

COMMITTEE REPORT

COMMITTEE: Development & Planning (D&P)

CHAIRPERSON: Diane Gallagher, Chairman

DATE/TIME: March 3, 2022 at 5:30 p.m.

PRESENT:

☒ Diane Gallagher

☒ John Schultz

☐ Bill Bingham

☒ Staci Duerr (5:40 pm)

☒ Bob Heuerman

☒ John Lang

☐ Don Hill

☒ Darcy Wild

A quorum was established.

Other Board members: Hendrica Regez (6:10 pm)

Others: Melissa Soppe and Scott Toot

1. Approval of Minutes –

- a) Review and approve minutes for the November 23, 2021 Development & Planning Committee meeting – John Lang made a motion to approve the minutes for the November 23, 2021 Development & Planning Committee meeting. Seconded by John Schultz and motion passed following a voice vote resulting in all ayes.
- b) Review and approve minutes for the January 25, 2022 Development & Planning Committee meeting – John Schultz made a motion to approve the minutes for the January 25, 2022 Development & Planning Committee meeting. Seconded by John Lang and motion passed following a voice vote resulting in all ayes.

2. Citizens' Comments – None.

3. Unfinished Business

- a) Discussion and possible action on prioritized Development and Planning Committee goals – Diane Gallagher commented that we have struck off item 2. regarding solar alternative for County energy. We do continue to encourage business development and develop economic development performance measures. In addition continue to investigate having a hearing officer for zoning. John Lang feels we can eliminate item 5. in regards to the hearing officer. John Schultz feels this person could rule on certain items and speed up the zoning process. Melissa Soppe agreed to investigate what it would entail and if it does not make any sense get rid of it.
- b) Review highlights from Laura Carstens Comprehensive Plan presentation from last month's committee meeting – Diane Gallagher commented that our outside speaker provided a lot of good information which was repeated in this month's packet.
- c) Discussion and possible action on a scope of service and RFP for an update to the Comprehensive Plan – Diane Gallagher commented that we do have the RFP that we asked the Planning and Development Director provide for us and is for a professional services consultant. With the change in staff there is a question if it would be appropriate to move ahead with putting the request out for proposals without having a staff person. Gallagher feels the RFP looks to be accurate and if it fits our needs feels comfortable with moving it forward to County Board. John Schultz suggested we proceed with this. Melissa Soppe commented that she was not involved with the preparation of this RFP or the one done in 2012. She has reviewed it but is uncomfortable doing this. The committee reviewed and discussed the scope of services. Scott Toot recommended that the committee wait to move this forward until after a new Planning & Development Administrator is in place. John Schultz, John Lang and Bob Heuerman were in agreement. We will have the State's Attorney review prior to the April committee meeting. No action was taken at this time.

4. New Business

- a) Staffing updates – Planning & Development Office – Melissa Soppe is the acting interim Planning & Development Administrator in the absence of Eric Tison. Soppe added that they are continuing the day to day processes and she has taken on the items that are day to day that Tison had done. So far so good. Scott Toot added that the violation out on Massbach Road got court action. Their attorney asked to have it delayed so it will be in front of the court in April. We have two candidates for the Planning & Development Administrator position. We will proceed and be as expeditious as possible.
- b) Staffing updates – NW Illinois Economic Development – Emily Legel is no longer with NW Illinois Economic Development. The board chairman is working with his executive committee and they are going to use David Schmit as their interim executive director because he has worked in the office and they want him for 90 to 120 days to give him a bit of a chance to expand his skills and then see if they want to proceed one direction or another. There won't be an immediate search taking place.

5. Staff Reports

a) Building & Zoning

- 1. Monthly Report – Melissa Soppe, Interim Planning & Development Administrator, commented the report was included in the informational packet. There were no additional questions from the committee.

b) Economic Development

- 1. NW Illinois Economic Development Monthly Report – David Schmit, Interim NW Illinois Economic Development Executive Director, was not in attendance.

c) Ad Hoc Economic Development Committee – John Schultz commented that they will be meeting at the end of the month on Monday, March 28th at 4:00 p.m.

d) Blackhawk Hills Regional Council – Diane Gallagher advised the Blackhawk Hills Regional Council meeting isn't coming up until April 19th. Dan Payette has hired a new staff member. The trails plan is going to be finished very soon. The housing plan is to be done in April.

e) LRA Board – Steve Keeffer was not in attendance.

6. Citizens' Comments – Hendrica Regez commented that she thinks we really should get something moving at the LRA. This is a shovel ready project and we have been talking about this for a long time. Regez is referring to the hemp processing and the compost to methane facility. There are funds available. The holdup is the Port Authority.

7. Board Member Concerns – None.

The next regular Development & Planning Committee meeting will be Tuesday, March 22, 2022 at 5:30 p.m.

The meeting adjourned at 6:39 p.m. following a motion made by John Schultz and seconded by Bob Heuerman. Motion passed following a voice vote resulting in all ayes.