

**Minutes of the  
Port Byron Planning and Zoning Commission  
July 13<sup>th</sup>, 2016 – Port Byron Village Hall  
7:00 PM**

The Planning and Zoning Commission met on Wednesday, July 13<sup>th</sup>, 2016 at 7:00 PM at the Village Hall.

**Introduction:**

The meeting was called to order at 7:00 PM by Chairman Gerry Meade

**Roll Call/Establishment of Quorum:**

Roll Call: Present: Members Scott Angelici, Wes Wells, Bob Lagerblade, and Chairman Gerry Meade.

Absent: Bob Wilson and Bruce Peterson

Also present: Doug Streeter (Building Inspector), Mark Shew and Mayor Kevin Klute

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

**Mayor's Update:**

NONE

**Building Inspectors Report:**

Doug reported that the monthly gross improvements totaled \$644,983, generating \$4,808.30 in fees.

Doug introduced Mark Shew, owner of Shew's Design. Mark is proposing a new 3 home development off of James Street. He already owns the land but requires a possible variance on the setbacks. He also requires clarification on access road and sewer hookup issues. P&Z will address the setback issue, if required, and involve IRDC in the road and sewer requirement. Mark, Kevin and Gerry will attend the Friday, July 14 IRDC meeting to present the proposal. Mark and Doug will get back to Gerry on the setback. Mark has also been in touch with the Village Plumbing Inspector.

In another issue, Mark Danger is investigating a new building project behind Subway. We are not sure if this is still under active consideration.

**Gallery Comments:**

NONE

**Chairman's Report:**

Gerry stated that a 4 ft. black steel fence has been approved and ordered for the new children's playground. He also strongly suggested that the playground not be used until the fence is installed. There will be one gate.

A new Contractor's Agreement is being developed by Gerry and MSA. The first meeting has already been held. This will include some standard verbiage that can easily be customized for each project.

**Old Business:**

Port Byron to Sparta bicycle ride is being handled by Wes. He is planning to meet with the Sparta leaders (at Sparta) in the near future.

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**New Business:**

Approve Minutes: Bob L. moved and Scott seconded to approve the minutes from the June 8<sup>th</sup>, 2016 P&Z Meeting. All in favor.  
Motion carried

**2016 P&Z Projects:**

The only project update was from Bob L. on the Highway 84 Beautification. Bob requested that members review his handout and critique the suggestions via email. (see attached)

**Further Gallery Comments:**

None

**Adjournment:**

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

Respectfully Submitted,

Gerry Meade  
Commission Chairman

**NEXT MEETING: August 10<sup>th</sup>, 2016 at 7:00 PM**