

COMMITTEE REPORT

COMMITTEE: Development & Planning (D&P)

CHAIRPERSON: Merri Berlage

DATE/TIME: May 27, 2014

PRESENT:

Merri Berlage

John O'Boyle

Robert Heuerman

Steve Rutz

Ron Smith

RJ Winkelhake

Other Board members:

Others: Linda Delvaux, Dan Reimer, Bill Hubbard, Mike Dittmar, Pat Keleher, Mike Moser, Carl Winter and Jason Thomasson.

1. **Minutes** – RJ Winkelhake made a motion to approve the minutes of the April 22, 2014 committee meeting. Seconded by Bob Heuerman and motion passed.

2. **Citizens' Comments.**

3. **Staff Reports**

- a) **Building and Zoning** - Linda Delvaux, Building and Zoning Administrator, reviewed her written report and discussed an updated building permit report. Sixty-two building permits have been issued to date in 2014 including 10 new home permits, 3 new homes permits were issued in April. Delvaux reported that she has done more research on occupancy for the guest accommodations ordinance; this information was included in the meeting packet.

Economic Development - Lisa McCarthy, Director of TCEDA, reported that a tour of the Wind Turbine program at Highland Community College will be held on May 28, 2014. TCEDA and the Procurement Technical Assistance Center (PTAC) will be sponsoring a series of three workshops to train businesses on how to register for federal contracts for the potential opening of Thomson Prison. McCarthy reported that Jo-Carroll Energy and Dairyland Power are providing a rural economic development loan program to promote the creation of jobs and rural economic development. TCEDA is hosting National Manufacturing Day with the IL Manufacturing Excellence Center (IMEC) on Friday, October 3, 2014. This full-day event will host sophomores and juniors on tours of local manufacturers including Rentech Nitrogen, Metform, Elkay, Dura Automotive and Invensys.

4. **Unfinished Business**

- a) **FY2014 Strategic goals.** Nothing new to report
- b) **Update on touring Revolving Loan Fund facility recipients, Hoskins Lumber and Assisted Living in Elizabeth.** Merri Berlage discussed setting tour date of the two businesses for late August or early September.
- c) **Update on Blackhawk Hills County Development Survey and Infrastructure Needs/Want List.** Ron Smith discussed that at May 27th County Board Chair meeting representatives from Blackhawk Hills handed out a copy of the new 2014-2019 Comprehensive Economic Development Strategy (CEDs) Report for the Blackhawk Hills Economic Development District. The District consists of the Lee, Whiteside, Ogle, Carroll, Stephenson and Jo Daviess Counties. The Report was prepared by the Blackhawk Hills Regional Council. Smith would like to get a copy for all the County Board members.
- d) **Update on Enterprise Zone.** Berlage reported that a tentative meeting date to discuss the status of the Freeport Stephenson County Enterprise Zone has been scheduled for June 24th. Invitees will include board chairs, the enterprise zone committee and state representatives. Berlage will notify the Development & Planning committee when a date has been confirmed.
- e) **Discussion and possible action regarding amendments to Title 4 Chapter 6 Guest Accommodation Ordinance.** Linda Delvaux distributed a handout which including documents from the Department of Housing and Urban Development (HUD) life safety codes and the National Fire Protection Association (NFPA). Delvaux reported she researched occupancy and could not find

specific guidance on how to count occupancy. The NFPA does allow occupancy of up to a total of 16; the Jo Daviess County Board ordinance has a not to exceed maximum of 12. Delvaux reported that in 12 out of 14 ordinances researched from around the country, all persons were counted as an occupant, no matter the age. Delvaux reported that she discussed the occupancy count issue with the State's Attorneys office. The State's Attorney indicated that this is clearly a safety issue and it is their recommendation that all occupants be included in the count regardless of age. Mike Moser, 911 Coordinator, discussed landlines and the various technologies associated with cell phones. Berlage asked Moser to address the 911 issue and landlines, phone requirements for emergency purposes. Moser discussed that the most important requirement for dispatch when an emergency call is received is locating the address from which the call was placed; cell phones are not always as accurate as land lines. RJ Winkelhake discussed that in a rental unit a landline is extremely important when there is an emergency or a life safety issue. Carl Winter, Scales Mound Fire Chief, discussed occupancy and violations do occur. Winter recommended that every occupant be counted and suggested that the number be revised. The Committee discussed the NFPA maximum occupancy limit of 16 and the current ordinance which states that the occupancy of any single building used for guest accommodations shall be limited to no more than: 1) two (2) persons per bedroom, plus two (2) additional persons per building, not to exceed a maximum of twelve (12). **Steve Rutz made a motion to revise Section 4-6-10: Site and Structure Requirements; Utilities to state not to exceed a maximum of 16 and all persons shall be included in the occupancy count and in Section 4-6-10 3d to add the word landline. Seconded by Robert Heuerman and motion passed.** The Committee requested Delvaux to review the recommended revisions with the States Attorney and bring back to the June 24, 2014 meeting

5. New Business

- a) **Discussion and possible action regarding a pledge of in-kind services from Jo Daviess County in support of a federal EDA Technical Assistance & Planning Grant application being applied for by the Upper Mississippi River International Port District and the Blackhawk Hills Regional Council.** Berlage discussed that the Upper Mississippi River International Port District is in the process of finalizing a federal EDA Technical Assistance & Planning Grant application and would like to know the amount of in-kind services that Jo Daviess County is willing to pledge. Dan Reimer reported that Joe Kratcha is willing to pledge 40 hours of GIS Department service at \$37.50 per hour (this is the government rate). The County Administrator's Office is willing to pledge 10 hours at \$50 per hour. This would be a \$2,000 in-kind service contribution from Jo Daviess County. On April 7, 2014 the Jo Daviess County Board made a \$5,000.00 monetary contribution pledge in support of the UMRIPD grant application with an in-kind service contribution to be determined at a later date. **Ron Smith made a motion to pledge in-kind services of 40 hours at \$37.50 per hour from the Jo Daviess County GIS Department and 10 hours at \$50.00 per hour from the Jo Daviess County Administrator's Office for a total in-kind services pledge of \$2,000 from Jo Daviess County in support of a federal EDA Technical Assistance & Planning Grant application being applied for by the Upper Mississippi River International Port District and the Blackhawk Hills Regional Council. Seconded by RJ Winkelhake and motion passed.**
- b) **Discussion concerning the mission and purpose of the Jo Daviess County CEDS Committee.** Pat Keleher, Chairman of the Jo Daviess County CEDS Committee, discussed the current CEDS Committee and the need to review the mission and purpose of the Committee. Keleher reported there are currently three vacancies on the committee. Keleher discussed the Committee's uncertainty regarding their scope of work and asked for direction from the Development and Planning Committee. Ron Smith stated that he would work to fill the three vacant positions. Berlage suggested that the committee review and update as needed the current CEDS resolution. Keleher discussed that he would inform the CEDS committee that the June CEDS meeting will be cancelled and will plan to schedule meetings every other month instead of monthly. Keleher will review the 2009 Comprehensive Economic Development Strategies Plan for Jo Daviess County and bring back suggestions to update the Plan to the August committee meeting.

6. **Other Business** - Katherine Walker reported on the Midwest High Speed Rail Association meeting that she attended and informed the committee that Galena and Dubuque are not included in the current plan to expand high speed railroad transportation. Linda Delvaux discussed a summary of new home permits issued by year and any associated variances or special use permits that were issued during those years.

7. Citizens' Comments

8. Board Member Concerns - Steve Rutz reported that he attended the Tri State Alliance Conference in Rockford and will give a report at the June County Board meeting.

Next meeting on Tuesday, June 24, 2014 @ 7:00 pm. and a special meeting on June 17, 2014 @ 7:00 pm to discuss zoning issues.

Robert Heuerman made a motion to adjourn at 9:28 pm, seconded by RJ Winkelhake and motion passed.