentence, after the word “building” insert the following: “of any business shall;

   c. in he first and only sentence, after the word “building” strike the following language: “to be used for the purpose do not;”

   3. Strike the current Section 2-3-16 (proposed 2-3-8);

   4. Renumber the current Section 2-3-17 to Section 2-3-8;

   5. Renumber the current Section 2-3-18 to Section 2-3-9;

6. Renumber the current Section 2-3-19 to Section 2-3-10

7. In the current Section 2-3-19 (proposed Section 2-3-10),

a. in the first paragraph, strike the phrase “licensed under this chapter;”

b. in subsection A, strike the word “licensed;”

Motion made by Trustee Miller, Seconded by Chairman Quimby. Motion carried by voice vote.

8. Renumber the current Section 2-3-22 to Section 2-3-11

9. In the current Section 2-3-22 (proposed 2-3-11), in the second sentence, strike the phrase “licensed hereunder;”

10. Renumber the current Section 2-3-23 to Section 2-3-12

11. Renumber the current Section 2-3-25 to Section 2-3-13

4. Discussion and Possible recommendation to the Village Board to Approve **Ordinance 2019-06** An Ordinance Amending Chapter 6, Raffles, of Title 2 of the Poplar Grove, Illinois Code of Ordinances
Motion made by Trustee Miller, Seconded by Trustee Walsh. Motion carried by voice vote.

Motion made by Trustee Miller, Seconded by Trustee Erickson to amend the wording Calendar Raffle. Motion was carried by voice vote.

NEW BUSINESS

5. Discussion on fence Encroachment area in Village Easement - Red Oak Street
Village Engineer talked to the Village Board about the fence encroachment in the Village Easement on Red Oak Street.

ADJOURNMENT (Voice Vote)

Motion made by Trustee Erickson, Seconded by Trustee Miller.
Adjournment 7:21 pm.

KJ 03/06/2019

B&F CONSTRUCTION CODE SERVICES, INC.

Building & Fire Protection Plan Review

Training • Inspections • Code Consulting

To: Karri Anderberg – Village Clerk

From: Kenneth Garrett – Vice President – B & F Construction Code Services, Inc.

Date: March 6, 2019

Re: Monthly Report – February

Summary

Petry Homes is continuing on their project. Their first closing is scheduled this month. Met with Village Attorney on February 28 to discuss Forest Pallet. Property Maintenance continues and attended court for citations issued. The department continues to be active this month. The number of permits, inspections and code enforcement equaled 76. This number increased from 66 last month to 76 this month. I adjusted the report to include all verbal/written and follow up code enforcement under one category to better reflect the workload.

Below are the statistics for the month of February.

Category	
Complaints	3
Verbal/Written Warnings	45
Permits Issued	5
Court Tickets Issued	4
Meetings	1
Phone Calls/Admin. (Thursdays only)	2
B&F Inspections	16
Stop Work Orders	0
Total	**76**

CONSTRUCTION CODE SERVICES, INC
BUILDING & FIRE PROTECTION PLAN REVIEW
TRAINING • INSPECTIONS • CODE EVALUATION
2420 Vantage Drive
Elgin, IL 60124
847-428-7010 Main
847-428-3151 FAX

Inspection Report By Address
(02/01/2019 Thru 02/28/2019)
Village of Poplar Grove, IL

Inspection Date	Project No.	Unit	Lot	Pod	Structure Type	Subdivision	Inspection Type	Inspection Result	Form No.	Reinspection	Amount
Developer:											
Address:	**511 Birch Street**										
Permit Number:	**2018-105***										
2/5/2019	3121361				Residential		Plumbing Rough	Approved	252256	☑	
Summary for 'PermitNumber' = 2018-105* (1 detail record)											
Developer:											
Address:	**515 Birch Street**										
Permit Number:	**2018-103***										
2/5/2019	3121361				Residential		Plumbing Rough	Approved	252275	☑	
Summary for 'PermitNumber' = 2018-103* (1 detail record)											
Developer:											
Address:	**519 Birch**										
Permit Number:	**2018-95***										
2/5/2019	3121361				Residential		Plumbing Rough	Approved	252257	☑	
Summary for 'PermitNumber' = 2018-95* (1 detail record)											

Inspection Date	Project No.	Unit	Lot	Pod	Structure Type	Subdivision	Inspection Type	Inspection Result	Form No.	Reinspection	Amount

Developer:

Address: 218 Cress Creek Trail
Permit Number: 2018-122

2/4/2019	3121361				Single Family		Mechanical Final	Approved	245957	☐	
2/4/2019	3121361				Single Family		Electric Final	Approved	245957	☐	
2/4/2019	3121361				Single Family		Building Final	Failed	245956	☐	
2/4/2019	3121361				Single Family		Plumbing Final	Approved	252274	☐	

Summary for 'PermitNumber' = 2018-122 (4 detail records)

Developer:

Address: 108 E. Grove Street
Permit Number: 2019-4

2/8/2019	3121361				Residential		Sewer	Failed	252406	☐	
2/8/2019	3121361				Residential		Water Service	Failed	252406	☐	
2/22/2019	3121361				Residential		Sewer Repair	Approved	250971	☐	

Summary for 'PermitNumber' = 2019-4 (3 detail records)

Developer:

Address: 411 Hughes Parkway
Permit Number: 2018-91*

2/13/2019	3123543				Residential		Building Final	Failed	245962	☑	

Summary for 'PermitNumber' = 2018-91* (1 detail record)

Inspection Date	Project No.	Unit	Lot	Pod	Structure Type	Subdivision	Inspection Type	Inspection Result	Form No.	Reinspection	Amount

Developer:

Address: 427 Hughes Parkway
Permit Number: 2018-93*

2/5/2019	3121361				Residential		Insulation	Approved	245958	☐	
2/5/2019	3121361				Residential		Plumbing Rough	Approved	252203	☑	

Summary for 'PermitNumber' = 2018-93* (2 detail records)

Developer:

Address: 5151 Orth Road
Permit Number: 2018-24*

2/12/2019	3121361				Commercial Level 1		Electric Final	Approved	245961	☐	
2/12/2019	3121361				Commercial Level 1		Insulation	Approved	245961	☐	
2/15/2019	3121361				Commercial Level 1		Building Final	Approved	245963	☐	
2/15/2019	3121361				Commercial Level 1		Electric Final	Approved	245963	☐	
2/15/2019	3121361				Commercial Level 1		Insulation	Approved	245963	☐	

Summary for 'PermitNumber' = 2018-24* (5 detail records)

Developer:

Address: 290 E. Park
Permit Number: -

2/28/2019	3121361				Commercial Level 1		Meeting (Building)	Status Meeting	-	☐	

Summary for 'PermitNumber' = - (1 detail record)

Inspection Date	Project No.	Unit	Lot	Pod	Structure Type	Subdivision	Inspection Type	Inspection Result	Form No.	Reinspection	Amount

Developer:

Address: 133 Titleist
Permit Number: -

2/28/2019	3121361				Residential		Building	Approved	253769	☐	

Summary for 'PermitNumber' = - (1 detail record)

Developer:

Address: 381 Westergren Way
Permit Number: 2018-100*

2/22/2019	3121361				Residential		Plumbing Final	Failed	250972	☐	
2/27/2019	3121361				Residential		Plumbing Final	Failed	254134	☑	

Summary for 'PermitNumber' = 2018-100* (2 detail records)

Developer:

Address: 385 Westergren Way
Permit Number: 2018-135*

2/14/2019	3121361				Residential		Plumbing Final	Approved	249585	☐	

Summary for 'PermitNumber' = 2018-135* (1 detail record)

Summary for 'Developer' =

Total Inspections	**23**
Total Reinspections	**6**
Total Amount	**$1,840.00**

Inspection Date	Project No.	Unit	Lot	Pod	Structure Type	Subdivision	Inspection Type	Inspection Result	Form No.	Reinspection	Amount

GRAND TOTALS

Total Inspections	**23**
Total Reinspections	**6**
Total Amount	

CONSTRUCTION CODE SERVICES, INC.
BUILDING & FIRE PROTECTION PLAN REVIEW
TRAINING • INSPECTIONS • CODE CONSULTING

2420 Vantage Drive
Elgin, IL 60124

847-428-7010 Main
847--428-3151 FAX

INSPECTION REPORT

Date Range: 02/01/2019 - 02/28/2019

Village of Poplar Grove

Monday, February 4, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
218 Cress Creek Trail	2018-122	Single Family	Building Final		☐	Panzloff	Failed	245956	35.00
218 Cress Creek Trail	2018-122	Single Family	Electric Final		☐	Panzloff	Approved	245957	35.00
218 Cress Creek Trail	2018-122	Single Family	Mechanical Final		☐	Panzloff	Approved	245957	35.00
218 Cress Creek Trail	2018-122	Single Family	Plumbing Final		☐	Del Principe	Approved	252274	35.00
Summary for 'Inspection Date' = 2/4/2019 (4 detail records)					0				140.00

Tuesday, February 5, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
427 Hughes Parkway	2018-93*	Residential	Insulation		☐	Panzloff	Approved	245958	0.00
427 Hughes Parkway	2018-93*	Residential	Plumbing Rough		☑	Del Principe	Approved	252203	0.00
511 Birch Street	2018-105*	Residential	Plumbing Rough		☑	Del Principe	Approved	252256	0.00
519 Birch	2018-95*	Residential	Plumbing Rough		☑	Del Principe	Approved	252257	0.00
515 Birch Street	2018-103*	Residential	Plumbing Rough		☑	Del Principe	Approved	252275	0.00
Summary for 'Inspection Date' = 2/5/2019 (5 detail records)					4				0.00

Friday, February 8, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
108 E. Grove Street	2019-4	Residential	Water Service	Sewer Excavation	☐	Patton	Failed	252406	35.00
108 E. Grove Street	2019-4	Residential	Sewer	Sewer Excavation	☐	Patton	Failed	252406	35.00
Summary for 'Inspection Date' = 2/8/2019 (2 detail records)					0				70.00

Tuesday, February 12, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
5151 Orth Road	2018-24*	Commercial Level 1	Electric Final	manley hangers	☐	Panzloff	Approved	245961	0.00
5151 Orth Road	2018-24*	Commercial Level 1	Insulation	manley hangers	☐	Panzloff	Approved	245961	0.00
Summary for 'Inspection Date' = 2/12/2019 (2 detail records)					0				0.00

Wednesday, February 13, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
411 Hughes Parkway	2018-91*	Residential	Building Final		☑	Panzloff	Failed	245962	0.00
Summary for 'Inspection Date' = 2/13/2019 (1 detail record)					1				0.00

Thursday, February 14, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
385 Westergren Way	2018-135*	Residential	Plumbing Final		☐	Del Principe	Approved	249585	650.00
Summary for 'Inspection Date' = 2/14/2019 (1 detail record)					0				650.00

Friday, February 15, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
5151 Orth Road	2018-24*	Commercial Level 1	Building Final	manley hangers	☐	Panzloff	Approved	245963	0.00
5151 Orth Road	2018-24*	Commercial Level 1	Electric Final	manley hangers	☐	Panzloff	Approved	245963	0.00
5151 Orth Road	2018-24*	Commercial Level 1	Insulation	manley hangers	☐	Panzloff	Approved	245963	0.00
Summary for 'Inspection Date' = 2/15/2019 (3 detail records)					0				**0.00**

Friday, February 22, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
108 E. Grove Street	2019-4	Residential	Sewer Repair	Sewer Excavation	☐	Principali	Approved	250971	35.00
381 Westergren Way	2018-100*	Residential	Plumbing Final		☐	Principali	Failed	250972	650.00
Summary for 'Inspection Date' = 2/22/2019 (2 detail records)					0				**685.00**

Wednesday, February 27, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
381 Westergren Way	2018-100*	Residential	Plumbing Final		☑	Del Principe	Failed	254134	0.00
Summary for 'Inspection Date' = 2/27/2019 (1 detail record)					1				**0.00**

Thursday, February 28, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
290 E. Park	-	Commercial Level 1	Meeting (Building)	Forest Pallet-Village	☐	Garrett	Status Meeting	-	250.00
133 Titleist	-	Residential	Building	Occupancy	☐	Modrzejewski	Approved	253769	45.00
Summary for 'Inspection Date' = 2/28/2019 (2 detail records)					0				**295.00**

Total Inspections	**23**
Total Reinspections	**6**
Total Amount Due	**1,840.00**

Office & Shipping:
2420 Vantage Drive
Correspondence:
P.O. Box 5178

CONSTRUCTION CODE SERVICES,
Building & Fire Protection Plan Review
Training • Inspections • Code Consulting

Phone (847) 428-7010
Fax (847) 428-3151
Toll Free 1-800-232-5523
E-mail bfccs@bfccs.org

MISCELLANEOUS PLAN REVIEWS
February 2019

VILLAGE OF
Poplar Grove
1-Mar-19

Permit #	Address	Type of Project		Fee	Date
2019-3 Feldco	3043 Fairchild St	Replace 24 windows	$	25.00	2/5/2019
-	108 E.Grove St	Residential Sewer Excavation	$	25.00	2/7/2019
-	4135 Milkweed	Room remodel	$	50.00	2/22/2019
-	4127 Cornflower Rd	Water heater	$	25.00	2/22/2019

TOTAL: **$ 125.00**

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2420 Vantage Drive
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847-428-7010 Main
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INSPECTION REPORT

Date Range: 02/01/2019 - 02/28/2019

Poplar Grove - Code Enforcement

Friday, February 1, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
200 Hill Street	-	Commercial Level 1	Code Compliance		☐	Modrzejewski	Approved	253714	0.00
Summary for 'Inspection Date' = 2/1/2019 (1 detail record)					0				**0.00**

Thursday, February 7, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
200 Hill Street	-	Commercial Level 1	Code Compliance		☐	Modrzejewski	Approved	253731	0.00
200 Hill Street	-	Commercial Level 1	Code Compliance		☐	Modrzejewski	Approved	253731	0.00
Summary for 'Inspection Date' = 2/7/2019 (2 detail records)					0				**0.00**

Thursday, February 14, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
200 Hill Street	-	Commercial Level 1	Code Compliance		☐	Modrzejewski	Approved	253743	0.00
Summary for 'Inspection Date' = 2/14/2019 (1 detail record)					0				**0.00**

Thursday, February 21, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
200 Hill Street	-	Commercial Level 1	Code Compliance		☐	Modrzejewski	Approved	253755	0.00
200 Hill Street	-	Commercial Level 1	Code Compliance		☐	Modrzejewski	Approved	253755	0.00
Summary for 'Inspection Date' = 2/21/2019 (2 detail records)					0				**0.00**

Thursday, February 28, 2019

Address	Permit Number	Structure Type	Inspection Type	Location	Reinspection	Inspector	Inspection Results	Form Number	Amount
200 Hill Street	-	Commercial Level 1	Code Compliance		☐	Modrzejewski	Approved	253770	0.00
200 Hill Street	-	Commercial Level 1	Code Compliance		☐	Modrzejewski	Approved	253770	0.00
200 Hill Street	-	Commercial Level 1	Code Compliance		☐	Modrzejewski	Approved	253770	0.00
Summary for 'Inspection Date' = 2/28/2019 (3 detail records)					0				**0.00**

Total Inspections	**9**
Total Reinspections	**0**
Total Amount Due	**0.00**

Poplar Grove - Code Enforcement - Travel - 1 x 5 = 5.00
+ 24.58
29.58

B & F Construction Code Services, Inc.

Project Report

Project Number: 3121469

Report Date Range: 02/01/2019 - 02/28/2019

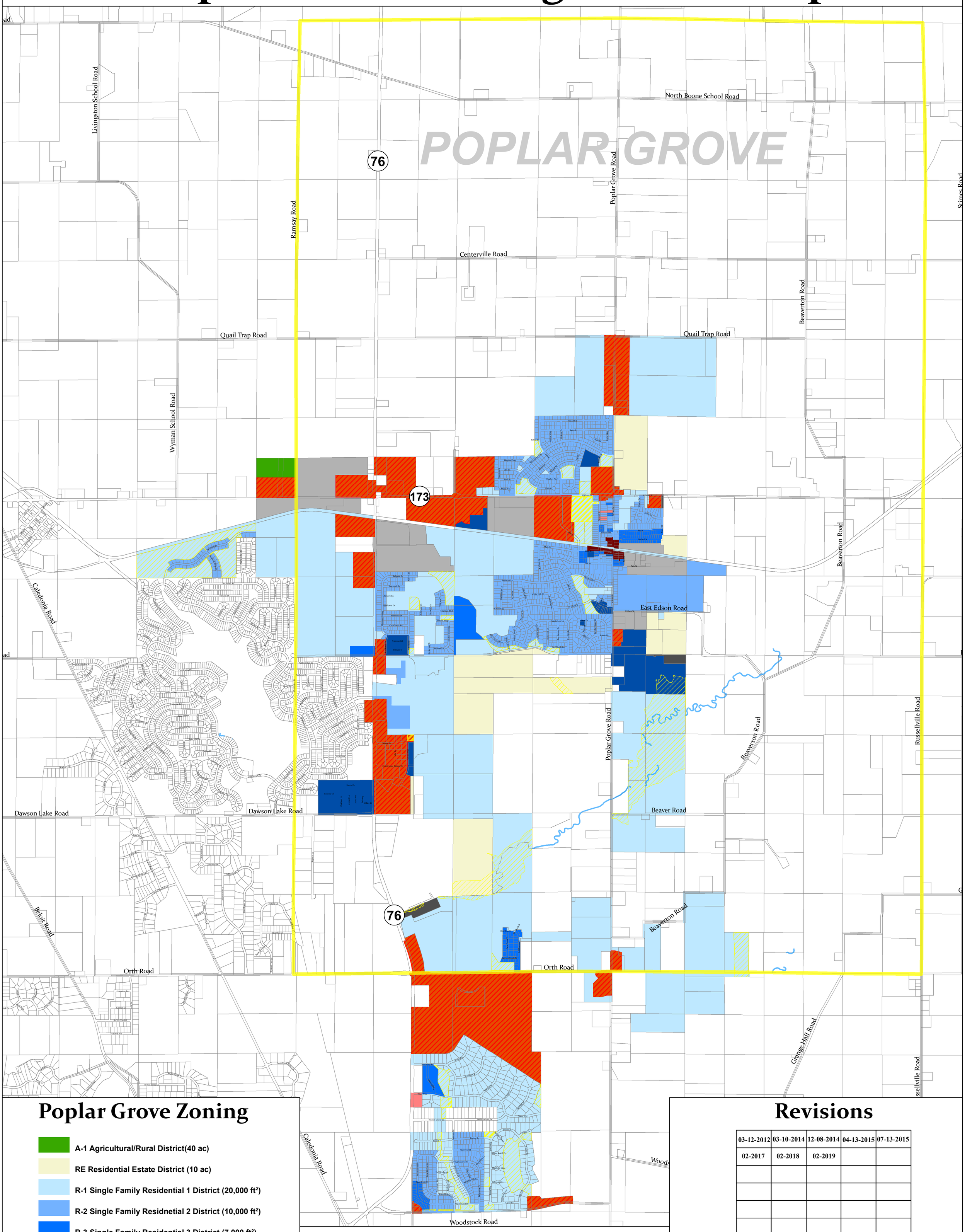
Inspection Report By Project Code

Employee 1431 **David Modrzejewski**

Date	Inspection Description		Address	Start Time	End Time	Total Time
2/1/2019						
02/01/2019	Code Compliance	Commercial	200 Hill Street	10:45	14:00	3.25
				Total Time For Date 2/1/2019:		**3.25**
2/7/2019						
02/07/2019	Code Compliance	Commercial	200 Hill Street	10:00	13:45	3.75
02/07/2019	Code Compliance	Commercial	200 Hill Street	14:15	14:45	0.50
				Total Time For Date 2/7/2019:		**4.25**
2/14/2019						
02/14/2019	Code Compliance	Commercial	200 Hill Street	8:45	14:00	5.25
				Total Time For Date 2/14/2019:		**5.25**
2/21/2019						
02/21/2019	Code Compliance	Commercial	200 Hill Street	9:00	9:30	0.50
02/21/2019	Code Compliance	Commercial	200 Hill Street	9:55	14:45	4.83
				Total Time For Date 2/21/2019:		**5.33**
2/28/2019						
02/28/2019	Code Compliance	Commercial	200 Hill Street	8:30	9:00	0.50
02/28/2019	Code Compliance	Commercial	200 Hill Street	9:30	14:30	5.00
02/28/2019	Code Compliance	Commercial	200 Hill Street	15:00	16:00	1.00
				Total Time For Date 2/28/2019:		**6.50**

Total Hours for Project 3121469: **24.58**

Poplar Grove Zoning District Map



Poplar Grove Zoning

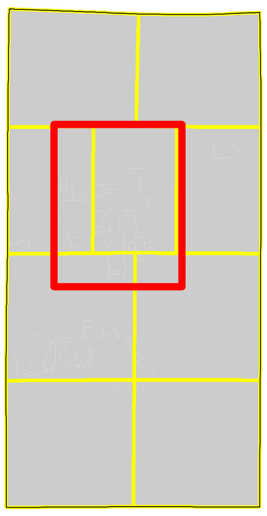
- A-1 Agricultural/Rural District(40 ac)
- RE Residential Estate District (10 ac)
- R-1 Single Family Residential 1 District (20,000 ft²)
- R-2 Single Family Residnetial 2 District (10,000 ft²)
- R-3 Single Family Residential 3 District (7,000 ft²)
- R-5 Mixed Residential District (3,000 ft²)
- CB Central Business District
- GB General Business District
- NB Neighborhood Business District
- LI Light Industrial District
- HI Heavy Industrial District
- Greenspace
- Municipal Boundary

0 0.225 0.45 0.9 Miles

John Neitzel
Village President

Martha Suhr
Village Clerk

February, 2019
Approval Date



Revisions

03-12-2012	03-10-2014	12-08-2014	04-13-2015	07-13-2015
02-2017	02-2018	02-2019		

This map is the Zoning District Map referred to in Title 8 Zoning Chaper 6 of the Poplar Grove Zoning Code

This map is a general representation of approved zoning districts and is subject to change on a regular basis upon action of the Poplar Grove Board. Exact descriptions and boundaries of the represented zoning districts are on file in the Belvidere - Boone County/Poplar Grove Planning Department 401 Whitney Blvd. Belvidere, IL 61008.

Prepared by the
Boone County GIS Department
11-01-2011

RESOLUTION #_____

A RESOLUTION DIRECTING THE BELVIDERE COMMUNITY DEVELOPMENT DEPARTMENT (PLANNING DEPARTMENT) TO PUBLISH THE ZONING MAP OF THE VILLAGE OF POPLAR GROVE

WHEREAS, the Village of Poplar Grove, Illinois ("Village"), pursuant to 65 ILCS 5/11-13-19, is required to annually publish a yearly map showing current zoning uses, divisions, restrictions, regulations and classifications of the municipality; and requires municipalities to publish a zoning map annually; and

WHEREAS, the Village of Poplar Grove has compiled and attached hereto as Exhibit A, a zoning map dated February 2019 and current with all approved map amendments and annexations, depicting zoning districts as required by state statute, and

WHEREAS, the Official Zoning Map is on file and available for public inspection and purchase at the Belvidere Community Development Department (which provides planning services to the Village of Poplar Grove) at 401 Whiney Boulevard, Belvidere.

NOW THEREFORE, BE IT RESOLVED by the President and Village Board of the Village of Poplar Grove, Illinois as follows:

1. The above recitals are incorporated herein and made a part hereof.
2. The Planning Department is directed to publish the Official Zoning Map by posting a copy of the map on the office of the Planning Department's web site. The Planning Department is further authorized to make the Official Zoning Map available for purchase.

PASSED UPON MOTION BY _____

SECONDED BY _____

BY ROLL CALL VOTE THIS _____ DAY OF _____, 2019

AS FOLLOWS:

VOTING "AYE": _____

_____

VOTING "NAY": _____

_____

ABSENT, ABSTAIN, OTHER _____

APPROVED_____, 2019

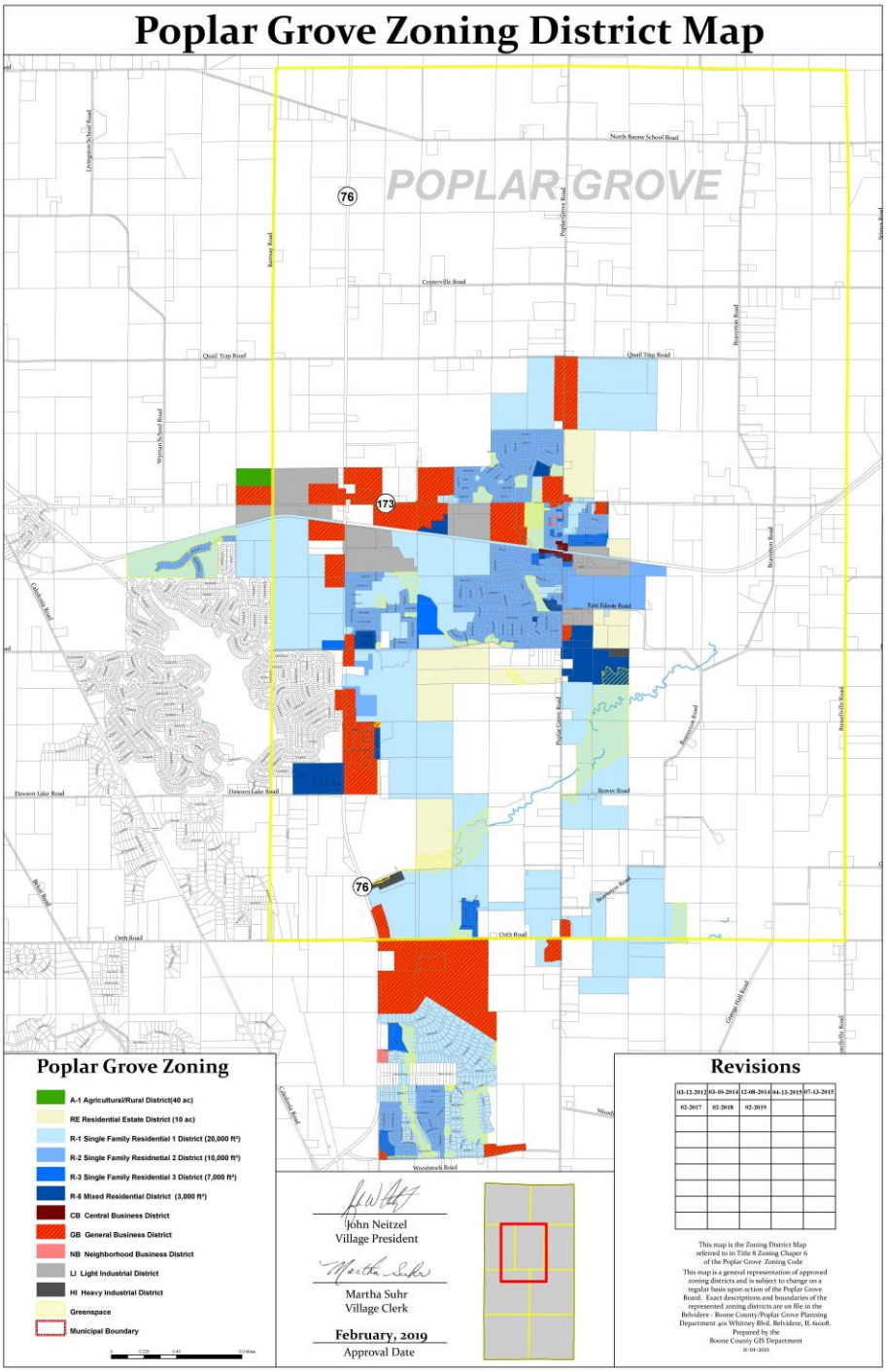
_____
VILLAGE PRESIDENT

ATTEST:

_____
VILLAGE CLERK

RESOLUTION #_____

EXHIBIT A



Memorandum

DATE: February 20, 2019

TO: Village of Poplar Grove Planning and Zoning Commission

FROM: Gina DelRose, Community Development Planner

SUBJECT: Staff advisory memo for case: 2019-01: Crombie, 13561 Julie Drive

REQUEST AND LOCATION:
The applicant, Ryan Crombie, 201 S. 8th Street, South Beloit, IL 61080 on behalf of the property owner, LHC Properties, LLC, 201 S. 8th Street, South Beloit, IL 61080 is requesting a special use pursuant to the Poplar Grove Zoning Ordinance, Section 8-6-9-B-2 Indoor Entertainment Sales/Service and Vehicle Related Sales and Service, Table 8-6-13 Permitted Uses and Section 8-5-7 Special Uses. Specifically, the applicant is requesting a special use to bring the drive-through window into compliance and to operate a restaurant with liquor sales and video gaming at 13561 Julie Drive within the GB, General Business District on 0.72 acres of land. (PIN: 03-26-404-001). The property is irregular in shape and developed with a single-tenant commercial building and drive-through lane.

BACKGROUND:
The building is located on Lot 10 within Plat 2 of Countryside Mall Subdivision. The subdivision was recorded in 2002. The property is developed with an approximately 1,800 square-foot single-tenant commercial building and drive-through lane. In 2006 when the building and drive-through lane were constructed, a special use was not granted. The applicant is requesting a special use for not only liquor sales and video gaming but also for the drive-through lane in order to bring it into compliance with the Zoning Ordinance.

The property was previously operated as the Custard Cone and The Dairy Bean; both served ice cream and limited food items. The applicant intends to open a restaurant that would not only serve alcohol but sell packaged liquor and provide video gaming to customers.

State law requires that video gaming machines be located in establishments that allow for the pouring of alcohol, unless they qualify for the truck stop exemption. Poplar Grove ordinances require that a commercial hood be present prior to a liquor license that allows the pouring of alcohol to be issued. The property meets both of these requirements.

FINDINGS OF FACT:
Per Section 8-5-7(D) of the Village of Poplar Grove Zoning Ordinance, the criteria for granting a Special Use Permit are as follows:

A. **Findings: The establishment, maintenance or operation of the special use would not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.**

The property is located within an established commercial subdivision. The drive-through lane has been in operation since the building was constructed and has adequate

queuing lengths. Staff is not aware of any negative impacts the drive-through lane has created.

There are other businesses in the subdivision that serve and/or sell alcohol as well as other video gaming machines. Other than additional signage, the special use is not anticipated to be noticeable to those patronizing the subdivision or passing by along Illinois Route 76.

B. **Findings: The special use would not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted or substantially diminish or impair property values within the neighborhood.**

Countryside Mall Subdivision was designed for a mix of commercial land uses, which exists. Recently the Poplar Grove ordinances were amended in order to require commercial hoods be present when issuing liquor licenses that allow for the pouring of alcohol. This was done to prevent bars and video gaming cafes and to encourage restaurants that have liquor and video gaming as an accessory use. Although there are already drive-through lanes, bars, liquor stores and video gaming in the subdivision, the special use will be in conjunction with the permitted restaurant land use.

C. **Findings: The establishment of the special use will not impede the normal or orderly development and improvements of the surrounding property for uses permitted in the district.**

The general business district permits professional services, repair services, retail and open space. Institutional, entertainment and boarding land uses require a special use. The subdivision is already developed with an array of these land uses. The addition of the drive-through lane, liquor sales and video gaming machines are not expected to negatively impact the existing businesses or deter other business from locating to the established commercial area.

D. **Findings: Adequate utilities, access roads, drainage and/or necessary facilities will be provided.**

The property is located within an established subdivision that is adequately served by utilities. The special use will require limited remodeling but not new construction.

E. **Findings: Adequate measures have been taken to provide ingress or egress so designed as to minimize traffic congestion in the public streets.**

The special use will be within an existing building. The amount of traffic generated by the special use will be comparable to other establishments located within the Countryside Mall Subdivision. The existing road network is adequate.

F. **Findings: The special use shall, in all other respects, conform to the applicable regulations of the districts in which it is located.**

The special use will be required to conform to all the applicable regulations of the Zoning Ordinance, the Subdivision Ordinance, all other regulations and to any conditions of approval enacted by the Village Board.

RECOMMENDATION:
The planning staff recommends approval of case 2019-01 subject to following conditions:

1. The special use shall be developed in substantial conformance with the narrative submitted with the application.

2. Compliance with all other applicable codes and ordinances.

PLANNING AND ZONING COMMISSION/VILLAGE BOARD ACTION
The Planning and Zoning Commission shall make and forward findings of fact as to the compliance of the proposed special use with the standards and make a recommendation to the Village Board. The Village Board shall review the findings and recommendation and may accept or reject the findings and recommendation of the Planning and Zoning Commission in whole or in part; or the Village Board may refer the matter back to the Planning and Zoning Commission for further consideration. Any approval shall be considered the approval of a unique request and not be construed as precedent for any other proposed special use.

ATTACHMENTS

1. Location Map submitted by Planning Staff.

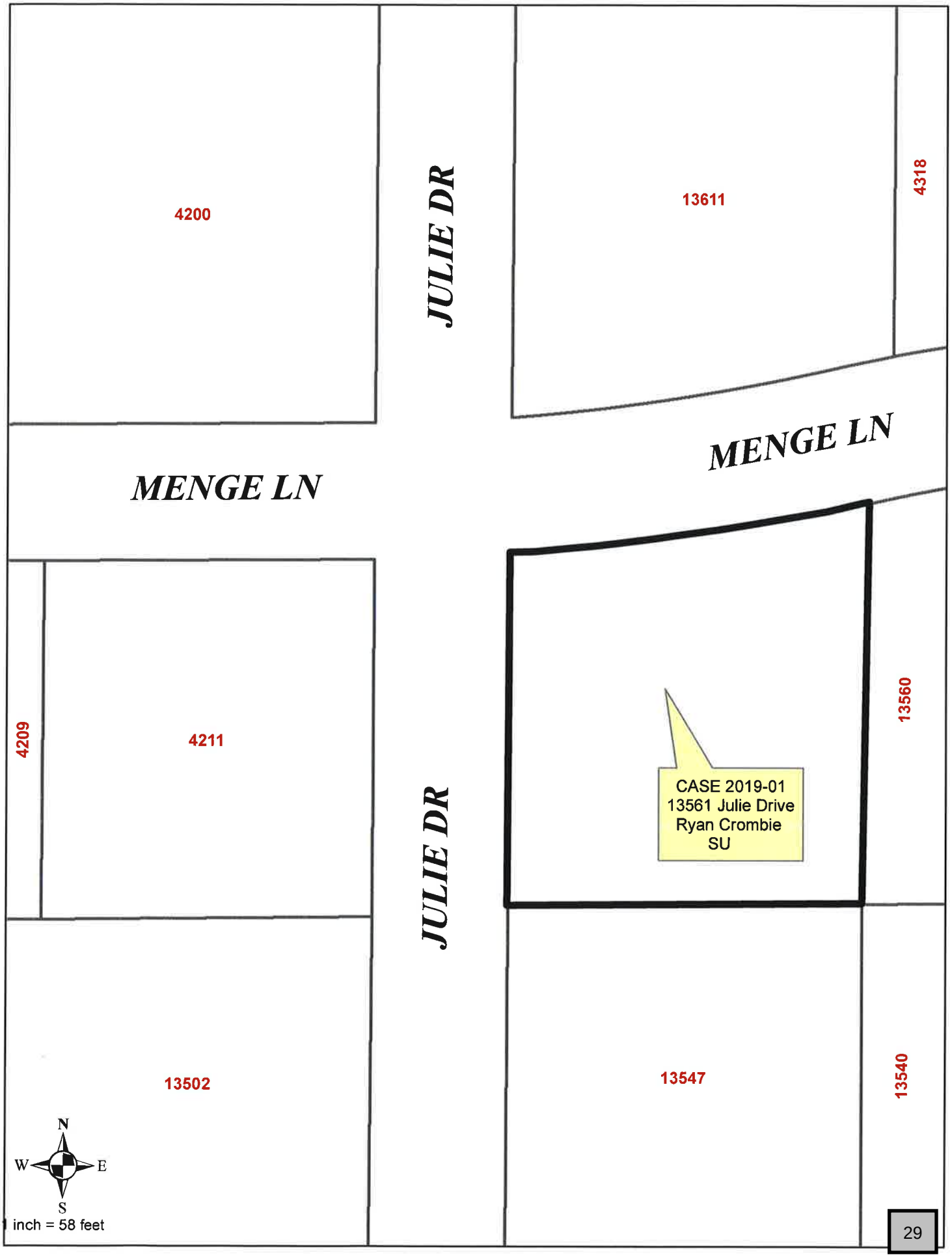
2. Aerial Photo submitted by Planning Staff.

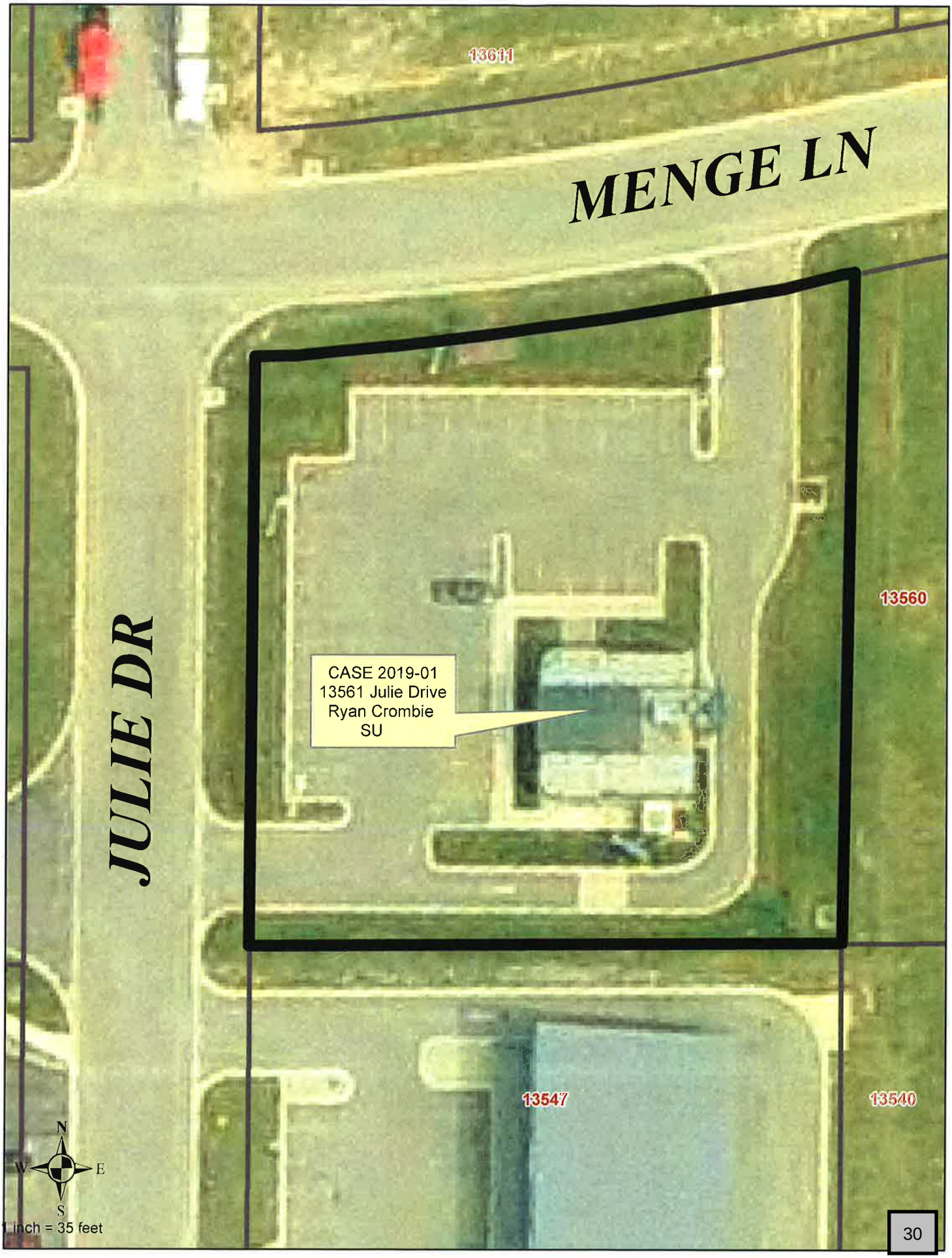
3. Narrative submitted by the Applicant.

4. Site Plan submitted by the Applicant.

5. NRI 1614 submitted by the Boone County Soil and Water Conservation District, Jennifer Becker, February 12, 2109.

6. Letter from Boone County Health Department, Amanda Mehl, February 7, 2019.

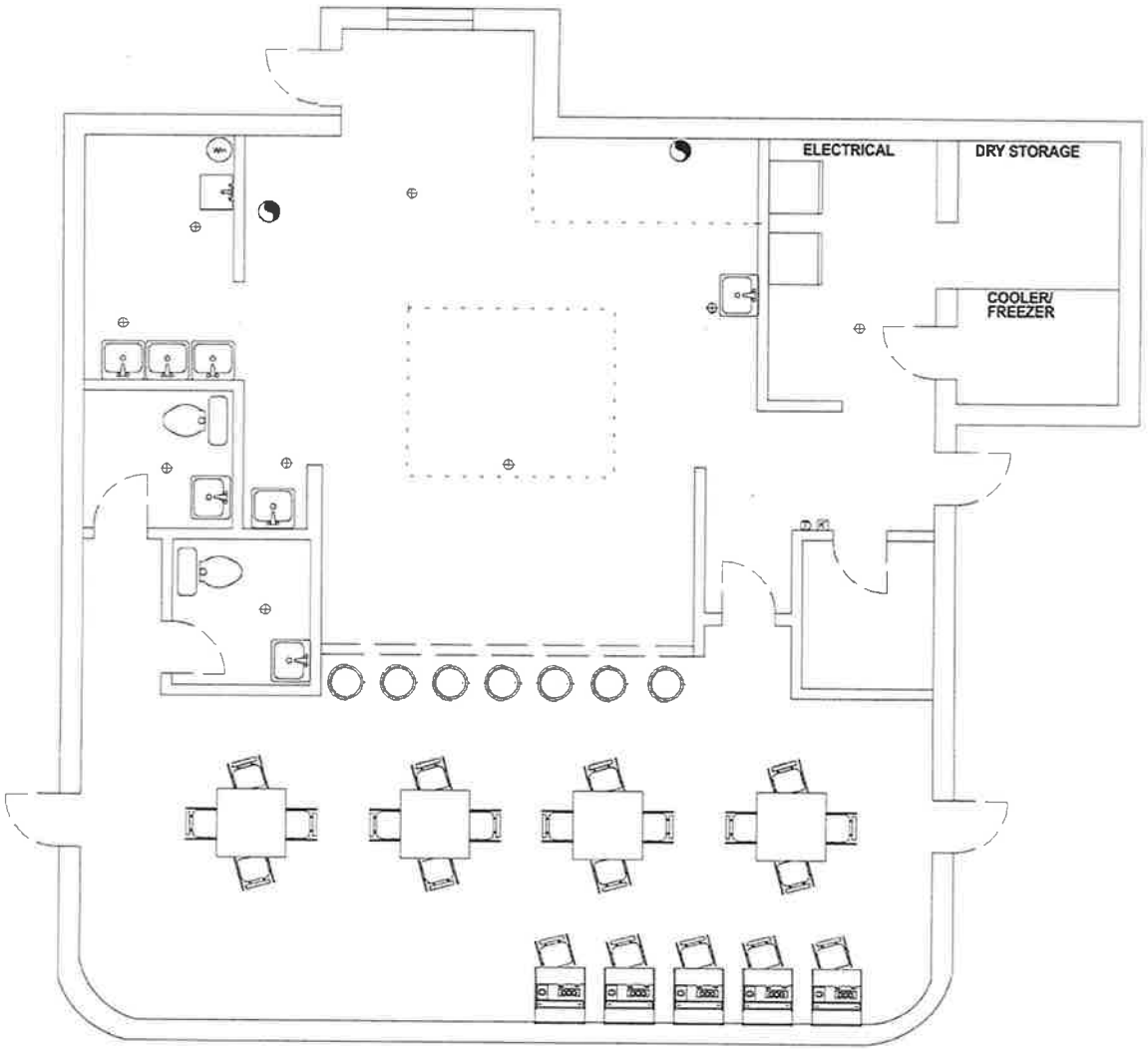

4200
JULIE DR
13611
4318
MENGE LN
MENGE LN
4209
4211
JULIE DR
CASE 2019-01
13561 Julie Drive
Ryan Crombie
SU
13560
13502
13547
13540
N
W
E
S
1 inch = 58 feet


13611
MENGE LN
JULIE DR
13560
CASE 2019-01
13561 Julie Drive
Ryan Crombie
SU
13547
13540
N
W
E
S
1 inch = 35 feet

Ryan Crombie of LHC Properties, LLC is currently under contract to purchase the property located at 13561 Julie Dr., Poplar Grove, IL 61065

He would like to open a Restaurant, Bar, and Video Gaming business in the property mentioned above. The business would include food, a full bar, a drive-thru window, 5 video gaming machines, and selling pre-packaged goods in the restaurant and drive-thru window.

The business would be open 8:00 A.M. – 2:00 A.M. Daily.



FLOOR PLAN:

Julie Drive

13561 Julie Drive
Poplar Grove, IL 61065

DRAWING TITLE

FLOOR PLAN

LHC PROPERTIES

January 21, 2019

FP-1

Boone County
Soil & Water
Conservation District

211 N. Appleton Road
Belvidere, IL 61008
815-544-2677 ext. 3

12 February 2019

SWCD NRI #: 1614

Village of Poplar Grove
200 Hill Street
Poplar Grove, IL 61065

Dear Sir/Madam,

A request for a Natural Resource Information Report was submitted. We will supply a written reply to you office as indicated below:

__X__ Our review does not apply in this instance.
_____ Other (see attached)

Location of Site: 13561 Julie Dr. Poplar Grove, IL 60165
PIN(S): 03-26-404-100

Contact	Petitioner	Owner
LHC Properties, LLC 201 S. 8th St. South Beloit, IL 61080	Same	Same
815-770-2044 ryanjcrombie@outlook.com		

Request: Special Use for video gaming and drive-thru

Sincerely,

Jennifer Becker
Boone County Soil & Water
Conservation District

Re: LHC Properties, LLC

Public Health
Prevent. Promote. Protect.

Boone County Health Department
1204 Logan Avenue, Belvidere, Illinois 61008
Main Office 815.544.2951 Clinic 815.544.9730 Fax 815.544.2050
www.boonehealth.org

The mission of the Boone County Health Department is to serve our community by preventing the spread of disease, promoting optimal wellness & protecting the public's health.

February 7, 2019

FAX: 815-547-0789

Gina DelRose
Community Development Planer
401 Whitney Blvd Suite 300
Belvidere, IL 61008

Planning Services for Village of Poplar Grove

Re: Case; 2019-01; Crombie: 13561 Julie Drive

Dear Gina,

We are in receipt of a copy for special use permit to bring the drive-through window into compliance and to operate a restaurant with liquor sales and video gaming.

Our office has no objections or comments on this request. However, prior to operation of the bar, a to scale plan (of the layout of the bar) and an annual food application must be submitted to the health department for review. The plan review fee would be determined when menu information is submitted. Below is the county code explaining this further.

Sec. 30-35. Submission and review of plans; permits.

(a) *Generally.* Whenever a food service establishment or retail food store is constructed or extensively remodeled and whenever an existing structure is converted to use as a food service establishment, properly prepared plans and specifications for such construction, remodeling, or conversion shall be submitted to the regulatory authority for review and approval before construction, remodeling, or conversion is begun. The plans and specifications shall indicate the proposed layout, arrangement, mechanical plans, construction materials of work areas, and the type and model of proposed fixed equipment and facilities.

(b) *Permit required.* Any business or organization desiring to operate as a food service establishment or retail food establishment must have a current food service permit.

(c) *Plans, inspection and approval.* Before issuing a food service permit to a new establishment, plans must be submitted to and approved by the health authority. Plans submitted for review must be accompanied by the appropriate plan review fee as listed in section 38-31.

Food establishment classifications. All food service establishments or retail food establishments shall be categorized according to their type of operation, size of operation, and risk category of the food prepared and/or served and shall obtain a permit for the class of operation as hereinafter defined. The listing of various types of operation is not intended to be all inclusive, but typical and not limited to those mentioned. If a food establishment is not specifically listed, it shall be classified according to the class to which it most closely resembles.

(1) *Category I High Risk Facility*: is a food establishment that presents a high relative risk of causing foodborne illness based on the large number of food handling operations typically implicated in foodborne outbreaks and/or type of population served by the facility. The following criteria shall be used to classify facilities as Category I High Risk facilities:

a. whenever cooling of potentially hazardous foods occurs as part of the food handling operations at the facility;

b. when potentially hazardous foods are prepared hot or cold and held hot or cold for more than 12 hours before serving;

c. if potentially hazardous foods which have been previously cooked and cooled must be reheated;

d. when potentially hazardous foods are prepared for off-premises service for which time-temperature requirements during transportation, holding and service are relevant;

e. whenever complex preparation of foods, or extensive handling of raw ingredients with hand contact for ready to eat foods, occurs as a part of the food handling operations at the facility;

f. if vacuum packaging and/or other forms of reduced oxygen packaging are performed at the retail level; or

g. whenever serving immunocompromised individuals, where these individuals compromise the majority of the consuming population.

(2) *Category I High Risk Multi-Department Facility*: is a food establishment that presents a high relative risk of causing foodborne illness based on the large number of food handling operations typically implicated in foodborne outbreaks. These facilities have the same criteria as Category I High Risk facilities, and have 3 or more departments within their facilities which need inspection including but not limited to main grocery, bakery, deli, meat and seafood departments.

(3) *Category II Medium Risk Facility*: is a food establishment that presents a medium risk of causing foodborne illness based upon a few food handling operations typically implicated in foodborne illness outbreaks. The following criteria shall be used to classify facilities as Category II Medium Risk facilities:

a. if hot or cold foods are not maintained at that temperature for more than 12 hours and are restricted to same day service;

b. if preparing foods for service from raw ingredients uses only minimal assembly; and

c. foods served at an establishment that require complex preparation (whether canned, frozen, or fresh prepared) are obtained from an approved food processing plants, (high risk) food service establishments or retail food stores.

(4) *Category III Low Risk Facility*: is a food establishment that presents a low relative risk of causing foodborne illness based on few or no food handling operations typically implicated in foodborne illness outbreaks. The following criteria shall be used to classify facilities as Category III Low Risk facilities:

a. only prepackaged foods are available or served in the facility, and any potentially hazardous foods available are commercially pre-packaged in an approved food processing plant;

b. only limited preparation of non-potentially hazardous foods and beverages, such as snack foods and carbonated beverages occurs at the facility; or

c. only beverages (alcoholic and non-alcoholic) are served at the facility.

Please let us know if you have any questions or concerns.

Thank you,

Amanda Mehl
Administrator of Public Health
skm

MEMO

DATE: February 28, 2019

TO: Poplar Grove Village Board

FROM: Village of Poplar Grove Planning and Zoning Commission

SUBJECT: Findings of Fact for Case 2019-01: Crombie, 13561 Julie Drive

REQUEST AND LOCATION:
The applicant, Ryan Crombie, 201 S. 8th Street, South Beloit, IL 61080 on behalf of the property owner, LHC Properties, LLC, 201 S. 8th Street, South Beloit, IL 61080 is requesting a special use pursuant to the Poplar Grove Zoning Ordinance, Section 8-6-9-B-2 Indoor Entertainment Sales/Service and Vehicle Related Sales and Service, Table 8-6-13 Permitted Uses and Section 8-5-7 Special Uses. Specifically, the applicant is requesting a special use to bring the drive-through window into compliance and to operate a restaurant with liquor sales and video gaming at 13561 Julie Drive within the GB, General Business District on 0.72 acres of land. (PIN: 03-26-404-001). The property is irregular in shape and developed with a single-tenant commercial building and drive-through lane.

FINDINGS OF FACT:
Per Section 8-5-7(D) of the Village of Poplar Grove Zoning Ordinance, the criteria for granting a Special Use Permit are as follows:

A. **Findings: The establishment, maintenance or operation of the special use would not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.**

The property is located within an established commercial subdivision. The drive-through lane has been in operation since the building was constructed and has adequate queuing lengths. Staff is not aware of any negative impacts the drive-through lane has created.

There are other businesses in the subdivision that serve and/or sell alcohol as well as other video gaming machines. Other than additional signage, the special use is not anticipated to be noticeable to those patronizing the subdivision or passing by along Illinois Route 76.

B. **Findings: The special use would not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted or substantially diminish or impair property values within the neighborhood.**

Countryside Mall Subdivision was designed for a mix of commercial land uses, which exists. Recently the Poplar Grove ordinances were amended in order to require commercial hoods be present when issuing liquor licenses that allow for the pouring of alcohol. This was done to prevent bars and video gaming cafes and to encourage restaurants that have liquor and video gaming as an accessory use. Although there are already drive-through lanes, bars, liquor stores and video gaming in the subdivision, the special use will be in conjunction with the permitted restaurant land use.

C. <u>Findings</u>: The establishment of the special use will not impede the normal or orderly development and improvements of the surrounding property for uses permitted in the district.

The general business district permits professional services, repair services, retail and open space. Institutional, entertainment and boarding land uses require a special use. The subdivision is already developed with an array of these land uses. The addition of the drive-through lane, liquor sales and video gaming machines are not expected to negatively impact the existing businesses or deter other business from locating to the established commercial area.

D. <u>Findings:</u> Adequate utilities, access roads, drainage and/or necessary facilities will be provided.

The property is located within an established subdivision that is adequately served by utilities. The special use will require limited remodeling but not new construction.

E. <u>Findings:</u> Adequate measures have been taken to provide ingress or egress so designed as to minimize traffic congestion in the public streets.

The special use will be within an existing building. The amount of traffic generated by the special use will be comparable to other establishments located within the Countryside Mall Subdivision. The existing road network is adequate.

F. <u>Findings:</u> The special use shall, in all other respects, conform to the applicable regulations of the districts in which it is located.

The special use will be required to conform to all the applicable regulations of the Zoning Ordinance, the Subdivision Ordinance, all other regulations and to any conditions of approval enacted by the Village Board.

The motion to adopt the Findings of Fact for case 2019-01 for a special use to permit Indoor Entertainment Sales/Service and Vehicle Related Sales and Service at 13561 Julie Drive carried with a (4-0) roll call vote.

_____

Jake Dykstra, Chairman
Poplar Grove Planning and Zoning Commission

ORDINANCE # 2019-07

AN ORDINANCE GRANTING A SPECIAL USE FOR A DRIVE-THROUGH WINDOW AND LIQUOR SALES WITH VIDEO GAMING WITHIN THE GB, GENERAL BUSINESS DISTRICT (13561 Julie Drive)

WHEREAS, the Village of Poplar Grove has adopted Title 8, Zoning in accordance with the provisions of Illinois Compiled Statutes, to regulate the use of land and specify the minimum requirements for improvements on land in the Village of Poplar Grove; and

WHEREAS, special uses are certain municipal or private uses that due to their physical or operational characteristics may pose a threat to the value, use and enjoyment of adjoining property and are reviewed on a case by case basis, and are permitted only by permission of the Poplar Grove Village Board; and,

WHEREAS, the applicant, Ryan Crombie, 201 S. 8th Street, South Beloit, IL 61080 on behalf of the property owner, LHC Properties, LLC, 201 S. 8th Street, South Beloit, IL 61080 has petitioned the Village for a special use for Indoor Entertainment Sales/Service and Vehicle Related Sales and Service (to bring the drive-through window into compliance and to operate a restaurant with liquor sales and video gaming) at 13561 Julie Drive ; and,

WHEREAS, after due notice by publication pursuant to the Illinois State Statutes, the Village of Poplar Grove Planning and Zoning Commission held a public hearing on February 27, 2019 concerning the proposed special use; and,

WHEREAS, the Village of Poplar Grove Planning and Zoning Commission having examined said application and having considered the evidence, both oral and documentary, and being fully advised about the premises did make findings of fact and a recommendation; and,

WHEREAS, the corporate authorities of the Village considered the findings of fact and concur with the recommendation of the Planning and Zoning Commission.

NOW THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND VILLAGE BOARD OF THE VILLAGE OF POPLAR GROVE, BOONE COUNTY, ILLINOIS, AS FOLLOWS:

Section 1. That a special use in the GB, General Business District for a drive through-window and liquor sales with video gaming on the property (as depicted on Attachment A) legally described as:

Lot 10 of Plat 2 of Countryside Mall Subdivision as recorded in the Recorder's Office of Boone County, Illinois, located in Boone County, Illinois (PIN: 03-26-404-001).

Be and is hereby approved, subject to the following conditions:

1. The special use shall be developed in substantial conformance with the narrative submitted with the application. (Attachment B)

2. Compliance with all other applicable codes and ordinances.

Section 2. That the premises shall be used in accordance with and subject to the applicable provisions of the Zoning Ordinance of the Village of Poplar Grove and shall not be used except as may otherwise be expressly authorized by this Special Use.

Section 3. That acceptance of any of the benefits of this Special Use shall be deemed acceptance of all the terms and conditions set forth herein.

Section 4. This ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

Section 5. Except as expressly modified or amended in this Ordinance, all other terms, conditions, and provisions of the Village Code of Ordinances not so modified or amended, shall remain in full force and effect; provided, however, that any provision of the Village Code of Ordinances shall be deemed modified as necessary to give practical effect to the provisions of this Ordinance. To the extent that the terms and provisions of this Ordinance conflict the Village Code of Ordinances, the terms and provisions of this Ordinance shall control.

PASSED by the Village Board of the Village of Poplar Grove this ____ day of _____, 2019.

APPROVED by the President of the Village of Poplar Grove this ____ day of _____, 2019.

_____
Owen Costanza, Village President

ATTEST:

_____
Karri Anderberg, Village Clerk

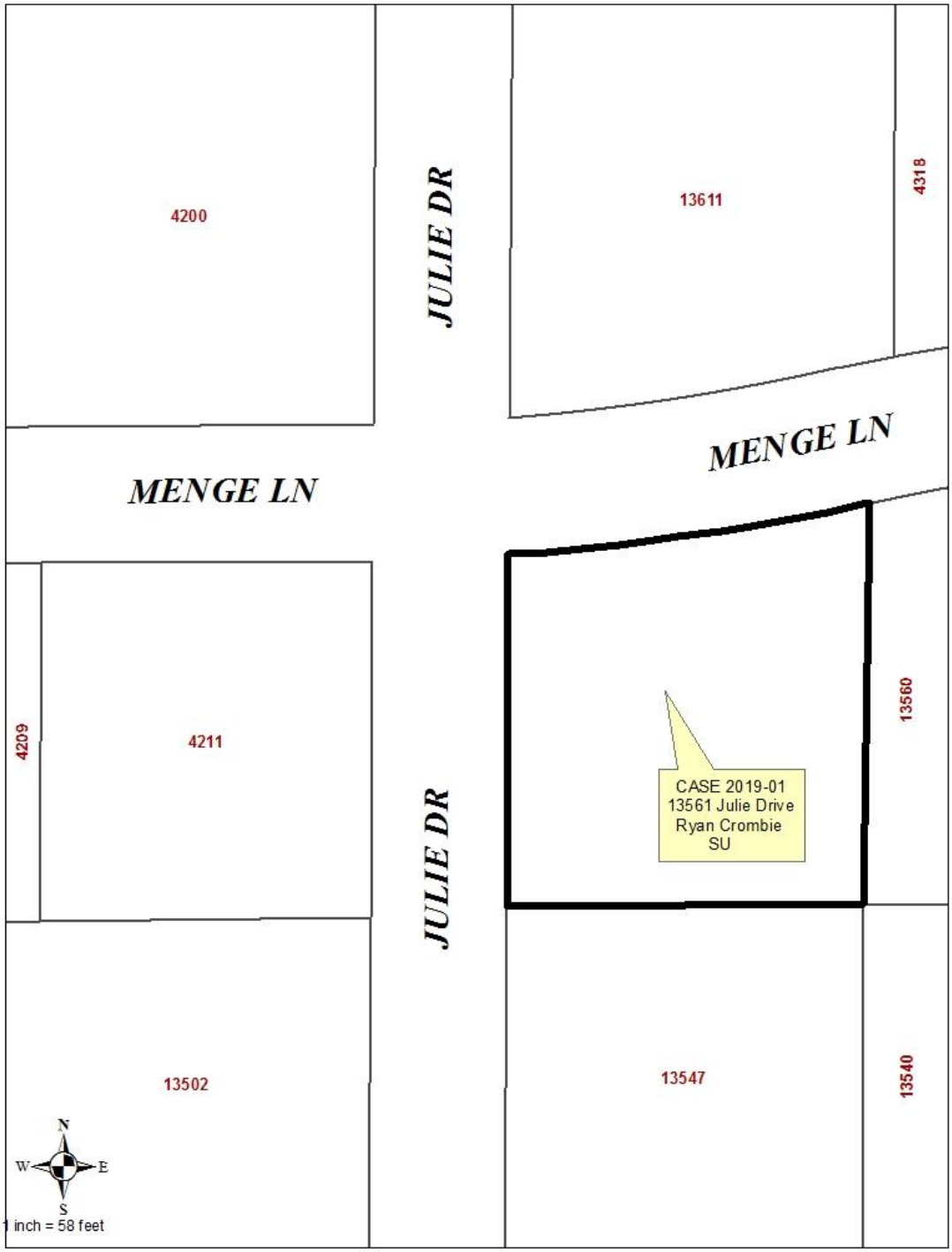
Ayes:____ Nays: ____ Absent ____

Village Board Members Voting Aye:____

Village Board Members Voting Nay:____

Date Published: _____ Sponsor:_____

Attachment A



Attachment B

Ryan Crombie of LHC Properties, LLC is currently under contract to purchase the property located at 13561 Julie Dr., Poplar Grove, IL 61065

He would like to open a Restaurant, Bar, and Video Gaming business in the property mentioned above. The business would include food, a full bar, a drive-thru window, 5 video gaming machines, and selling pre-packaged goods in the restaurant and drive-thru window.

The business would be open 8:00 A.M. – 2:00 A.M. Daily.

MEMO

DATE: February 28, 2019

TO: Poplar Grove Village Board

FROM: Village of Poplar Grove Planning and Zoning Commission

SUBJECT: Recommendation— Case 2019-01: Crombie, 13561 Julie Drive

REQUEST AND LOCATION:
The applicant, Ryan Crombie, 201 S. 8th Street, South Beloit, IL 61080 on behalf of the property owner, LHC Properties, LLC, 201 S. 8th Street, South Beloit, IL 61080 is requesting a special use pursuant to the Poplar Grove Zoning Ordinance, Section 8-6-9-B-2 Indoor Entertainment Sales/Service and Vehicle Related Sales and Service, Table 8-6-13 Permitted Uses and Section 8-5-7 Special Uses. Specifically, the applicant is requesting a special use to bring the drive-through window into compliance and to operate a restaurant with liquor sales and video gaming at 13561 Julie Drive within the GB, General Business District on 0.72 acres of land. (PIN: 03-26-404-001). The property is irregular in shape and developed with a single-tenant commercial building and drive-through lane.

RECOMMENDATION:
The Planning and Zoning Commission **approved** case number 2019-01 subject to the following conditions:

1. The special use shall be developed in substantial conformance with the narrative submitted with the application.

2. Compliance with all other applicable codes and ordinances.

The motion to approve case 2019-01 for a special use to permit Indoor Entertainment Sales/Service and Vehicle Related Sales and Service at 13561 Julie Drive subject to the two conditions as presented by staff carried with a (4-0) roll call vote.

_____
Jake Dykstra, Chairman
Poplar Grove Planning and Zoning Commission

VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

200 Hill Street, P.O. Box 1, Poplar Grove, IL 61065
Phone: (815) 765-3201 – Fax: (815)765-3571
www.villageofpoplargrove.com

To: Village Board of Trustees

Date: 3-8-19

Reason: Ordinance 4-1-7

I would like to have ordinance 4-1-7 brought up to date to match our current road posting needs. There are currently roads on the list that do not need to be posted, as well as roads that are missing from the list and require posting. Signs will be put out by 3-12-19, but the sheriff's department cannot enforce them unless they are included in the ordinance.

Please consider making the following changes:

Strike – Edson Road, Edson Court, Main Street between Hill and Washington Street, Washington Street

Add – Waco Way, Beech Bay Road, Beaver Road, Britnie Drive, East Edson Rd, West Edson St, Sherman Lane, West Main Street, Westergren Way, North Hill Street on the South and North side of RT 173, Summit Street, Carson Drive

Thank you for your consideration.

Regards,

Mitch Hilden
Public Works Director