

**Minutes of the  
Port Byron Planning and Zoning Commission  
November 12, 2014 – Port Byron Village Hall  
6:30 PM**

The Planning and Zoning Commission met on Wednesday, November 12, 2014, at 6:30 PM at the Village Hall.

**Roll Call/Establishment of Quorum:**

Roll Call: Present: Members Barb Brandt, Wes Wells, Bruce Peterson, and Chairman Gerry Meade.

Absent: Bob Lagerblade, Chris Bode and Harold French

Also present: Michael Saponars and Gina McCullough (Bi-State), Paul Kouski, Tom Stocking, Kurt Meyer and Mayor Kevin Klute

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

**Zoning Ordinance Update Project:**

Gene McCullough and Mike Saponars from Bi-State led a discussion on Special Provisions, General Provisions and a review of the Districts. The project schedule was discussed with the members agreeing to retain the Public hearing scheduled for the December 10<sup>th</sup> meeting. Ten (10) 'hard' copies will be provided by Bi-State with each P&Z member (1); Village Hall (2); and Library (1). The overall project is on schedule with planned presentation to the Board on January 12<sup>th</sup>.

**Mayor's Update:**

None

**Chairman's Update/Administrative issues:**

There will again be a Christmas lighting contest for the village residents. Anyone interested should contact the Village staff for details.

**Building Inspector:**

The problems at 104 Prairie Street have mostly been corrected with the exception of the 'lean-to' structure. The property owners have been 'served' on this violation.

**Riverfront Park Landscaping:**

Kurt Meyer attended the meeting and explained the revised landscaping project. At the Board's request, the specifications were re-written and submitted for quotes. The bid from Meyer addressed the concern for the railroad right of way in regard to the landscaping proposal. Meyer has provided a letter that, in effect, protects the Village in case the Railroad contests the ROW boundaries. This letter will be presented to the Board at the November 17<sup>th</sup> meeting.

Barb made a motion, seconded by Bruce, to recommend that the Board accepts Meyer's Proposal #81561 in the amount of \$48,930.05 (no sales tax). All in favor

**IRDC Committee:**

P&Z representative on the Committee is Wes Wells. The basic charter of the new committee was discussed along with some identified projects. There was P&Z concern that we may have had some overlapping responsibilities with IRDC especially in the area of 'Downtown Landscaping'. The mayor assured us that our activities in this instance are primary. Wes will provide IRDC status reports at the P&Z meetings.

**Gallery Comments:**

Tom Stocking informed the Commission that there will be a Bi-State meeting on Monday, November 17<sup>th</sup> concerning the busing program. Tom will represent the Village.

**Old Business:**

**A. Wayfinding Signs:**

The Village has received strong approval from the Great Rivers Country Regional Tourism Development Office in Macomb, IL to use their Great River Road logo on our Directional signs.

Barb made a motion, seconded by Wes, to recommend that the Board accept the Proposal #6411, dated October 11, 2014 from The Sign Shop for five (5) Directional Signs. The expenditure is not to exceed \$5000.00. All approved. These signs are warranted to meet the Illinois DOT standards for aluminum materials and background reflectivity. The quote includes design manufacturing and installation.

**B. Strategic Plan Project Updates:**

None other than those covered above.

**C. Swimming Pool Variance: (Brian Bitler)**

Brian has a situation where his swimming pool fence does not conform to Village code. He was advised at our October 8<sup>th</sup> meeting to file paperwork requesting a variance; to date no such documents have been filed. Paul will contact Brian to remind him.

**D. Funeral Parlor Sidewalk Replacement:**

Chris brought this issue to the Commission at our last meeting. It has been determined that this is an IRDC issue.

**E. Utilization of Boat Launch Parking Spaces:**

Bruce has suggested that the parking spaces are underutilized during the off season. With the Boards' approval, he will contact Village Public Works on appropriate signage.

**New Business:**

A. A motion was made by Bruce and seconded by Barb to approve the minutes from the October 8<sup>th</sup> 2014 P&Z Meeting. All in favor. Motion carried.

**Further Gallery Comments:**

The Mayor wanted a discussion on the location of the downtown dumpster. Management from the Chophouse is concerned with the new location behind Young's. They feel that there is a safety issue with the current placement. They are planning to bring this situation to the Boards attention. It has been requested that they present acceptable alternative locations.

The Commission will address this problem if requested by the Board.

**Adjournment:**

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

Respectfully Submitted,

Gerry Meade

**Next Meeting: Wednesday, December 10<sup>th</sup>, 2014 6:30 PM at Village Hall**