

**Minutes of the
Port Byron Planning and Zoning Commission
August 10th, 2016 – Port Byron Village Hall
7:00 PM**

The Planning and Zoning Commission met on Wednesday, August 10th, 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 Wes Wells, Bob Wilson, Sarah Ford, Bruce Peterson and Chairman Gerry Meade.

Absent: Scott Angelici and Bob Lagerblade

Also present: Doug Streeter (Building Inspector)

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

Mayor's Update:

NONE

Building Inspectors Report:

Doug reported that 4 new building permits have been issued since his last report.

There was no new information available on the proposed Shew development project.

This item is being presented by IRDC.

Gallery Comments:

NONE

Chairman's Report:

The children's playground fence has been installed. The gate required some adjustment. The sidewalk and curb are also in place. Hours are from dusk to dawn.

Contractor's Agreement is being developed with MSA. The standard agreement can be used for most developments using addenda's for specific details.

Old Business:

Lawn of the Season Competition: the Village Board has approved the general proposal and returned it to P&Z for more details. Village staff is checking for other cities/Villages with similar programs. No success so far. **The Green Committee** will see if they want to accept this project (after they are up and running). This program would not be launched until spring, in any case. The award(s) would be a monthly yard sign(s).

They Port Byron to Sparta bicycle ride has 25 people signed up so far. The Village would provide a free breakfast for the riders at Dueys, according to Wes. Total ridership could range from 50 to 100. Facebook is one of the platforms being used to publicize the ride.

New Business:

Approve Minutes: Bob W. moved and Bruce seconded to approve the minutes from the July 13th, 2016 P&Z Meeting. All in favor. Motion carried

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Bob W. suggested that Village Public Works remove some small trees that have grown up at the Tug fest launch site. These trees are affecting the view of the rope when pulled. Gerry will speak to Eric.

2016 P&Z Projects:

The Childrens playground project is completed. Usage is running at high level.

Village Sign Ordinance: Bruce and Gerry met on August 9th to discuss the approach to this project. This will become the priority program for the remainder of the year.

High Street Beautification: Bob L. forwarded 4 recommendations for the commission members to review. All comments should be emailed directly to Bob for further discussion at the next meeting.

Ann's Helping Hands: a long discussion followed the review of Ann's letter to the Board dated July 8th, 2016. Nothing was decided at this time. Kevin and Gerry are trying to schedule a meeting with Ann to resolve the problem. It will be suggested that the facility install an outside camera and/or a 'No Dumping' sign.

Further Gallery Comments:

None

Adjournment:

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

Motion carried

Respectfully Submitted,

Gerry Meade
Commission Chairman

NEXT MEETING: September 14th, 2016 at 7:00 PM