

**Minutes of the
Port Byron Planning and Zoning Commission
October 8, 2014 – Port Byron Village Hall
6:30 PM**

The Planning and Zoning Commission met on Wednesday, October 8th, 2014, at 6:32 PM at the Village Hall.

Roll Call/Establishment of Quorum:

Roll Call: Present: Members Bob Lagerblade, Barb Brandt, Chris Bode, Wes Wells, Bruce Peterson, Harold French and Chairman Gerry Meade.

Absent: none

Also present: Michael Saponars and Gina McCullough (Bi-State), Paul Kouski, Brian Bitler (Trustee) and Mayor Kevin Klute

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

Zoning Ordinance Update Project:

Gene McCullough from Bi-State led a discussion on the historic downtown overlay, Districts recommendations and (to a lesser degree), General Provisions. The project is on schedule for completion in January, 2015. The P&Z members agreed to allocate one hour at our November 12th meeting to facilitate this project.

Mayor's Update:

None

Chairman's Update/Administrative issues:

Early voting is scheduled for Village Hall on October 22nd from 9:00 AM until noon.

Building Inspector:

Paul Kouski discussed the issues involved with the possible ordinance violations at 104 Prairie Street. Brian Bitler is considering a volunteer project to help remove the scrap TV/electronic parts from the location.

Gallery Comments:

A. Brian Bitler presented a situation involving his swimming pool cover and yard fence. A resident has complained about the possible danger to children and an ordinance violation. Brian will fill out a request for ordinance variance with the Village Clerk. The press and adjacent neighbors will be notified. The Zoning Review Board will hear the request after the required notifications.

B. Chris Bode discussed a problem related to a section of his sidewalk at the Funeral Parlor. The section is too narrow, not in good repair and not ADA Compliant. The Village has promised to replace the sidewalk but nothing has yet been done. He also is having problems with a clogged downspout and resulting

water in the basement. This, however, is the owners' responsibility. On the sidewalk issue, Trustee Brian Bitler, who is chairman of the Building and Streets Committee, will investigate and update Chris.

C. Bob questioned if the Village is interested in purchasing the building adjacent to the Post Office for off-street parking. He was informed that the Village had considered this purchase; however, the asking price was too high.

D. A general discussion on downtown parking space transpired. It was suggested that the boat launch parking spaces could be better utilized. It was requested that the subject be added to the November P&Z agenda. So noted!

Old Business:

A. **Riverfront Park Landscaping:** Bruce provided a status report that covered the conversations from the Monday night Village Board Meeting. Meyer Landscaping will provide a generic specification which will be sent to qualified suppliers for bids. Meyer will be paid a \$500 fee for developing the specifications if they are not selected. Bruce and I will evaluate and summarize the quotes after they are received.

B. **Wayfinding Signs:** after lengthy discussions, it was moved by Chris and seconded by Barb to table the decision until we had received permission from the appropriate authority to utilize the Great River Road logo. If the authorization is received, we will recommend the proposal from The Sign Shop to the Village Board. The total cost will not exceed \$4,000. All in favor.

C. Strategic Plan Updates:

1. **Historic Signage:** Chris stated that there were insufficient historical sites in the area to justify a comprehensive project of this scope. It was agreed to discontinue the project. Chris and Bob will select an alternate project from the Strategic Plan.

New Business:

A. A motion was made by Barb and seconded by Harold to approve the minutes from the September 10th 2014 P&Z Meeting. All in favor. Motion carried.

Further Gallery Comments:

None

Adjournment:

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

Respectfully Submitted,
Gerry Meade

Next Meeting: November 12th, 2014 6:30 PM at Village Hall