

COMMITTEE REPORT

COMMITTEE: Development & Planning
CHAIRPERSON: Vince Hasken
DATE/TIME: March 22, 2004. 7:00 p.m.

PRESENT:

<input type="checkbox"/> Alexander	<input checked="" type="checkbox"/> Hasken	<input checked="" type="checkbox"/> Schultz
<input checked="" type="checkbox"/> Berlage	<input checked="" type="checkbox"/> Jackson	
<input checked="" type="checkbox"/> Bielenda	<input checked="" type="checkbox"/> Mapes	

Others: John Mazor, CVB Executive Director
Janet Anderson, Economic Development
Linda Delvaux, Building & Zoning
Troy Brown, County Administrator

MINUTES

1. Minutes

- a) Marvin Schultz made a motion to approve the minutes of February 23, 2004. Joanne Bielenda seconded and the motion passed.

2. Old Business

- a) Intergovernmental Agreement for Foreign Trade Zone Board. (Attached.)
- Dane Jackson made a motion to recommend the Foreign Trade Zone Intergovernmental Agreement be put before the full County Board for approval on April 12, 2004. Ron Mapes seconded and the motion passed.

3. Building & Zoning

- a) Intergovernmental Agreement. Linda Delvaux presented a memo that had previously been distributed to the Development and Planning Committee. Discussion was held on the current methods and abilities for a community to review a zoning request. Also on the concerns of allowing more control to a municipality then we can give our own ZBA. Some discussion was held on the implementation requirements set forth in the Local Land Resource Planning Act. The committee would like to discuss this further with Glen Weber, States Attorney; he was not available for questions this evening. A motion was made by Ron Mapes to continue review of an intergovernmental agreement, pending States Attorney's further review. The motion was seconded by Dane Jackson and passed.
- b) Building Permits. Linda Delvaux presented a memo that had previously been distributed to the Development and Planning Committee. Discussion was held on how the Building and Zoning Department is currently figuring the cost of a building permit application and the reasoning behind developing a square footage guideline. Vince Haskin made a motion to recommend the guidelines as presented to be used as a tool when

establishing cost estimates for building permit applications. The motion was seconded by Joanne Bielenda and passed.

4. Economic Development

- a) Economic Development Update. There are 17 projects in motion at this time spread out between five of Jo Daviess County's communities. A few of these projects have been in process over a year, most are fairly new. They range from relocations, new business starts to expansions. Stockton Revitalization group continues to focus on a game plan to increase new business, to create an awareness of existing businesses and to market the community as a visitor destination.
- b) CEDS Report. In an effort to support and encourage advanced telecommunications throughout areas that need such service continues. Two meetings have been scheduled (March 10, 2004 and April 14, 2004) for the specific purpose of hearing from each community via mayor, business owner, county board member and any other representative of community. It is anticipated that should a community need support, a plan of action will be taken as to what service is needed, the anticipated cost, size of population and other information followed by organizing the necessary data aligned with possible business assistance programs to assess the feasibility of making changes.

5. CVB

- a) Consideration of approval for 2nd round CVB Local Promotion Grants (see attached). The committee reviewed recommendations, as outlined in the written overview, from the CVB Advisory Board and staff on awarding grants for the second round of 2004 Local Promotional Grants. On a motion from Merri Berlage, seconded by Joanne Bielenda, the committee recommends approving a total of \$5,753.50 to 3 different local groups for the second round of Local Promotion Grants. Motion carried.
- b) Consideration of a resolution opposing the Governor's proposed cuts to the State of Illinois FY05 Tourism Budget (see attached). After discussing the potential impacts of Governor Blagojevich's proposed cuts to the FY05 State of Illinois tourism budget, the committee reviewed a draft resolution opposing the budget reductions. On a motion from Marvin Schultz, seconded by Ron Mapes, the committee urges the adoption of a resolution opposing the proposed cuts to the State of Illinois tourism budget. Motion carried.
- c) Consideration of proposal for leisure travel public relations contract (see attached). As a result of the departure of a CVB staff member, John Mazor provided an overview to the committee of changes in staff program responsibilities. He noted modifications to job descriptions are currently being addressed by the County Administrator and Executive Committee. Mazor then presented two proposals for the development of a leisure travel public relations campaign. The committee reviewed the proposals

and on a motion from Vince Hasken, seconded by Joanne Bielenda, the committee approved allocating up to \$9,300 to TDSM, LLC for services outlined in the proposal. Funding for these services would come from the current FY04 CVB budget as follows: \$5,000 (702.10), \$2,500 (901.10) and \$1,800 (706.10). Motion carried. It was also noted that under the recently modified procurement policy, the County Administrator must sign off on the agreement.

- d) Project Update. John Mazor distributed copies of several printed projects recently completed by CVB staff. The projects include: the 2004 Visitor's Planning Guide, Illustrated Map and Galena Walking Tour Guidebook. He then presented the new Web site by showing the committee through the site's design and navigational considerations.

Merri made a motion to enter into Executive Session. Vince seconded and the motion passed.

Merri made a motion to leave Executive Session. Vince seconded and the motion passed.

There being no further business, the meeting adjourned.