

**Minutes of the
Port Byron Planning and Zoning Commission
June 10th, 2015 – Port Byron Village Hall
7:00 PM**

The Planning and Zoning Commission met on Wednesday, June 10th, 2015, at 7:00 PM at the Village Hall.

Call to Order:

The meeting was called to order at 7:42 PM by Chairman Gerry Meade.

Roll Call/Establishment of Quorum:

Roll Call: Present: Members Barb Brandt, Wes Wells, Bob Wilson, Bruce Peterson, Bob Lagerblade, Gene Fry and Chairman Gerry Meade.

Absent: none

Also present: Lou DiLauro, Paul Kouski, Todd Wiebenga and Mayor Kevin Klute

Roll call established a quorum was present and the Pledge of Allegiance was recited.

Mayor's Update:

Kevin requested that P&Z review a letter from Donna Martin concerning the availability of the Images property. This property is scheduled to go on the market in July 2015. We were advised to wait until a later date to get an appraisal.

Building Inspectors Report:

Paul reported that the activity is very slow. Only one house is currently under construction.

The downtown zoning audit looks okay. Most properties are meeting the zoning requirements or would be eligible for a zoning appeal.

IRDC Committee:

"More of the same" per Wes. The sewer upgrade program is on schedule and progressing. The quote on the Old Academy demolition should be available at the next meeting.

Chairman's Discussion:

None

Gallery Comments:

None

Old Business:

Restroom Upgrades: Bruce is paying for the painting. The Board has approved the electrical /lights portion of the project. Bruce will be reporting directly to the

Board on the remaining upgrades (i.e.: plumbing) Meeting with supplier next week.

Wayfinding Signs: Gerry reported that the 6 signs are currently being built at the supplier's plant. Installation is expected to be completed in July. Some of the location stakes have been removed by vandals. These will be replaced as installation begins.

P&Z 2015 Projects:

a. I-80 Port Byron Signs:

Gerry shared pictures of the signs recently received from IDOT. The main sign will be 11 ft. x 6 ft. with white lettering on a green background. The schedule calls for installation in the fall.

b. Maintain green spaces/gardens along downtown bike paths:

The commission has asked Todd Wiebenga to draw up a proposal for plantings and maintenance. The Village maintenance staff is expected to do most of the work. Todd requested \$500 to provide a comprehensive plan for this work. A motion was made by Barb, seconded by Bob L. to authorize Todd to prepare this plan-subject to Board approval. This proposal will be on the Board agenda for June 15.

c. Plans/Options to develop Academy property after demolition:

Bob L. attended the Economic Development meeting on June 8th to discuss possible usages for the property. His sub-committee also met on June 9th. The committee has identified 7 sources to help them develop strategies. They are requesting guidance and resources from P&Z to proceed. The next sub-committee meeting is scheduled for Thursday, July 2nd, 2015 at 3PM.

d. Develop a Childrens Playground in the Downtown Area:

Bob Wilson is leading this project. They are reporting that there are few good options to locate this proposed 'park'. Areas under consideration include:

- Green space by the Post Office
- Property owned by Mr. Doty
- Property located across from Village Hall

New Business:

a. Approve Minutes:

A motion was made by Barb and seconded by Gene to approve the minutes from the May 13th, 2015 P&Z Meeting. All in favor. Motion carried.

b. Open Meeting Law:

Gerry reminded all members that they must take and pass the online OML exam.

c. Bruce attended the Bicycle meeting in Sparta WI.

Further Gallery Comments:

None.

Adjournment:

With no further business to come before the Commission at this time, Bob L. made a motion, seconded by Bob W., that the meeting be adjourned. All in favor.

Respectfully Submitted,

Gerry Meade
Commission Chairman

Next Meeting: Wednesday, July 8th, 2015 @ 7:00 PM at Village Hall
Academy Sub-Committee: Thursday, July 2nd, 2015 @ 3:00 PM at Village Hall