

## FREEDOM OF INFORMATION ACT POSTING

The purpose of the Freedom of Information Act (“FOIA”) is to ensure that all persons are entitled to full and complete information regarding the affairs of government, and the official acts and policies of those who represent them as public officials (5ILCS 140/1). Pursuant to FOIA, the following information is made available to the general public:

### **BACKGROUND INFORMATION**

**PURPOSE:** The Jo Daviess County Planning & Development Department is responsible for administering and enforcement of the County’s ordinances and codes regulating the development of land in the unincorporated areas of the County. The ordinances and codes establish minimum life, safety, and health requirements to protect the health safety and welfare of the general public. Overall responsibilities include:

- Administration and enforcement of the County’s codes and ordinances regulating the construction of new buildings, subdivisions and the development of land in general.
- Review and take ordinance changes to the County Board.
- Respond to complaints involving violations of the ordinances the department is responsible for administering.
- Review plans, conduct inspections and issue permits for all new construction under the county’s jurisdiction.
- Review applications and conduct inspection for all Guest Accommodations under the county’s jurisdiction.
- Review and take all map amendments, special use permits, variations, appeals and subdivisions to the Zoning Board of Appeals.
- Administer and maintain records concerning all map amendments, special use permits, variations, appeals and subdivisions.
- Receive applications and assign all addresses in the unincorporated area of the County.
- The collection of fees related to applications.

**EMPLOYEES:** The Jo Daviess County Planning & Development Department employs four (4) full-time employees.

**JO DAVIESS COUNTY PLANNING & DEVELOPMENT DEPARTMENT**

**1 COMMERCIAL DRIVE, SUITE 1**

**HANOVER, IL 61041**

**PHONE: (815) 591-3810 FAX: (815) 591-2728**

**EMAIL: [buildingandzoning@jodaviess.org](mailto:buildingandzoning@jodaviess.org)**

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**BUDGET:** The total operating budget for the Jo Daviess County Planning & Development Department for the Fiscal Year 2020 is \$260,762.

**BOARDS:** The Jo Daviess County Planning & Development Department reports to the County Administrator, the Jo Daviess County Board and the Jo Daviess County Development & Planning Committee. The Planning & Development Department provides staff support to the Jo Daviess County Planning Commission/Zoning Board of Appeals which is an advisory board to the County Board. In addition the Department provides assistant to the Building Code Board of Appeals. A listing of committees and committee members is attached as Exhibit 2.

**PROCEDURE FOR REQUESTING RECORDS**

**FOIA REQUESTS:** Any person may request public records for inspection or copying by completing and submitting a Request For Public Records form via U.S. Mail, E-mail, Facsimile or in person; or by any written or verbal request to any of the below designated FOIA Officers. Responses will be sent in the designated time periods allowed for all FOIA requests in accordance with the procedures set forth in FOIA and all or applicable federal and state laws.

**FOIA OFFICERS:** All FOIA requests to the Jo Daviess County Planning & Development Department should be given to one of the following FOIA Officers:

Eric Tison, Planning & Development Administrator  
Melissa Soppe, Office Manager  
1 Commercial Drive Suite 1  
Hanover, IL 61041  
Telephone: (815) 591-3810  
Facsimile: (815) 591-2728  
E-Mail: [buildingandzoning@jodaviess.org](mailto:buildingandzoning@jodaviess.org)

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**COPY COSTS:** Except when a fee is otherwise fixed by statute, the Jo Daviess County Planning & Development Department will charge the following rates for copies of requested records:

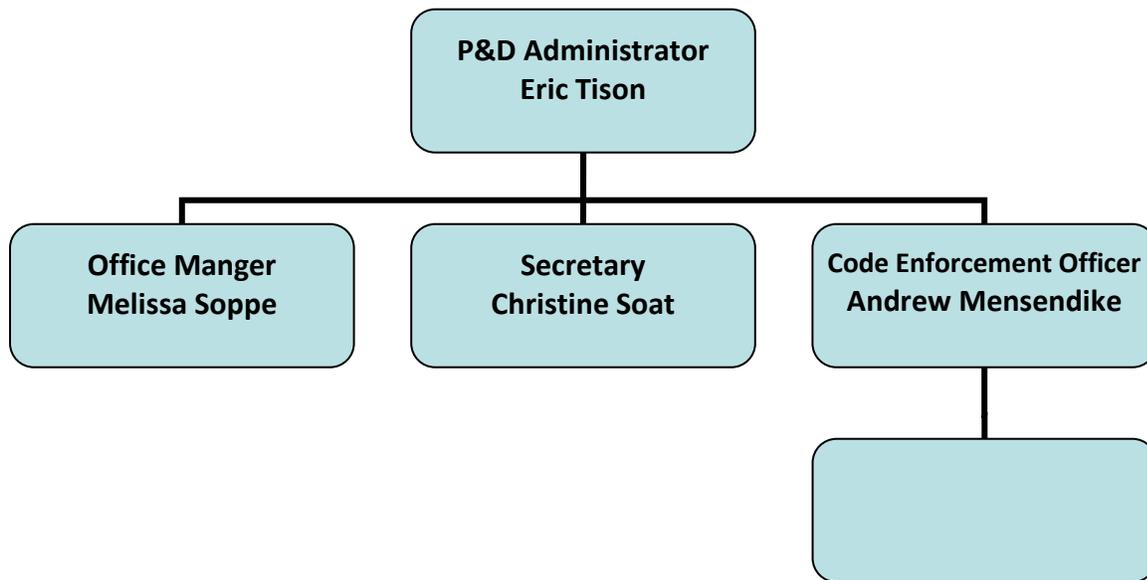
<b>TYPE OF DOCUMENT</b>	<b>FEE</b>
Black and white, letter or legal sized copies	No charge for the first 50 pages and 15 cents per page thereafter
Color copies and odd-sized copies (letter up to 11" x 17")	Cost to reproduce and certify
Black and White 24" x 36"	The actual cost charged to the County by area printers
Color 24" x 36" and other oversized copies	The actual cost charged to the County by area printers
Computer disc, tape-cassette, compact disc, and/or any other recording medium	The actual cost for the computer disc, tape-cassette, compact disc, and/or other recording medium

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**EXHIBIT 1**

**Jo Daviess County Planning & Development Department  
Organizational Chart**



JO DAVIESS COUNTY PLANNING & DEVELOPMENT DEPARTMENT  
1 COMMERCIAL DRIVE, SUITE 1  
HANOVER, IL 61041  
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## EXHIBIT 2

### Jo Daviess County Planning & Development Department Boards & Committees

#### COUNTY BOARD DEVELOPMENT & PLANNING COMMITTEE

- Ron Smith
- Diane Gallagher, Chair
- John Schultz
- Bob Heuerman
- Staci Duerr
- Robert O'Connor

#### BUILDING CODE BOARD OF APPEALS

- Marty Johnson, Chairperson
- Dan Weeks, Vice-chair
- Carl Winter
- Keith Gerlich
- Bruce Marcure

#### PLANNING COMMISSION/ZONING BOARD OF APPEALS

- Mel Gratton, Chairperson
- Ron Mapes
- Gary Diedrick
- Nick Tranel
- Laura Winter
- Vacant - Alternate
- Peter Huschitt - Alternate
- Bob Heuerman, County Board  
Liaison

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**CATEGORIES OF RECORDS MAINTAINED BY  
THE JO DAVIESS COUNTY PLANNING & DEVELOPMENT  
DEPARTMENT  
THAT MAY BE PRODUCED PURSUANT TO  
ILLINOIS FREEDOM OF INFORMATION ACT (FOIA) REQUESTS**

The following categories of records under the possession and control of the Jo Daviess County Planning & Development Department may be made available for production or inspection, subject to exemption, upon request pursuant to the Illinois Freedom of Information Act (FOIA):

- organizational chart for the Planning & Development Department
- building permit files, inspection reports and records
- FOIA requests/responses
- zoning and subdivision petition files
- violation case files
- approved minutes (for which the department provides staff support)
- building permit summaries
- zoning summaries
- zoning petitions
- Zoning Ordinance, Subdivision Ordinance, Building Regulations, Nuisance Ordinance, Guest Accommodations Ordinance, Telecommunications Facilities Ordinance and the Jo Daviess County Comprehensive Plan