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To: Planning and Zoning Commission Members

From: Kenneth Garrett, Zoning Administrator

Date: April 17, 2024

RE: Poplar Grove Airport Amendment to their existing Special Use/Planned Development.

Date: April 24, 2024 at 6:00 p.m.

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**REQUEST**

The petitioner is applying for an amendment to their existing special use/planned development permit (2018-03) too allow accessory apartments to be constructed within the hangars at the Poplar Grove Airport.

**STAFF REPORT**

Currently, there are number of accessory apartments already installed in the hangars at the Poplar Grove Airport. It is my understanding there are currently twelve (12) hangars with accessory apartments. At this point, the village building inspector and village engineer have inspected eleven (11) of the accessory apartment hangars. The last unit to be inspected is on hold until the tenant returns from out of the country. In the past, approximately three hangars were issued permits to allow accessory apartments in those units. Those permits issued were done in error due to the fact the current zoning district does not allow residential type uses (accessory apartments). This special use/planned development amendment is to provide for the following issues to be resolved:

1. The ability to Issue building permits for the existing accessory apartments that are not permitted,
2. Rectify any previously issued permits for accessory apartments that did not comply with the zoning district,
3. Allow future accessory apartments to be constructed in the future via a building permit.
4. Insure all violations whether building, zoning or engineering to be in compliance.

The special use/planned development is designed to allow certain conditions that the petitioner is asking relief from the village code. Attached are reports from the village engineer and the myself (building and zoning official) in regards to matters to be addressed by the P&Z committee. The conditions and or requirements are from the village zoning code, the International Building Code (adopted by the village board as the

## Poplar Grove Airport

villages building code) and the village engineering standards from the village code. This may require clarification at the hearing.

The current zoning code is General Business (GB) and does not allow residential uses (accessory apartments) within the current zoning district.

The petitioner has provided a booklet providing detailed information to their request. Within the booklet is a map outlining where commercial hangars reside and the areas where hangars would be allowed to have accessory apartments.

The proposed special use amendment includes the installation of a new hangar. The new hangar does not require a review by the P&Z and or village board approval, but rather the accessory apartments are what is being requested.

### **RECOMMENDATION**

Staff recommends approval of this petition provided all life safety issues are brought into compliance and the staff reports from the village engineer and the village's building and zoning official are in compliance.

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

Respectfully Submitted,

Kenneth Garrett  
Zoning Administrator – Village of Poplar Grove