



Village of Poplar Grove – Board Meeting Memo

Karri Miller

Village Clerk

September 19, 2025

Subject:

Ordinance Amending Sections 5-8-2 and 5-8-12 of the Village Code – Code Hearing Division

1. Background:

The Village of Poplar Grove currently operates a Code Hearing Division to handle code enforcement matters, originally established under state law (65 ILCS 5/11-31.1) for building code violations. This system was created to streamline the process of addressing code violations without going through the traditional court system. However, the current Village Code does not fully incorporate all state law provisions available to strengthen this process.

2. Current Status:

The proposed ordinance formally adopts 65 ILCS 5/1-2.1 et seq. (Administrative Adjudication of Municipal Code Violations) and amends Sections 5-8-2 and 5-8-12 of the Village Code.

These updates will:

- Expand the Code Hearing Division's authority beyond building code issues to all applicable code violations.
 - Allow the Village to enforce final administrative decisions as if they were court judgments.
 - Enable the Village to file unpaid fines and orders with the Boone County Circuit Court for collection and enforcement, including the ability to consolidate multiple violations and request court-issued orders or injunctions.
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3. Fiscal Impact:

There is no anticipated cost to the Village. This change is expected to improve the Village's ability to collect fines, penalties, and costs related to code violations.

4. Legal Review:

This ordinance has been reviewed by the Village Attorney.

5. Recommendation:

Staff recommends approval of the ordinance amending Sections 5-8-2 and 5-8-12 of the Village Code to adopt the state administrative adjudication provisions and strengthen the Village's code enforcement process.

6. Supporting Documents:

☐ Not Applicable

Signature:

Karri Miller, Village Clerk