

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

B&F CONSTRUCTION CODE SERVICES, INC.
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

To: Planning and Zoning Commission Members
From: Kenneth Garrett, Zoning Administrator
Date: September 1, 2026
RE: Lot Subdivision/Final Plat 105 N. State Street, Poplar Gove.
Hearing Date: September 8, 2026 at 6:00 p.m.

The petitioner, The Village of Poplar Grove is requesting to subdivide by means of a plat a portion of Veterans Park to 105 N. State Street. The purpose of this request is to correct the existing lot line for the building, which sits on the Village Property. The current Zoning District is Central Business (CB).

Adjacent Zoning Districts

North Central Business District
South Central Business District
West R-2
East Central Business District

Initially, the Village was in the process of granting an easement to the owners of 105 N. State Street to grant an easement to park their cars on the property that is owned by the Village (Veterans Park). During the due diligence of that research it was identified the building encroaches on the Veterans Park Property, which is owned by the Village. The relocating of the lot line will alleviate the encroachment that currently exists and will avoid any liability to the Village.

Setbacks for the CG District – There are no setbacks for the front and side and 10 feet for the rear. The new lot layout provides an 11-foot rear yard setback at the narrowest point. The Village Board still wishes to grant an easement for the parking of their vehicles on the South Side of the building at 105 N. Easement, which is on Village Property (Veterans Park). The Village Board did not want to relocate the lot line to include the parking area, but rather opt for an easement. On the final plat, it identifies the lot line furthest to the east where the building starts has approximate a 1 foot encroachment and as the lot travels to west at the largest point has approximately a 2.5 feet encroachment.

Below are the documents included in the packet for clarity.

1. The Final Plat
2. Boone County GIS Map
3. Boone County Zoning Map

105 N. State and Veterans Park

4. Village Plan
5. Photographs of Lot

Section 903.3 of the Subdivision Ordinance requires this matter be heard before the Planning and Zoning Committee, although no public notice is required in the newspaper. The Planning and Zoning Committee shall render a recommendation of the Village Board for their consideration.

Recommendation: Staff recommends approval of the proposed plat as submitted.

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