VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

VILLAGE SPECIAL BOARD OF TRUSTEES

Wednesday, April 22, 2026 - 6:30 PM

200 N. Hill Street, Poplar Grove, IL 61065

AGENDA

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

APPROVAL OF PHONE PARTICIPATION (Roll Call)

APPROVAL OF AGENDA (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.*

DEPARTMENT REPORTS

UNFINISHED BUSINESS

1. Hearing on The Grove appeal of Building Code

ADJOURNMENT (Voice Vote)

KJM 04/17/2026

The Grove Bar
Katie Lund, owner
100 E Grove St.
Poplar Grove, IL 61065

3/9/26

The Village of Poplar Grove Board of Trustees
200 N Hill St.
Poplar Grove, IL 61065

Re: Appeal request for The Grove Bar at 100 E Grove in Poplar Grove, IL 61065

Dear Board of Trustees,

I am writing to formally appeal the decision made for the mechanical ventilation requirements (the make-up air component of the existing kitchen exhaust hood) for The Grove Bar at 100 E Grove in Poplar Grove, IL 61065.

My goal as the new owner of The Grove Bar is to bring the facility up to code and provide a safe establishment for our customers and employees, but the ventilation requirements made this project prohibitively costly. I would like to offer freshly cooked food to our customers rather than being limited to pre-cooked items to ensure the business's success. This is a great concern.

The kitchen is located at the rear of the building, with an approximate total area of 3,500 square feet. The kitchen has historically been equipped with a commercial exhaust hood system with fire suppression that had passed inspection in the past. The exhaust has operated as described for a long time, and, to my knowledge, there has never been an issue.

The fact that the kitchen contains two operable, screened windows that have historically provided natural ventilation may have contributed to the existing exhaust hood system working adequately for a long time. These windows remain intact and functional today and have always been part of the kitchen’s ventilation strategy. During prior years, I am not aware of any issues related to the air quality, negative pressure, or ventilation safety.

I have no plans to expand the kitchen, increase the hood size, change the hood type, or introduce higher-volume or higher-risk cooking equipment. The proposed menu will be consistent with the prior historical use, such as hamburgers, chili, and other freshly made foods.

I have been informed that a new mechanical make-up air system will be required, with an estimated cost of approx. $__30,000__. This represents a substantial and disproportionate financial burden, given the exhaust hood system's long-standing history without known issues related to air quality, negative pressure, or ventilation safety. I am hopeful that there is a way to compromise and find a resolution to the issue at hand, enabling me to operate the business with a fair chance of success.

This establishment has historically served as an important community gathering place for Poplar Grove and the surrounding area. The public's support received so far is very much appreciated. It is my goal to ensure that The Grove Bar is a safe, welcoming environment that supports economic development and contributes positively to the local economy.

We respectfully request your consideration based on the facility’s status as an existing establishment, prior approval of the current hood system, the presence of two operable screened windows providing natural ventilation, and the financial hardship associated with the make-up air requirements.

Thank you

Katie Lund, owner of The Grove Bar

engineered or *listed* multispeed or variable speed controls automatically operate the exhaust system to maintain capture and removal of cooking effluents as required by this section. Reduced volumes shall not be below that required to maintain capture and removal of effluents from the idle cooking *appliances* that are operating in a standby mode.

507.1.1.1 Multiple hoods utilizing a single exhaust system. Where heat or radiant energy sensors are utilized in hood systems consisting of multiple hoods served by a single exhaust system, such sensors shall be provided in each hood. Sensors shall be capable of being accessed from the hood outlet or from a cleanout location.

507.1.2 Domestic cooking appliances used for commercial purposes. Domestic cooking *appliances* utilized for commercial purposes shall be provided with Type I or Type II hoods as required for the type of *appliances* and processes in accordance with Sections 507.2 and 507.3. Domestic cooking *appliances* utilized for domestic cooking shall comply with Section 505.

507.1.3 Fuel-burning appliances. Where vented fuel-burning *appliances* are located in the same room or space as the hood, provisions shall be made to prevent the hood system from interfering with normal operation of the *appliance* vents.

507.1.4 Cleaning. A hood shall be designed to provide for thorough cleaning of the entire hood.

507.1.5 Exhaust outlets. Exhaust outlets located within the hood shall be located so as to optimize the capture of particulate matter. Each outlet shall serve not more than a 12-foot (3658 mm) section of hood.

507.2 Type I hoods. Type I hoods shall be installed where cooking *appliances* produce grease or smoke as a result of the cooking process. Type I hoods shall be installed over *medium-duty, heavy-duty* and *extra-heavy-duty cooking appliances*.

Exception: A Type I hood shall not be required for an electric cooking *appliance* where an approved testing agency provides documentation that the *appliance* effluent contains 5 mg/m^3 or less of grease when tested at an exhaust flow rate of 500 cfm (0.236 m^3/s) in accordance with UL 710B.

507.2.1 Type I exhaust flow rate label. Type I hoods shall bear a label indicating the minimum exhaust flow rate in cfm per linear foot (1.55 L/s per linear meter) of hood that provides for capture and containment of the exhaust effluent for the cooking *appliances* served by the hood, based on the cooking *appliance* duty classifications defined in this code.

507.2.2 Type I extra-heavy-duty. Type I hoods for use over *extra-heavy-duty cooking appliances* shall not cover *heavy-, medium-* or *light-duty appliances*. Such hoods shall discharge to an exhaust system that is independent of other exhaust systems.

507.2.3 Type I materials. Type I hoods shall be constructed of steel having a minimum thickness of 0.0466 inch (1.181 mm) (No. 18 gage) or stainless steel not less than 0.0335 inch [0.8525 mm (No. 20 MSG)] in thickness.

507.2.4 Type I supports. Type I hoods shall be secured in place by noncombustible supports. Type I hood supports shall be adequate for the applied load of the hood, the unsupported ductwork, the effluent loading and the possible weight of personnel working in or on the hood.

507.2.5 Type I hoods. External hood joints, seams and penetrations for Type I hoods shall be made with a continuous external liquid-tight weld or braze to the lowest outermost perimeter of the hood. Internal hood joints, seams, penetrations, filter support frames and other appendages attached inside the hood shall not be required to be welded or brazed but shall be otherwise sealed to be grease tight.

Exceptions:

1. Penetrations shall not be required to be welded or brazed where sealed by devices that are *listed* for the application.
2. Internal welding or brazing of seams, joints and penetrations of the hood shall not be prohibited provided that the joint is formed smooth or ground so as to not trap grease, and is readily cleanable.

507.2.6 Clearances for Type I hood. A Type I hood shall be installed with a *clearance* to combustibles of not less than 18 inches (457 mm).

Exceptions:

1. *Clearance* shall not be required from gypsum wallboard or $^1/_2$-inch (12.7 mm) or thicker cementitious wallboard attached to noncombustible structures provided that a smooth, cleanable, nonabsorbent and noncombustible material is installed between the hood and the gypsum or cementitious wallboard over an area extending not less than 18 inches (457 mm) in all directions from the hood.
2. Type I hoods *listed* and *labeled* for *clearances* less than 18 inches (457 mm) in accordance with UL 710 shall be installed with the *clearances* specified by such listings.

507.2.7 Type I hoods penetrating a ceiling. Type I hoods or portions thereof penetrating a ceiling, wall or furred space shall comply with Section 506.3.11. Field-applied grease duct enclosure systems, as addressed in Section 506.3.11.2, shall not be utilized to satisfy the requirements of this section.

507.2.8 Type I grease filters. Type I hoods shall be equipped with grease filters *listed* and *labeled* in accordance with UL 1046. Grease filters shall be provided with access for cleaning or replacement. The lowest edge of a grease filter located above the cooking surface shall be not less than the height specified in Table 507.2.8.

TABLE 507.2.8
MINIMUM DISTANCE BETWEEN THE LOWEST EDGE OF A GREASE FILTER AND THE COOKING SURFACE OR THE HEATING SURFACE

TYPE OF COOKING APPLIANCES	HEIGHT ABOVE COOKING SURFACE (feet)
Without exposed flame	0.5
Exposed flame and burners	2
Exposed charcoal and charbroil type	3.5

For SI: 1 foot = 304.8 mm.

507.2.8.1 Criteria. Filters shall be of such size, type and arrangement as will permit the required quantity of air to pass through such units at rates not exceeding those for which the filter or unit was designed or *approved*. Filter units shall be installed in frames or holders so as to be readily removable without the use of separate tools, unless designed and installed to be cleaned in place and the system is equipped for such cleaning in place. Where filters are designed and required to be cleaned, removable filter units shall be of a size that will allow them to be cleaned in a dish-washing machine or pot sink. Filter units shall be arranged in place or provided with drip-intercepting devices to prevent grease or other condensate from dripping into food or on food preparation surfaces.

507.2.8.2 Mounting position of grease filters. Filters shall be installed at an angle of not less than 45 degrees (0.79 rad) from the horizontal and shall be equipped with a drip tray beneath the lower edge of the filters.

507.2.9 Grease gutters for Type I hood. Grease gutters shall drain to an *approved* collection receptacle that is fabricated, designed and installed to allow access for cleaning.

507.3 Type II hoods. Type II hoods shall be installed above dishwashers and *appliances* that produce heat or moisture and do not produce grease or smoke as a result of the cooking process, except where the heat and moisture loads from such *appliances* are incorporated into the HVAC system design or into the design of a separate removal system. Type II hoods shall be installed above all *appliances* that produce products of combustion and do not produce grease or smoke as a result of the cooking process. Spaces containing cooking *appliances* that do not require Type II hoods shall be provided with exhaust at a rate of 0.70 cfm per square foot ($0.00356\ m^3/(s \cdot m^2)$). For the purpose of determining the floor area required to be exhausted, each individual *appliance* that is not required to be installed under a Type II hood shall be considered as occupying not less than 100 square feet ($9.3\ m^2$). Such additional square footage shall be provided with exhaust at a rate of 0.70 cfm per square foot [$0.00356\ m^3/(s \cdot m^2)$].

507.3.1 Type II hood materials. Type II hoods shall be constructed of steel having a minimum thickness of 0.0296 inch (0.7534 mm) (No. 22 gage) or stainless steel not less than 0.0220 inch (0.5550 mm) (No. 24 gage) in thickness, copper sheets weighing not less than 24 ounces per square foot ($7.3\ kg/m^2$) or of other *approved* material and gage.

507.3.2 Type II supports. Type II hood supports shall be adequate for the applied load of the hood, the unsupported ductwork, the effluent loading and the possible weight of personnel working in or on the hood.

507.3.3 Type II hoods joint, seams and penetrations. Joints, seams and penetrations for Type II hoods shall be constructed as set forth in Chapter 6, shall be sealed on the interior of the hood and shall provide a smooth surface that is readily cleanable and watertight.

507.4 Hood size and location. Hoods shall comply with the overhang, setback and height requirements in accordance with Sections 507.4.1 and 507.4.2, based on the type of hood.

507.4.1 Canopy size and location. The inside lower edge of canopy-type Type I and II commercial hoods shall overhang or extend a horizontal distance of not less than 6 inches (152 mm) beyond the edge of the top horizontal surface of the *appliance* on all open sides. The vertical distance between the front lower lip of the hood and such surface shall not exceed 4 feet (1219 mm).

Exception: The hood shall be permitted to be flush with the outer edge of the cooking surface where the hood is closed to the *appliance* side by a noncombustible wall or panel.

507.4.2 Noncanopy size and location. Noncanopy-type hoods shall be located not greater than 3 feet (914 mm) above the cooking surface. The edge of the hood shall be set back not greater than 1 foot (305 mm) from the edge of the cooking surface.

507.5 Capacity of hoods. Commercial food service hoods shall exhaust a minimum net quantity of air determined in accordance with this section and Sections 507.5.1 through 507.5.5. The net quantity of *exhaust air* shall be calculated by subtracting any airflow supplied directly to a hood cavity from the total exhaust flow rate of a hood. Where any combination of *heavy-duty, medium-duty* and *light-duty cooking appliances* are utilized under a single hood, the exhaust rate required by this section for the heaviest duty *appliance* covered by the hood shall be used for the entire hood.

507.5.1 Extra-heavy-duty cooking appliances. The minimum net airflow for hoods, as determined by Section 507.1, used for *extra-heavy-duty cooking appliances* shall be determined as follows:

Type of Hood	CFM per linear foot of hood
Backshelf/pass-over	Not allowed
Double island canopy (per side)	550
Eyebrow	Not allowed
Single island canopy	700
Wall-mounted canopy	550

For SI:1 cfm per linear foot = 1.55 L/s per linear meter.

507.5.2 Heavy-duty cooking appliances. The minimum net airflow for hoods, as determined by Section 507.1, used for *heavy-duty cooking appliances* shall be determined as follows:

Type of Hood	CFM per linear foot of hood
Backshelf/pass-over	400
Double island canopy (per side)	400
Eyebrow	Not allowed
Single island canopy	600
Wall-mounted canopy	400

For SI:1 cfm per linear foot = 1.55 L/s per linear meter.

507.5.3 Medium-duty cooking appliances. The minimum net airflow for hoods, as determined by Section 507.1, used for *medium-duty cooking appliances* shall be determined as follows:

Type of Hood	CFM per linear foot of hood
Backshelf/pass-over	300
Double island canopy (per side)	300
Eyebrow	250
Single island canopy	500
Wall-mounted canopy	300

For SI:1 cfm per linear foot = 1.55 L/s per linear meter.

507.5.4 Light-duty cooking appliances. The minimum net airflow for hoods, as determined by Section 507.1, used for *light-duty* cooking *appliances* and food service preparation shall be determined as follows:

Type of Hood	CFM per linear foot of hood
Backshelf/pass-over	250
Double island canopy (per side)	250
Eyebrow	250
Single island canopy	400
Wall-mounted canopy	200

For SI:1 cfm per linear foot = 1.55 L/s per linear meter.

507.5.5 Dishwashing appliances. The minimum net airflow for Type II hoods used for dishwashing *appliances* shall be 100 cfm per linear foot (155 L/s per linear meter) of hood length.

Exception: Dishwashing *appliances* and *equipment* installed in accordance with Section 507.3.

507.6 Performance test. A performance test shall be conducted upon completion and before final approval of the installation of a ventilation system serving *commercial cooking appliances*. The test shall verify the rate of exhaust airflow required by Section 507.5, makeup airflow required by Section 508 and proper operation as specified in this chapter. The permit holder shall furnish the necessary test *equipment* and devices required to perform the tests.

507.6.1 Capture and containment test. The permit holder shall verify capture and containment performance of the exhaust system. This field test shall be conducted with all *appliances* under the hood at operating temperatures, with all sources of outdoor air providing *makeup air* for the hood operating and with all sources of recirculated air providing conditioning for the space in which the hood is located operating. Capture and containment shall be verified visually by observing smoke or steam produced by actual or simulated cooking, such as that provided by smoke generators.

SECTION 508
COMMERCIAL KITCHEN MAKEUP AIR

508.1 Makeup air. *Makeup air* shall be supplied during the operation of commercial kitchen exhaust systems that are provided for *commercial cooking appliances*. The amount of *makeup air* supplied to the building from all sources shall be approximately equal to the amount of *exhaust air* for all exhaust systems for the building. The *makeup air* shall not reduce the effectiveness of the exhaust system. *Makeup air* shall be provided by gravity or mechanical means or both. Mechanical *makeup air* systems shall be automatically controlled to start and operate simultaneously with the exhaust system. *Makeup air* intake opening locations shall comply with Section 401.4.

508.1.1 Makeup air temperature. The temperature differential between *makeup air* and the air in the conditioned space shall not exceed 10°F (6°C) except where the added heating and cooling loads of the *makeup air* do not exceed the capacity of the HVAC system.

508.1.2 Air balance. Design plans for a facility with a commercial kitchen ventilation system shall include a schedule or diagram indicating the design outdoor air balance. The design outdoor air balance shall indicate all exhaust and replacement air for the facility, plus the net exfiltration if applicable. The total replacement air airflow rate shall equal the total exhaust airflow rate plus the net exfiltration.

508.2 Compensating hoods. Manufacturers of compensating hoods shall provide a label indicating the minimum exhaust flow, the maximum makeup airflow or both that provides capture and containment of the exhaust effluent.

Exception: Compensating hoods with *makeup air* supplied only from the front face discharge and side face discharge openings shall not be required to be labeled with the maximum makeup airflow.

SECTION 509
FIRE SUPPRESSION SYSTEMS

509.1 Where required. *Cooking appliances* required by Section 507.2 to have a Type I hood shall be provided with an *approved* automatic fire suppression system complying with the *International Building Code* and the *International Fire Code*.

OFFICE & SHIPPING:
2420 Vantage Drive
CORRESPONDENCE:
P.O. BOX 5178
ELGIN, IL 60121-5178

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To: Village President and the Village Trustees

From: Kenneth Garrett, Building and Zoning Official

Date: March 19, 2026

RE: Appeal Request – The Grove located at 100 East Grove, Poplar Grove.

Hearing Date: March 25, 2025 at 6:30 p.m.

The new owners of "The Grove" have filed an appeal to remove the requirements to install a make-up air unit that is required for all Type I Mechanical Hoods.

Per the International Mechanical Code, Section 114 states the conditions for consideration of an appeal. Please review these criteria when making a determination:

1. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted.
2. The provisions of this code do not fully apply.
3. An equivalent or better form of construction is proposed.

The board shall not have the authority to waive requirements of this code or interpret the administration of this code.

The International Mechanical Code as adopted by the Village requires Type I Hoods to be installed where cooking appliances produce grease or smoke during the cooking process (see-attached Section 507.2).

As a result of the Type I Hood requirement, kitchen make-up air is also required to replenish the air being exhausted (see section 508). This requirement has been in place for a number of years and its purpose is to avoid the building being negatively pressurized and to ensure the hood is effective.

A building can operate slightly negatively, but the International Mechanical Code requires the air to be approximately equal. Per the ASHRAE (American Society, Heating, Refrigeration and Air Conditioning Engineers) standard approximately equal is 80% of exhaust. A typical hood exhausting 2000 cfm would be required to supply a minimum amount of make-up air of 1600 cfm. The system needs to be engineered to make sure the make-up air automatically turns on when the hood starts to run and the air

is required to be tempered. Tempered means the air coming into the building is within ten degrees of the room temperature. This is to avoid when the weather is zero degrees outside we are not bringing in frigid air.

The results of not providing the appropriate make up air can result in the following conditions:

1. Reduces air flow for the exhaust,
2. Can impact other fuel burning appliances losing the ability to draft the exhaust,
3. Can cause combustion byproducts to discharge into the building,
4. Can also contribute to incomplete fuel combustion, appliance malfunction and flue gas spillage,
5. Can cause the building or area to be difficult to open doors, sewer smells, carbon monoxide, difficult to breathe and potential mold conditions.

Since the adopted codes by the village are minimum standards, it is essential to provide adequate air for all occupants of the building including employees. I recommend the village board not approve the elimination of the make-up air as this can have long-term effects in this situation and future situations.

Should you have any questions regarding this report feel free to contact me at your convenience.

Respectfully Submitted,

Kenneth Garrett
Building and Zoning Official
Village of Poplar Grove
847-452-0702

Proposal

ROCKFORD Heating & Air Conditioning Inc.
1618 Magnolia Street Rockford, Illinois 61104
Phone: 815-965-9494 Fax: 815-965-4324

PROPOSAL SUBMITTED TO:	[redacted]	DATE:
Attn Karen Hobbs	[redacted]	10-15-25
ADDRESS:	JOB NAME:	
Billing information	The Grove Bar	
CITY, STATE, ZIP	JOB LOCATION:	
	100 E Grove St, Poplar Grove, IL. 61065	

ARCHITECT:	DATE OF PLANS:	JOB PHONE:	

Labor & materials to install the following:

1 -Install a Captive Aire Model EA1-D.250-15D direct fired heated makeup air rated at 1750 CFM and 138,336 BTUs at 76 degree F temp rise.
Price includes
-All hangers to suspend the new make up air outside under the structure just below the hood
-Run insulated ductwork up the side of the building and into the kitchen next to the hood. Extend ductwork around the hood with discharge diffusers for the supply airflow into the kitchen
-Mount a new control panel in the kitchen near the hood to operate the exhaust fan, makeup air unit, and hood lights. Mount a duct senser in the hood to automatically activate the system on a temperature rise in accordance with code.
-Add stainless steel side shields to the existing hood for proper capture of smoke ect,(existing stainless to stay) -All Gangers supports for the new ductwork
-Start up and confirm all airflows are balanced
(Note Electric wiring and gas piping by others) **Cost $23,885.00**

2 -Add a return drop with filter to the kitchen furnace in the basement, and run ductwork to a large return in kitchen floor under the coolers or bar area.
-Add a new 400 cfm supply register in the kitchen and needed branch duct. Replace 2 drooping flexible ducts In the basement with hard ducts
-Add a new condensate pump to the furnace and a/c system in the other basement for the main bar. Run a line thru the crawl space approx 30' thru a wall to a drain,and wire the pump to the furnace.
-Start and check 3 systems for heating and cooling. -Provide info to the architect to add to the drawings
(no added ventilation air is figured, celling the systems existing) **Cost $4,985.00**

We Propose hereby to furnish material and labor -- complete in accordance with the above specifications, for the sum of:
_____ dollars (_____)

Payment to be made as follows:

Payment due upon completion of job. 1 1/2% interest per month on all unpaid invoices.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature: _____

This proposal is only valid for: 30 days.

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified and payment will be made as outlined above.

Signature: _____

Signature: _____

Date of Acceptance: _____

Customer will pay reasonable collection expenses, including attorney's fees and court costs, incurred by Rockford Heating & Air Conditioning, Inc. to obtain payment and consents to the jurisdiction of any court located in Winnebago or Boone counties, Illinois.

1. We need a letter indicating the food being provided to customers or staff are only from the Bar Bites Menu below.

2. Is it correct all of these items are all prepackaged foods?

3. Identify how they are heated up? Microwave, stove top, oven, self-contained unit, etc.

4. Provided the appliance is defined as a light duty appliance no hood is required for these appliances. LIGHT-DUTY COOKING APPLIANCE. Light-duty cooking appliances include gas and electric ovens (including standard, bake, roasting, revolving, retherm, convection, combination convection/steamer, countertop conveyorized baking/finishing, deck and pastry), electric and gas steam jacketed kettles, electric and gas pasta cookers, electric and gas compartment steamers (both pressure and atmospheric) and electric and gas cheese melters.

5. If medium duty appliance is being used then a hood is required. MEDIUM-DUTY COOKING APPLIANCE. Medium duty cooking appliances include electric discrete element ranges (with or without oven), electric and gas hot-top ranges, electric and gas griddles, electric and gas double-sided griddles, electric and gas fryers (including open deep fat fryers, donut fryers, kettle fryers and pressure fryers), electric and gas conveyor pizza ovens, electric and gas tilting skillets (braising pans) and electric and gas rotisseries.

6. The definition of a type II hood - Type II. A general kitchen hood for collecting and removing steam, vapor, heat, odors and products of combustion items warmed up.

7. It is possible a Type II hood is required.

8. If a type II hood is installed make up air is required. The code is restrictive about using a type I hood for type II purposes. The code states if you use a type I hood, but only use it as a type II hood, you still must comply with all of the type I hood requirements. This is to avoid someone trying to get around the code by using a less expensive hood when they are required to have a type I hood. Unfortunately, we only find out about these requirements when a fire occurs or some other incident.