

COMMITTEE REPORT

COMMITTEE: Development & Planning (D&P)

CHAIRPERSON: Diane Gallagher, Chairperson

DATE/TIME: July 23, 2024 at 5:30 p.m.

PRESENT:

☒ Diane Gallagher

☒ Lynn Gallagher

☐ LaDon Trost

☒ Steve Endress

☒ Bob Heuerman

☒ John Lang

☒ John Schultz Zoom

☒ Michael Dittmar

A quorum was established.

Other Board members: None.

Others: Tammy Cahill, David Schmit, Scott Toot and Kristina Tranel

1. Approval of Minutes –

- a) Review and approve minutes for the June 25, 2024 Development & Planning Committee meeting – John Schultz made a motion to approve the minutes for the June 25, 2024 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) FY2023/FY2024 Strategic Goals and Plans – The strategic goals and plans were not included in the packet. Gallagher reviewed them. Gallagher would like input on having a joint meeting with the zoning board, not to take any steps but just to be on the same page of what they would like to see as an outcome for changes. What they have contended with. We know there have been a lot of hearings that the majority have always ended up a certain way. Maybe just by listening to what they are seeing and hearing and what they might like to project might be helpful if we had a joint meeting either August or September; sometime this fall. Michael Dittmar and Lynn Gallagher were in favor of a joint meeting. Kristina Tranel was charged with asking the zoning board if they would be willing to have a joint meeting on Wednesday, August 28. Dittmar commented that there may be a conflict with the ICTC meeting that same evening.
- b) Discussion and possible action on \$100,000 grant program to small businesses (Small Business Economic Development Grant Program) – Michael Dittmar commented that he has been working on this Jo Daviess County Small Business Development Grant. We're not voting on this today. They have a really good rough draft. This is only going to be funded for one year. We have the money in Fund 018. Our Comprehensive Plan says that the County should have an Economic Development Plan. We definitely need input from the committee tonight. Then David Schmit has volunteered to put together a packet draft that will be handed to the applicants. Then we will have another packet that is behind the scenes that the applicant won't have. Once we get that done that will be the actual working draft and he will try to sell it to the County Board members to try to get it to pass. The goal of this grant is to help as a source of funding to increase economic growth in the County. Eligible applicants include small business retailers and manufacturers, those in the hospitality industry, along with farmers and food processors. The business must be located in Jo Daviess County. It cannot be used for labor, debt or general operations. They must complete Application Packet Checklist. TIF's pay up to 25% of the project but those projects tend to be \$300,000 - \$400,000 up to over one million dollars. We decided to make this grant up to 50% of the total project cost. The maximum paid by the County would be \$25,000. Dittmar's plan is to write a finished draft, and we will go over it one more time in this committee. If there are any major changes you will have 30 days to go over it and then vote at the next committee meeting on it. He wants this to pass so he is not rushing it. David

Schmit reviewed the intake meeting process. Dittmar reviewed the application checklist, the grant evaluation criteria and the process.

- a) Discussion and possible action on amendments to the County Code of Ordinances, Title 7, Chapter 2, Numbering of Buildings, regarding the installation of 911 address signs – Kristina Tranel commented that she didn't have anything additional to report. There haven't been any changes to this proposed draft ordinance. She thinks we left it off that LaDon Trost was going to talk with the ETSB. Steve Endress mentioned to Tranel that if we do want to move forward with adopting this and discussing this ordinance he did have a suggestion that under 7-2-4 on the top of page 9 it has in red to contact JULIE before you dig. Endress suggested that we add Zoning and Jo Daviess County are not responsible or liable for any damage. Lynn Gallagher commented that by passing this ordinance, it still doesn't decide who installs the signs. Tranel responded that the owner/occupant of the building will install the post which we will provide. Along with the sign, rivets, all of the materials needed. If this ordinance is adopted, Tranel would like to have the property owner do the installation so there would be no need for any funding from the ETSB. **John Schultz made a motion to accept the amendments to the County Code of Ordinances, Title 7, Chapter 2, Numbering of Buildings, regarding the installation of 911 address signs and forward it to the County Board. Seconded by John Lang and motion passed following a voice vote resulting in six (6) Ayes: Dittmar, Endress, L. Gallagher, Heuerman, Lang and Schultz and one (1) Nay: D. Gallagher**
- b) Discussion and possible action on a Starter Home Down Payment Loan Program – Michael Dittmar met with four people at Citizens State Bank and three people at Apple River State Bank. It was mentioned by both of them that we should have a joint meeting so he plans to set that up. He invited anyone in the room to attend as long as we don't break quorum. The biggest issue on this is security for the county. This would act as a second mortgage on the property. The problem with making it a second mortgage is the disclosure requirements. The other option is to make it unsecured or a personal guaranty which doesn't secure the money. The positive with that is it would work really well. The bank is going to vet all of this. They will figure it out in their debt to payback ratio. This is almost like our revolving loan fund except it can go to a house. This program would not help a single mom. There are other government programs that would help that person. This program is literally for young couples with or without kids to stay here or move here. If this is done by December that would be great. Dianne Gallagher asked Dittmar to run this program by State's Attorney Allendorf before meeting with the banks.
- c) Retrospective of Committee minutes – April – May 2023 review by Endress – Steve Endress gave a retrospective of the committee minutes which was also included in the packet. Lynn Gallagher volunteered to provide the July, August and September 2023 review next month.

2. New Business

- a) Development & Planning department budget planning process – Kristina Tranel explained to the committee how the budget process works for the Planning and Development office.

3. Reports

- a) **Building & Zoning**
 - (i) Monthly Report – Kristina Tranel, Planning & Development Administrator, reported that the permit data for the past twelve (12) months was included in the packet and was shown in five different charts. In June, 36 building permits were issued with a total construction value estimate of \$2,316,500. Permits included three new homes, six accessory structures and 14 renewable energy. Mid-year comparisons reflect 24 new homes permitted since January 2024 compared to 16 new homes at this time last year. There have been 30 accessory buildings, 17 building additions, 11 decks and 42 residential solar. Total estimated construction value since January 2024 is \$24,124,687 compared to \$11,627,620 at this time last year. Also included in the packet were the building permit inspection listing and guest accommodation inspection listing. There have been 85 building permit inspections and 232 guest accommodations inspections completed to date so far.

b) **Economic Development**

- (i) NW Illinois Economic Development Monthly Report – David Schmit, NW Illinois Economic Development Executive Director, reviewed his report that was included in the packet.

c) **Blackhawk Hills Regional Council**

- (i) Diane Gallagher provided a report that was included in the packet.
- d) **LRA information from posted minutes** – Diane Gallagher reported that they didn't have much action. They are applying for their annual grant from the Department of Defense. They had a request from a farmer to farm on their land; that request was turned down.

4. **Citizens' Comments** – Christina Tranel handed out a letter that she received yesterday from Bill Holmes regarding the pre-annexation of the property at US20/84 by the Village of Elizabeth. Tranel will present this letter to the Zoning Board of Appeals tomorrow night. She spoke to the State's Attorney and we do not have any zoning jurisdiction over this once a pre-annexation is approved.

5. **Board Member Concerns** – Michael Dittmar thanked the committee to listening to him. The background of all of this is his heart and soul. Please, if you have any concerns you need to address then and not wait until the end. Hopefully he can earn your vote. Secondly the Elizabeth Community Fair had their 103rd and it went awesome. Dittmar had a question on zoning. He wanted to know the difference between renewal and renewal and re-inspection on Tranel's report. Tranel responded that every year you have to pay a renewal fee. Every two years you have a our zoning policy. Tranel explained that on the report where it says renewal re-inspection it means that they are doing a re-inspection if the renewal failed. Diane Gallagher stated her only concern is to help build a database of what we are accomplishing so that we can clarify and put together a manual for future committee members. Gallagher appreciates those who are reviewing the minutes. She hopes to have some clear data on the end of our comprehensive plan process for the next time this comprehensive plan is updated.

6. **Adjourn**

The next regular Development & Planning Committee meeting will be Tuesday, August 27, 2024 at 5:30 p.m.

The meeting adjourned at 7:34 p.m. following a motion made by John Lang and seconded by Lynn Gallagher. Motion passed following a voice vote resulting in all Ayes.