



## Village of Poplar Grove – Board Meeting Memo

May 8, 2026

**\*\*Subject:\*\***

101 N. State Street

### **1. Background:**

The Village of Poplar Grove is working to create an access easement for 101 N. State Street for the use of a driveway located on Village property.

### **2. Current Status:**

During the course of the creation of this access easement, a legal description is needed. It was discovered during that process and from opinions provided by the surveyor, 101 N. State Street building does encroach onto the Village's property by at least a foot.

The recommendation from engineering and legal is to remedy this issue, which would require a plat. Cost to prepare plat will cost \$2,400

### **3. Fiscal Impact:**

Cost include plat fees, legal fees, and engineering time.

### **4. Legal Review (if applicable):**

Legal has been involved in this matter.

### **5. Recommendation:**

Recommendation is to remedy this issue by proceeding with the new plat and access easement.

### **6. Supporting Documents (if applicable):**

Attached

Not Applicable

Kristi Richardson  
Village President