

# COMMITTEE REPORT

**COMMITTEE:** Development & Planning (D&P)

**CHAIRPERSON:** Merri Berlage

**DATE/TIME:** September 16, 2014

**PRESENT:**

Merri Berlage

John O'Boyle

Robert Heurman

Steve Rutz

Ron Smith

RJ Winkelhake

Other Board members:

Others: Linda Delvaux, Dan Reimer, Lisa McCarthy, Katherine Walker, Theresa Wittenhauer, Andrew Shaw, Sharon Pepin and Joe Pepin.

1. **Minutes** – John O'Boyle made a motion to approve the minutes of the August 26, 2014 committee meeting. Seconded by Robert Heurman and motion passed.

2. **Citizens' Comments**

3. **Staff Reports**

- a) **Building and Zoning** - Linda Delvaux, Building and Zoning Administrator, reported that the guest accommodations applications have been mailed out and her office is working on the renewal requests. Delvaux reported that people have been very exceptive to the changes that were made to the guest accommodations. Building permits are remaining about the same as last year.

- b) **Economic Development** - Katherine Walker, CVB Executive Director, reported that the CVB has received a funding check from the LTCB grant, which puts them up-to-date. Walker reported that they will be hosting Japanese visitors in mid October. Walker announced that the new social media position has been filled by Betsy Kaage and is looking to fill the Administrative Assistant position because Mary Althof has taken the Office Manager position in the County Administrator's Office. Walker reported that the CVB board is discussing the options that are available for a visitor information center; mobile unit, kiosk or a four wall building.

Lisa McCarthy, TCEDA Executive Director, reported that the TCEDA Political Action Committee has voted to approve support to the Jo Daviess County Development and Planning Committee in the possible filing for an Enterprise Zone. The LOIS part of the TCEDA website has been updated and if there are any available businesses or vacant lots that can be added please contact TCEDA. As a result of the inquiry of long term rentals, TCEDA has completed a data base for rental homes and placed it on the website which is open to the public. McCarthy reported that TCEDA is also working on compiling a database listing of industrial talents of individuals for possible employment purposes.

4. **Unfinished Business**

- a) **FY2014 Strategic goals.** Nothing new to report
- b) **Update on Enterprise Zone.** Merri Berlage gave an update that there was an Enterprise Zone meeting in Freeport this week and there needed to be decisions made by the Development and Planning Committee before September 22, 2014 so that is why the date of this meeting was changed. These items will be discussed under new business.

5. **New Business**

- a) **Discussion and possible action on CEDS Committee - Theresa Wittenauer of Blackhawk Hills -** Wittenauer reviewed options available concerning the future of the Jo Daviess County CEDS Committee. Public Law 105-393, the Economic Development Administration Reform Act of 1998 states that "A CEDS is required to qualify for Economic Development Administration (EDA) assistance under its public works, economic adjustment, and most planning programs, and is a prerequisite for designation by EDA as an economic development district (EDD)" Blackhawk Hills Regional Council is charged with conducting the CEDS process and compiling the approved document for the entire 6-county region. Therefore, there is no requirement that any local body must do the same. Blackhawk Hills simply asks for participation at the regional level, when requested. The designated EDD must prepare the CEDS for the region covered by the district boundaries to

maintain its designation as a valid EDD. This ultimately makes all of our communities, counties and other entities within eligible to apply for EDA funds. Our counties are not required to duplicate this process at the local level, unless they see a need for it or would like to put together their own plan that may be more localized and specific for its own purpose. Wittenauer informed the committee that there are two options available: 1) The county maintain its locally led CEDS committee and continue with regularly scheduled meetings to address local issues and concerns as a group, but there is no requirement to compile an actual CEDS Plan at the county level. 2) Combine the current Jo Daviess CEDS Committee with the Jo Daviess County Development and Planning Committee to address local issues and concerns as a group. This group could serve as Blackhawk Hills contact for EDA and other economic development communications and requests. This group would not be responsible to compile a CEDS Plan, there is no requirement to compile an actual CEDS Plan at the county level. As needed, Blackhawk Hills office would address the group on an as needed basis for planning needs or project requests. **Steve Rutz made a motion to explore concept of merging CEDS committee with Development and Planning committee. Seconded by John O'Boyle and motion passed. The committee discussed inviting the CEDS committee to the next regular scheduled Development and Planning Committee meeting. Steve Rutz made amended the motion to include inviting the CEDS committee to the next Development and Planning committee meeting. Seconded by John O'Boyle and motion passed.**

- b) **Discussion and possible action on criteria for Jo Daviess County for application of Enterprise Zone/or possible joint application with Freeport/Stephenson County Enterprise Zone - Andrew Shaw of Blackhawk Hills - Andrew Shaw reviewed a power point on enterprise zones and a look at data for new zones. Under the reform passed, all of the existing zones are ending on expiration, cities and counties can apply one year in advance to have a new zone. Stephenson - Jo Daviess is due to expire on March 01, 2020 and would need to apply by December 2018. Shaw discussed that a new geographic area, the Local Labor Market Area, that the applicant gets to define and it was established to score 8 of the 10 tests. Shaw reviewed the 10 different tests with the committee.**
- c) **Discussion and possible action in regards to funding for application to an Enterprise Zone -**
- d) **Discussion and possible action on an ordinance amending the boundaries of the joint city of Freeport - County of Stephenson Certified Enterprise Zone to include Sunflower Enterprises, LLC. -**
- e) **Discussion and possible action on a resolution to authorize an amendment to Section 2 of the Intergovernmental Agreement for the operation of an enterprise zone to add the proposed expansion of the Enterprise Zone to include Sunflower Enterprises, LLC. -**

## 6. Other Business

## 7. Citizens' Comments

## 8. Board Member Concerns –

Next meeting on Wednesday, September 24, 2014 @ 7:00 pm.

**John O'Boyle made a motion to adjourn at 3:41 pm, seconded by Robert Heuerman and motion passed.**