

COMMITTEE REPORT

COMMITTEE: Development & Planning (D&P)

CHAIRPERSON: Diane Gallagher, Chairman

DATE/TIME: August 23, 2022 at 5:30 p.m.

PRESENT:

☒ Diane Gallagher

☒ John Schultz

☐ Bill Bingham

☒ Staci Duerr

☒ Bob Heuerman

☒ John Lang

☒ Don Hill

☒ Darcy Wild

A quorum was established.

Other Board members: None.

Others: Peter Huschitt, Melisa Hammer, David Schmit, Kristina Tranel, Scott Toot and Mary Althof

1. Approval of Minutes –

- a) Review and approve minutes for the July 26, 2022 Development & Planning Committee meeting – **John Schultz made a motion to approve the minutes for the July 26, 2022 Development & Planning Committee meeting. Seconded by Don Hill and motion passed following a voice vote resulting in all ayes.**

2. Citizens' Comments – None.

- 3. Review and Summary of FY2023 Budget Process to Date** – Scott Toot, County Administrator, commented that we are on our fourth night of our budget committee review schedule. The Law Enforcement & Courts Committee, Social & Environmental Committee and Public Works Committee have all reviewed their budgets. We are moving through the budget process as timely as we can and try to move things forward to the Finance Committee where we will have the budget workshops later in the process.

4. Budget Review Session with Development Planning Committee

a) Economic Development

- i. **Economic Development & Planning (001-45162) – GF** – Scott Toot presented the Economic Development (001-45162) budget. **John Schultz made a motion to approve the Economic Development & Planning General Fund Budget (001-45162) and move it forward to the Finance committee with expenses of \$22,856.99. Seconded by John Lang and motion passed following a voice vote resulting in all ayes.**
- ii. **Economic Development Investment Fund (018) – SF** – Scott Toot presented the Economic Development Investment Fund (018) budget. **Don Hill made a motion to approve the Special Fund Budget Economic Development Investment Fund (018) and the associated fund description and move it forward to the Finance Committee with revenues of \$2,030 and expenses of \$556,097. Seconded by Staci Duerr and motion passed following a voice vote resulting in all ayes.**

b) Planning & Development

- i. **Planning & Development (001-45163) – GF** – Kristina Tranel presented the Planning & Development (001-45163) budget. Melisa Hammer added that this budget does have a target amount and Tranel is within that target of \$279,116. It is under by \$384. Tranel would like to increase the travel expense line by that amount of \$384. **John Schultz made a motion to approve the Planning & Development General Fund Budget (001-45163) and move it forward to the Finance Committee with expenses of \$279,116. Seconded by Darcy Wild and motion passed following a voice vote resulting in all ayes.**

c) Tourism

- i. ***Tourism Promotion Fund (027) – SF*** – Melisa Hammer presented the Tourism Promotion Fund (027) budget. **Don Hill made a motion to approve the Special Fund Budget Tourism Promotion Fund (027) and the associated fund description and move it forward to the Finance Committee with revenues of \$1,203,080 and expenses of \$1,200,000. Seconded by Darcy Wild and motion passed following a voice vote resulting in all ayes.**
- ii. ***Tourism Capital Development Fund (032) – SF*** – Melisa Hammer presented the Tourism Capital Development Fund (032) budget. **John Lang made a motion to approve the Special Fund Budget Tourism Capital Development Fund (032) and the associated fund description and move it forward to the Finance Committee with revenues of \$860 and expenses of \$0. Seconded by John Schultz and motion passed following a voice vote resulting in all ayes.**
- iii. ***Tourism LTCB Grant Fund (056) – SF*** – No action was taken on this fund. A resolution to dissolve this fund for FY2023 will be going to the Finance, Tax & Budgets Committee at a later date.

5. Unfinished Business

- a) Discussion and possible action to hire a consultant for the purpose of conducting an update to the Jo Daviess Comprehensive Plan and Zoning Ordinances – Diane Gallagher reported that we have had this item on the agenda since 2019. That plan has a portion that identifies a need to review it and update it every five years. Kristina Tranel verified that. The comprehensive plan is due for that. From the last meeting Tranel had sent some questions to the consultants regarding some questions that the committee had regarding the proposals. She was able to get those answers just today and those were sent out just a few hours before tonight's meeting. Probably not everyone has had a chance to review those. They were included in the informational packet. Tranel reviewed this information for the committee. **John Lang made a motion to accept the MSA proposal as received. Seconded by John Schultz for the sake of discussion.** Don Hill feels that a steering committee needs to be formed to look at this first and revisit the rfp's. He would like to reduce the cost involved. We currently have a good plan but it does need to be updated. Hill is not sure he wants to go with it right now. Lang wants to proceed and this proposal is well below the anticipated cost. Pros and cons of the steering committee were discussed. Peter Huschitt expressed his opinion in regards to holding off on hiring a consultant and forming the steering committee. **John Lang withdrew his motion to accept the MSA proposal as received. John Schultz withdrew his second on the motion. John Lang then made a motion to delay action for ninety days in order to formulate a steering committee to review the process before we make the decision to hire a consultant for the purpose of conducting an update to the Jo Daviess Comprehensive Plan and Zoning Ordinances. Seconded by Don Hill and motion passed following a voice vote resulting in all ayes.**

6. New Business – None.

7. Staff Reports

- a) **Building & Zoning**
 1. Monthly Report – Kristina Tranel, Planning & Development Administrator, reviewed her report that was included in the informational packet. Met with owners at 4081 S Massbach Rd to inspect Agricultural Accessory Buildings, found that there have not been gatherings held at the property over the last few months to the Department's knowledge, there is not conditioned living space, and the use appears to be for equipment, animal, feed, and other storage. The property can continue to be used for Agricultural uses as defined in the ordinance. Anything beyond that would require a zoning approval process. Permit data for the past twelve (12) months was attached and shown amongst four different charts: Total Permits, New Homes, Accessory Buildings and Additions. As of the end of July, 173 total building permits have been issued in 2022, compared to 184 at this time last year. In July, 26 permits were issued that included 3 permits for new homes, 1 addition, 8 accessory buildings (1 industrial accessory building), and 14 others (solar/decks/cell tower equipment additions/updates). The home values total just over

\$1.75 million. Total construction value on the 26 permits is around \$8.5 million. Zoning Requests for review and consideration by the Planning Commission/Zoning Board of Appeals: in July there was one variance and one map amendment request. Proposals were received for the Jo Daviess County Comprehensive Plan Update and regulation updates, questions were sent to the firms that submitted proposals.

b) **Economic Development**

1. NW Illinois Economic Development Monthly Report – David Schmit, NW Illinois Economic Development Executive Director, presented the August 2022 highlights from Northwest Illinois Economic Development (NWILED) specific to Jo Daviess County and gave a preview of upcoming announcements. See report that was included in the informational packet.
- c) **LRA Board** – Steve Keeffer reported that their main focus at the moment is collaborating with the Port Authority to explore the port options at the facility. A modern port is more than a strictly marine facility. The port authority has received two grants recently one for planning and a much larger one for port development – the port authority does not have any administrative staff to speak of, so LRA staff is assisting in their grant work and we are all trying to understand what the large grant can and cannot be used for. The two groups will continue to work together.
- d) **Education** – Diane Gallagher informed the committee that this month there is a conference in Rockford, the Transportation Conference, that the Illinois DOT has September 21 – 23, 2022. Also the American Planning Association Chapter has a meeting in Chicago September 28 – 30, 2022. Gallagher signed up to be a volunteer. If anyone wants to ride with Gallagher you are welcome to. Grants.gov has an app on your phone if anyone is interested.

8. **Citizens' Comments** – None.

9. **Board Member Concerns** – Staci Duerr thanked Kristina Tranel for her continued work on the rfp. and getting all of the questions answered from the two firms. John Schultz commented that sadly the NWILED annual meeting is the same night as our Finance committee meeting. Diane Gallagher encouraged committee members who are not on the Finance committee to attend this upcoming meeting.

The next regular Development & Planning Committee meeting will be Tuesday, September 27, 2022 at 5:30 p.m.

The meeting adjourned at 7:13 p.m. following a motion made by Bob Heuerman and seconded by John Schultz. Motion passed following a voice vote resulting in all ayes.