

COMMITTEE REPORT

COMMITTEE: Development & Planning
CHAIRPERSON: Vince Hasken
DATE/TIME: October 28, 2004. 7:00 p.m.

PRESENT:

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

Others: Jeff Mikkelson, Linda Delvaux, Betsy Eaton, Lester Johnson

MINUTES

1. Minutes

Dane Jackson made a motion to approve the minutes of September 27, 2004. Joanne Bielenda seconded and the motion passed.

2. Old Business

- a) Update on CVB Executive Director Search. There is no new information at this time.
- b) Expansion of the Stephenson County Enterprise Zone. Jeff Mikkelson was present representing one of the companies requesting the expansion and the Freeport Area Economic Development Foundation. He stated that the ordinance was written to indicate the investment by each company and the projects involved. Jackson made a motion to recommend approval of the resolution and ordinance as presented for the expansion of the Stephenson County Enterprise Zone boundaries. Tim Petitgout seconded and the motion passed. Mikkelson told the committee that this expansion brings the Enterprise Zone up to 7.24 square miles and they can expand up to 15 square miles. The committee discussed the various ways that a company can benefit by being in the Enterprise Zone.

3. New Business

- a) Natural Resource Inventory Reports by the Soil and Water Conservation District. Lester Johnson distributed some information he compiled for the committee (attached).

4. CVB

- a) Consideration of 2005 TDSM (Tandem Design and Strategic Marketing) contract. The contract information is the same as was approved by the County Board last year. Bielenda made a motion to approve the letter of intent as presented. Petitgout seconded and the motion passed. Mapes questioned if the company requires a retainer and Betsy Eaton replied that they are currently on retainer for 2004. The letter of intent is necessary for TDSM to begin working on the media schedule for 2005.
- b) Calendar of Events. Eaton received the bids for the printing just prior to this meeting. Union-Hoermann Press submitted a bid for \$7239 for

50,000 pieces, and the bid from Register Printing was \$9844.71. Petigout made a motion to accept the bid from Union-Hoermann Press. Jackson seconded and the motion passed.

5. Economic Development

Hasken reported that he spoke with the County Administrator about the recruitment for the Economic Development Coordinator. Hasken stated that as soon as the budget process is completed he would like this to become a priority.

6. Building & Zoning

- a) Wind Energy Conversion fee resolution. Linda Delvaux reported that the Zoning Board of Appeals did make a recommendation for approval at the previous night's meeting. Mapes made a motion to recommend the approval of the WEC fees resolution as presented. Jackson seconded and the motion passed.
- b) Soil & Water Conservation reports. Delvaux reported that she contacted 4 out of 5 of the Planning Commission members and all feel that the current reports being provided by the Soil & Water office are sufficient. She reviewed invoices from 1999 through 2003 to and she estimates that it will cost an additional \$1500 in her budget for that line item. She suggested not implementing any fee changes until the following year so that she can work to fit it into her budget or to change the policy and eliminate the Building & Zoning Office as the middleman and petitioners can apply and pay for their report directly with the Soil & Water office and submit a copy of the report to the Building & Zoning Office with their application. The committee discussed the various benefits of changing the current process and how a change will affect fees collected by the Building & Zoning Office. Delvaux will find out if the base information from the recent cost study is available in the County Administrator's office and the subject will be discussed again at the next committee meeting.
- c) Policy on waiving fees. Delvaux reported that the Habitat for Humanity is building a house and is requesting, as a non-profit, that the County waive their fees. She checked with surrounding counties (Lee, Carroll, Ogle, Stephenson, Whiteside) and none of them waive fees for non-profit organizations. They only waive fees for other governmental bodies. She suggests the County develop a policy to address this issue. The committee discussed the issue and instructed Delvaux to draft a policy regarding no waiving of fees and bring it back to this committee for recommendation.
- d) Alternate Zoning Board members. Delvaux reviewed the state statutes and, based on our size, the County Board could appoint two more board members, or two alternates. She recommends that the committee consider appointing two alternate members to the Zoning Board, and they can fill-in if not enough members are available for a meeting. When a vacancy occurs on the board, an alternate can be moved in to fill the vacancy. The committee discussed per diem and mileage compensation and if an increase could be accommodated for in the proposed 2005 budget.

Jackson made a motion to recommend adopting a policy of appointing two alternate members to the Zoning Board of Appeals and compensating them for mileage to attend meetings. Petitgout seconded and the motion passed.

- e) Department report. (Attached.) Delvaux reported that this report is informational regarding the numbers of licenses and permits and revenue that are generated through their office. She reviewed the information on the report with the committee. Hasken recommended that the township assessors are included in the process once completion and occupancy have taken place so that they can better keep up to date with changes in their township. The Building & Zoning Office sends a notification letter to various agencies every time a new address is issued and Delvaux stated that she can easily copy that letter to the appropriate township official.

7. Citizens' Comments

Lester Johnson commented that he has been setting up GPS base stations around the County in the past years and he brought to the committee's attention that dual-frequency GPS is new technology that should be considered for the future.

8. Executive Session

Schultz made a motion to enter into executive session. Petitgout seconded and the motion passed.

Schultz made a motion to leave executive session. Petitgout seconded and the motion passed.

There being no further business, the meeting adjourned following a motion by Jackson and seconded by Mapes.