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To: Village President and the Village Trustees
From: Kenneth Garrett, Building and Zoning Official
Date: March 19, 2026
RE: Appeal Request – The Grove located at 100 East Grove, Poplar Grove.
Hearing Date: March 25, 2025 at 6:30 p.m.

The new owners of “The Grove” have filed an appeal to remove the requirements to install a make-up air unit that is required for all Type I Mechanical Hoods.

Per the International Mechanical Code, Section 114 states the conditions for consideration of an appeal. Please review these criteria when making a determination:

1. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted thereunder have been incorrectly interpreted.
2. The provisions of this code do not fully apply.
3. An equivalent or better form of construction is proposed.

The board shall not have the authority to waive requirements of this code or interpret the administration of this code.

The International Mechanical Code as adopted by the Village requires Type I Hoods to be installed where cooking appliances produce grease or smoke during the cooking process (see-attached Section 507.2).

As a result of the Type I Hood requirement, kitchen make-up air is also required to replenish the air being exhausted (see section 508). This requirement has been in place for a number of years and its purpose is to avoid the building being negatively pressurized and to ensure the hood is effective.

A building can operate slightly negatively, but the International Mechanical Code requires the air to be approximately equal. Per the ASHRAE (American Society, Heating, Refrigeration and Air Conditioning Engineers) standard approximately equal is 80% of exhaust. A typical hood exhausting 2000 cfm would be required to supply a minimum amount of make-up air of 1600 cfm. The system needs to be engineered to make sure the make-up air automatically turns on when the hood starts to run and the air

Appeal “The Grove”

is required to be tempered. Tempered means the air coming into the building is within ten degrees of the room temperature. This is to avoid when the weather is zero degrees outside we are not bringing in frigid air.

The results of not providing the appropriate make up air can result in the following conditions:

1. Reduces air flow for the exhaust,
2. Can impact other fuel burning appliances losing the ability to draft the exhaust,
3. Can cause combustion byproducts to discharge into the building,
4. Can also contribute to incomplete fuel combustion, appliance malfunction and flue gas spillage,
5. Can cause the building or area to be difficult to open doors, sewer smells, carbon monoxide, difficult to breathe and potential mold conditions.

Since the adopted codes by the village are minimum standards, it is essential to provide adequate air for all occupants of the building including employees. I recommend the village board not approve the elimination of the make-up air as this can have long-term effects in this situation and future situations.

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

Respectfully Submitted,

Kenneth Garrett
Building and Zoning Official
Village of Poplar Grove
847-452-0702