

COMMITTEE REPORT

COMMITTEE: Development & Planning (D&P)
CHAIRPERSON: Diane Gallagher, Chairman
DATE/TIME: January 28, 2020 @ 5:30 p.m.

PRESENT:

<input checked="" type="checkbox"/> Diane Gallagher	<input checked="" type="checkbox"/> John Schultz	<input checked="" type="checkbox"/> Robert O'Connor
<input type="checkbox"/> Robert Heurman	<input type="checkbox"/> Staci Duerr	<input type="checkbox"/> Ron Smith
<input checked="" type="checkbox"/> Scott Toot	<input checked="" type="checkbox"/> Drew Townsend	

A quorum was established.

Other Board members:

Others: Gary Diedrick, Mel Gratton, Emily Legel and Eric Tison

1. Approval of Minutes

- a) Review and approve minutes for the December 17, 2019 Development & Planning Committee meeting – There were no minutes available to approve.

2. Citizens' Comments - None

3. Unfinished Business

- a) FY2019/FY2020 Strategic Goals & Plans – Timelines/Responsibilities – Diane Gallagher asked the committee if they would be comfortable moving this item to a quarterly review on future agendas. John Schultz commented that he is in favor of this and if something comes up that we need to discuss at a given meeting we could still have that option. Drew Townsend voiced his approval as well. **Scott Toot made a motion to move the FY2019/FY2020 Strategic Goals & Plans to quarterly as opposed to monthly. Seconded by John Schultz and motion passed.**
- b) Update on Enterprise Zone – Ron Smith reported that the new NW Illinois Enterprise Zone has been certified effective January 1, 2020 by the State. Jo Daviess County will receive reimbursement of some of the funds that are still held by the old Northwest Illinois Enterprise Zone Committee.
- c) Update on 2020 Census – Diane Gallagher reported that the next meeting for the Census 2020 Committee is February 4th. Gallagher is working with the Health Department on a Census 2020 reimbursement grant for up to \$25,000, the grant is through the Illinois Public Health Association. John Schultz commented that he applied for a census position and was told he is ineligible because he is a County Board member. Gallagher added that the County is still short six workers for the census.
- d) Review and discussion on Jo Daviess County 2020 Vision Statement – Diane Gallagher discussed that there was agreement on the Jo Daviess County vision statement when it was discussed in the past. The committee reviewed the processes again. Mel Gratton, chairman of the Zoning Board of Appeals, offered his assistance on the vision statement. John Schultz suggested that perhaps we should be considering establishing a sunset or term limits on appointments to the Zoning Board of Appeals. Gratton responded that he would probably agree to a certain extent anyway. Gratton feels people can become stale and not pay attention during meetings. There are two members on the board who have been there since its inception. One of the things he has realized over the years is continuity on any public body is probably more helpful than it is a hindrance. It helps build basic understanding, it helps with the process and he can understand if someone doesn't agree with a board member for whatever reason they can choose not to reappoint that member. Gratton feels experience is helpful. The County zoning ordinance and comprehensive plan are not something that is easily learned. It takes time and he is still learning. Gary Diedrick informed the committee how he came to be on the Planning Commission/Zoning Board of Appeals. Diedrick

expressed how valuable it is to have both Mel Gratton and Nick Tranel as part of this commission. They have done so much to help develop and interpret the zoning ordinance from its inception. Gallagher commented that it is important to know that the Zoning Board meets regularly and is good to sit in on the meetings and hear all sides; it is a good opportunity for people to have their voices heard. Gratton commented that the vision statement is one of the first pages of the comprehensive plan. It was developed right after zoning was adopted. When we started we had a generic zoning ordinance that didn't address everything. We started with a vision statement. A lot of information went out, there was a mailing and there were over 2,000 responses to a survey. The responses helped develop a vision for Jo Daviess County. The vision was incorporated into the comprehensive plan. The comprehensive plan identifies where you are at, your resources, what you have to work with in your county and identifies your goals. Gallagher added that one of the goals is to monitor and review the plan and the continuation of the planning process. The Jo Daviess County Planning Commission must periodically review and amend the plan to ensure that it remains relevant. In order to do this the Planning Commission should meet once a year to place the performance of the comprehensive plan on the agenda for discussion. Gratton continued that you start with a vision statement and a comprehensive plan. Those are your ideals and goals but they are not a legal document. The zoning ordinance is based on what your desires are as identified in the comprehensive plan. Both documents need to be updated periodically. Gratton suggested that we start with the comprehensive plan vs the zoning ordinance because that is the way the process works. If we are going to meet again next month, Gratton would like each of the committee members to take the comprehensive plan that was updated in 2012 and read it, take notes and write down what you would like to see changed. Does it fit today? Gratton explained the LESA scoring system. Drew Townsend asked if our approach in Jo Daviess County is consistent or similar to our peers? Gratton responded that it is. A lot of what is in the zoning ordinance is state statute. The LESA scoring and some of the other standards are specific to Jo Daviess County.

- e) Update and discussion on the process for the updating the Jo Daviess County Comprehensive Plan – Included in prior item discussion.

4. New Business

- a) Discussion and possible action on a Welcome Letter to new Jo Daviess County businesses – Diane Gallagher drafted a welcome letter and after making some calls she discovered that the Chamber does do something like that. Galena has a welcome packet on their website as well. Emily Legel added that she does like the idea of a welcome letter but this is more along the line for individual communities to do.
- b) Informational Sharing – Master Planning Process used in Tourism – Rose Noble, President/CEO – Galena Country Tourism – Rose Noble was unable to attend the meeting this evening due to a conflict.
- c) Discussion and possible action on a draft Scope of Services for the Jo Daviess County Comprehensive Plan update – Eric Tison shared a draft Scope of Services and reviewed what is in place right now and identifying what the County had done previously on the off chance this third party is not familiar with the County. The next section is a public outreach portion. The planned development leads into the creation of the plan. Tison hopes that his staff, this committee and the ZBA and Planning Commission are kept in the loop in all of this. Tison will make every effort to keep everyone updated. The final document will probably look something like this draft. An executive summary, county profile and some demographic data. Goals and visions where we draft a new vision statement. We identify adjustments to land use. This is the basic form that the comprehensive plan will show. The implementation plan will start with the Planning and Development office and the ZBA and Planning Commission and provide recommendations to the County Board after the County Board has had an opportunity to review and approve the comprehensive plan. Tison expects to review the new information he has received before bringing it back to this committee in March.

5. Staff Reports

- a) **Building & Zoning**

- i. Monthly Report – Eric Tison, Planning & Development Administrator, reported that he has been in contact with Jo-Carroll Energy with the steady uptick in solar permits. With the solar panel installations the utility has jurisdiction and can refuse to activate your service if it doesn't meet their requirements. We are working with Jo-Carroll to review and approve solar installations regardless of location. The new installations need to be safe for the property owner and the utility properly grounded, disconnect, etc. so it doesn't hurt anybody. It might cause an increase in the review and approval timeframe for permitting going forward just to make sure that both his office and Jo-Carroll Energy have a chance to review it. Our standard response is somewhere between seven to ten business days for a permit review and sometimes less.

b) Economic Development

- i. NW Illinois Economic Development Monthly Report – Emily Legel, NW Illinois Economic Development Executive Director, reported that NWILED has paused work on the Honeywell plant. While the plant is scheduled to close in Quarter 1 of next year, they are waiting to hear back from several partners regarding a potential tenant. NWILED is representing the tri-county area on a new port expansion study for the Dubuque and East Dubuque Area. At the meeting last Thursday, the consultant was able to report that the stakeholder outreach was mostly complete, with the market and site analysis progressing ahead of schedule. Early findings suggest that the ports are being used as efficiently as they could, less a substantial investment from a new anchor tenant. NWILED is helping the Stockton Chamber of Commerce bring fiber internet to the community. With the Chamber holding a fiber interest meeting at their after-hour in January, NWILED is helping with the marketing push to make residents and businesses aware of the opportunity. Build It Grow It Galena saw the largest group in NWILED history in January. Last week, 25 participants from 19 businesses attended the first session on financials and IT at the new ARC in Galena. With eight more classes to come classes will be held in Galena on the fourth Thursday of the month. Interested parties can register online. NWILED is pleased to announce a new chair on its board, William Jahnke of Lake Carroll and the Jo Daviess/Carroll Port Authority replaced outgoing chair Tracy Bauer in December. NWILED is pleased to announce a new strategic planning event for our organization. Beginning early 2020, we will be reaching out to community organizations and stakeholders to receive feedback on the current state of our area and to look for more opportunities to move forward. NWILED held its first ever NW Illinois Young Professionals Social. While the turnout was small, we had three attendees from three communities and two counties. The events will continue at Cajun Jack's on the third Thursday of the month between 5 and 7 pm. Individuals between the ages of 20 and 40 are encouraged to attend. In Jo Daviess County, we have three types of finance zones of economic incentives – opportunity zones, foreign trade zones and the enterprise zone just recently approved. With many of these zones underutilized, NWILED plans to hold workshops beginning in February to inform local businesses and bankers of the tools available, and how to use them to help existing and new businesses grow here in Jo Daviess County. The NWILED 2020 annual meeting will be March 12, 2020 at Eagle Ridge Resort. Featuring Dr. Chris Merritt of Western Illinois University's Institute for Rural Affairs as their keynote speaker, they are planning on a morning meeting. With a theme of Rural Economic Development as a Team Sport, NWILED will also be recognizing outstanding area businesses. Invitations will be sent out in the next week. The next NWILED board meeting will be held February 12, 2020 from 4:30 – 6 pm at the NWILED office in Hanover.

c) LRA Board

- i. Update on LRA/Port Authority Discussions - Ron Smith reported that there has been discussion on a LRA/Port Authority Merger/Succession Plan. There would still be two separate Boards but they would be merged together.

6. Citizens' Comments – None.

7. Board Member Concerns – John Schultz asked what exactly needs to be updated in the comprehensive plan. Gratton replied, review it and see if it still reflects what you want it to

reflect. The numbers have to be updated as well as goals and vision for what people want for this county. Diane Gallagher reviewed some statistics from the last census.

The next regular Development & Planning Committee meeting will be Tuesday, February 25, 2020 at 5:30 p.m.

The meeting adjourned at 6:49 p.m. following a motion made by Scott Toot and seconded by John Schultz, motion passed.