



# VILLAGE OF POPLAR GROVE

"A Great Place to Call Home"

200 N. Hill Street, Poplar Grove, IL 61065  
Phone: (815) 765-3201 – Fax: (815) 765-3571  
<https://www.poplargo-il.gov/>

## Special Use Application

### PART 1: INTRODUCTION

Please complete this Zoning Special Use Permit Application and return it to the Village of Poplar Grove along with the following documentation:

- Written Narrative of the Proposed Request
- Plat of Survey of the Property
- Site Plan of property if changes to the property are proposed
- Floor Plan
- Legal description of the Property
- Any other information required by staff such as hours of operation, number of employees, traffic report, landscape plan, lighting plan, elevation plan.
- List of Adjacent Property Owners within 250 feet, excluding public right-of-way. This may be obtained from the Supervisor of Assessments Office, 1208 Logan Ave. The accuracy of the information is the applicant's responsibility.
- Application Fee
- Natural Resource Information (NRI) – State law requires applicants to request a natural Resource Information Report (NRI) from Boone county Soil and Water Conservation District at 211 North Appleton Road, Belvidere, IL 61008-1983, 815-544-2677, ext 3. This report must be received by the Village of Poplar Grove prior to the Plan Commission public hearing.
- Proof of submittal to IDNR regarding the Endangered Species Act. The applicant shall contact the Illinois Department of Natural Resources (IDNR) via the EcoCat website at <https://dnr@illinois.gov/EcoPublic/>
- Proof of submittal to the Illinois Historic Preservation Agency at 217-782-4836 if the proposal involves State or Federal Funding.

### PART 2: APPLICANT INFORMATION

Applicant	Name:	<u>Bel Air Estates, LTD</u>
	Email:	<u>Steve@poplargoil.com</u>
	Address/City:	<u>11619 IL RT 76, Poplar Grove, IL 61065</u>
	Phone Number(s):	<u>815-544-3471 (cell)</u>
Owner of Record	Name:	<u>Bel Air Estates, LTD</u>
	Email:	<u></u>

Address/City: Same  
Phone Number(s): \_\_\_\_\_  
Attorney Name: Gino Galluzzo / Kelly Hintzsche  
Email: \_\_\_\_\_  
Address/City: 839 N Perryville Rd., Suite 200, Rockford, IL  
Phone Number(s): 815-265-6464

### PART 3: PROPERTY INFORMATION

Street Address: See Booklet  
Tax Parcel Number (PIN): \_\_\_\_\_  
Legal Description:  
(May be on separate sheet)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Current Use of the Property \_\_\_\_\_  
Current Zoning of the property \_\_\_\_\_  
Surrounding Zoning and Land Use  
North Village - Residential  
South Village - Residential  
East County - AG  
West County - AG

### PART 5: PROPOSED SPECIAL USE

Describe the proposed special use (Attach additional sheets as needed to thoroughly describe the proposed use and/or business)

See Booklet  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### PART 6: STANDARDS FOR SPECIAL USE PERMITS

See Booklet

The Plan Commission will make its recommendation to approve or deny the proposed special use based on compliance with the facts listed below. Describe how the proposed use will comply with the minimum standards set forth in the Village of Poplar Grove Zoning Ordinance:

1. The establishment, maintenance or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare;

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2. The special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted, not substantially diminish and impair property values within the neighborhood;

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3. The establishment of the special use will not impede the normal or orderly development and improvement of the surrounding property for uses permitted in the district;

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4. Adequate utilities, access roads, drainage and/or necessary facilities have been, are being, or will be provided;

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5. Adequate measures have been, or will be taken, to provide ingress or egress so designed as to minimize traffic congestion in the public streets; and

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

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#### PART 7: PROCESS

Once a special use application is submitted with all required documentation it will be reviewed by Village Staff. It is recommended that the proposed use be described in as much detail as possible to avoid delays in processing. Staff may request additional information to complete its review.

When the review is complete, a public hearing before the Plan Commission will be scheduled. The public hearing will be conducted no less than 15 days or more than 30 days after public notice is sent

to adjacent property owners within 250 feet by certified mail. The notice form will be provided to the applicant by Village staff, but the applicant shall send the notices and provide proof of service to the Village prior to the hearing. The Village will place a legal notice in a newspaper of general circulation. The cost of the newspaper notification shall be paid by the applicant.

The Plan Commission may make a recommendation after the public hearing, or continue the case to a future date for additional information.

The Plan Commission will forward its recommendation, along with its Findings of Fact to the Village Board, which will make the final determination on the proposed special use.

#### PART 8: ACKNOWLEDGEMENT

**Payment of Fees.** Fees shall be payable at the time applications are filed with the Village Clerk and are not refundable.

**Reimbursable Costs.** The Village may expend time in the investigation and processing of zoning procedures and site plan review. In addition to Village involvement, the Village may retain the services of professional consultants including, but not limited to engineers, landscape architects, architects, attorneys, environmental specialists, and recreation specialists in the administration, investigation and processing of such matters. Any person, firm or corporation requesting action by the Village on zoning procedures shall reimburse the Village for staff time expended in the administration, investigation and processing of applications for such permits or amendments and the cost to the Village charged by any professional consultant retained by the Village on any such matter. Notice shall be sent to the property owner or representative of the property owner informing them of the Village policy on reimbursement costs prior to the costs being incurred.

**Fees for Public Hearing Notification.** Applicants for all zoning matters (special uses, variations, map amendments, etc.) shall pay all expenses incurred for notification of all public hearings and other notices; including, but not limited to, publication, first class mail, certified mail, etc.

Any person who shall knowingly make or cause to be made, conspire, combine, aid, assist in, agree to, arrange for, or in any way procure the making of a false or fraudulent application affidavit, certificate or statement, shall be guilty of a misdemeanor as provided by statute by the State of Illinois. I hereby acknowledge that the information provided in this application is true and correct and that I understand that I am responsible for costs incurred.

Name of applicant: Stephen R. Thomas Signature  Date: 2-9-2024

Name of property owner: Bel Air Estates, LTD Signature  Date: 2-9-2024

## Legal Description

Part of the East half of Section 2 and the West half of Section 1, Township 44 North, Range 3E of the 3<sup>rd</sup> Principal Meridian; beginning at a point 1351 feet west of the Northeast Corner of the northeast Quarter of said Section 2, then East 3987 feet, South 2674.31 feet, East 317.96 feet, South 1087.84 feet, N 56 degrees W 3026.68 feet, S 33 degrees W 552.13 feet to curve to the right, 379.48 feet (radius 400 feet), West 1076.48 feet to centerline of Il. 76, North 1566 feet, East 482.89 feet, North 722.1 feet, W 473.79 feet, North 416 feet to Point of Beginning, located in Boone County, Illinois: Except those parts used for road purposes.

PINs: 05-02-200-004, 05-01-100-011, 05-01-300-014, 05-02-200-006 and 05-01-101-010





Boone County  
**Soil & Water**  
Conservation District

211. N. Appleton Road  
Belvidere, IL 61008  
815-544-3465 x3

13 February 2024

**SWCD NRI #: 1749**

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

Dear Sir/Madam,

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

☒ Our review does not apply in this instance.  
☐ Other (see attached)

**Location of Site:** 11619 IL Rt. 76 Poplar Grove, IL 61065  
**PIN(S):** 05-02-000-006

Contact	Petitioner	Owner
Stephen R. Thomas 11619 IL. Rt. 76 Poplar Grove, IL 61065 815-544-3471 <a href="mailto:steve@poplargoairmotive.com">steve@poplargoairmotive.com</a>	Same as Contact	Bel Air Estates, Ltd. 11619 Rt. 76 Poplar Grove, IL 61065

**Request:** Accessory apartment within hangar

**Notes, if any:** By considering the current zoning, current land use, Geographical Information Systems maps, and requested special use permit, the Boone County Soil and Water Conservation District has determined that the proposed use will have no significant impact on the natural resources on the property or surrounding area.

Sincerely,

Teagan Duffy  
Boone County Soil & Water  
Conservation District

*Applicant:* Bel Air Estates, Ltd.  
*Contact:* Kelly E. Hintzsche  
*Address:* 11619 Route 76  
Poplar Grove, IL 61065

*IDNR Project Number:* 2410542  
*Date:* 02/14/2024

*Project:* Poplar Grove Airport Special Use Permit  
*Address:* 11619 Route 76, Poplar Grove

*Description:* Seeking special use permit for residential living space in hangars at the Poplar Grove airport.

### Natural Resource Review Results

*This project was submitted for information only. It is not a consultation under Part 1075.*

The Illinois Natural Heritage Database shows the following protected resources may be in the vicinity of the project location:

Rusty Patched Bumble Bee (*Bombus affinis*)  
Spike (*Elliptio dilatata*)

#### Location

The applicant is responsible for the accuracy of the location submitted for the project.



*County:* Boone

*Township, Range, Section:*

44N, 3E, 1

44N, 3E, 2

#### **IL Department of Natural Resources**

##### **Contact**

Impact Assessment Section

217-785-5500

Division of Ecosystems & Environment

#### **Disclaimer**

The Illinois Natural Heritage Database cannot provide a conclusive statement on the presence, absence, or condition of natural resources in Illinois. This review reflects the information existing in the Database at the time of this inquiry, and should not be regarded as a final statement on the site being considered, nor should it be a substitute for detailed site surveys or field surveys required for environmental assessments. If additional protected resources are encountered during the project's implementation, compliance with applicable statutes and regulations is required.

#### **Terms of Use**

By using this website, you acknowledge that you have read and agree to these terms. These terms may be revised by IDNR as necessary. If you continue to use the EcoCAT application after we post changes to these terms, it will mean that you accept such changes. If at any time you do not accept the Terms of Use, you may not continue to use the website.

1. The IDNR EcoCAT website was developed so that units of local government, state agencies and the public could request information or begin natural resource consultations on-line for the Illinois Endangered Species Protection Act, Illinois Natural Areas Preservation Act, and Illinois Interagency Wetland Policy Act. EcoCAT uses databases, Geographic Information System mapping, and a set of programmed decision rules to determine if proposed actions are in the vicinity of protected natural resources. By indicating your agreement to the Terms of Use for this application, you warrant that you will not use this web site for any other purpose.

2. Unauthorized attempts to upload, download, or change information on this website are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986 and/or the National Information Infrastructure Protection Act.

3. IDNR reserves the right to enhance, modify, alter, or suspend the website at any time without notice, or to terminate or restrict access.

### **Security**

EcoCAT operates on a state of Illinois computer system. We may use software to monitor traffic and to identify unauthorized attempts to upload, download, or change information, to cause harm or otherwise to damage this site. Unauthorized attempts to upload, download, or change information on this server is strictly prohibited by law.

Unauthorized use, tampering with or modification of this system, including supporting hardware or software, may subject the violator to criminal and civil penalties. In the event of unauthorized intrusion, all relevant information regarding possible violation of law may be provided to law enforcement officials.

### **Privacy**

EcoCAT generates a public record subject to disclosure under the Freedom of Information Act. Otherwise, IDNR uses the information submitted to EcoCAT solely for internal tracking purposes.