

**Minutes of the  
Port Byron Planning and Zoning Commission  
January 11<sup>th</sup>, 2017 – Port Byron Village Hall  
7:00 PM**

The Planning and Zoning Commission met on Wednesday, January 11<sup>th</sup>, 2017 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, Scott Angelici, and Chairman Gerry Meade.

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

**Building Inspectors Report:** Doug Streeter presented his monthly report: highlights of the year include 104 permits being issued, generating \$25,704.21 in revenue, and bringing in \$2,189,381.13 in improvements to property in village limits.

**Chairman's Discussion:** No report at this time.

**Gallery Comments:** None

**Old Business:**

- a. **Green Committee Update:** Sarah discussed ongoing plans to install a music park in the prairie garden park across from Sandstrom's; also discussed plans to expand the community garden, and schedule a riverbank clean-up in early spring, as part of the Living Lands and Waters Adopt-a River Mile program.
- b. **Approve Minutes:** Bruce moved and Scott seconded to approve the minutes from the November 9<sup>th</sup>, 2016 P&Z Meeting as presented. All in favor and Motion carried.
- c. **Subdivision Ordinance:** No updates at this time.

**New Business:**

- a. Committee members agreed having a zoning map and other pertinent information available on the Village website will serve the community better. Gerry recommended that the Village Clerk be required to conform to State statutes of posting of agendas, meeting minutes, and other information as required by law.
- b. Bruce discussed utilizing the Village web page as a communicator to the community, stating it's not being used to its full potential. He said the current website is time-consuming and not user friendly. Bruce also suggested getting drafted meeting minutes posted soon after the meeting, though Bob said if they're not approved there could be errors. Wes suggested using a zip file to get meeting minutes uploaded quicker.

Committee members will continue to work with the village to make sure important information is published in a timely manner.

**P&Z 2017 Projects:**

- a. Gerry asked the Committee whether they want to be proactive or reactive with picking projects- should the committee pick projects to work on, or wait for projects to come. A combination of the two was also discussed, since there's room under the "planning" umbrella, while zoning is cut and dry in terms of duty. Gerry concluded by stating the update of the 2014 Comprehensive Downtown Development plan is currently in MSA's hands, and should be available for review in February, when MSA reps attend the next meeting.
- b. Lou DiLauro was not in attendance, so the Committee did not discuss his ideas for the Planning and Zoning Committee.
- c. Further discussion ensued on delegating projects to what committee, and recognizing the need for more organization to determine where planning projects should originate. Sarah asked who was handling the Old Academy planning, as that could be a collaborative project for P&Z, and whether the land is better utilized by a community project there- Economic Development is tasked with that project now. Other upcoming projects include a Village Sign Ordinance, bicycle repair station, children's drinking fountain. Wes suggested looking into installation of Victorian lighting around the boat dock, to increase ambience and add to the charm of community. Bruce suggested a part-time garden manager be included in budgeting meetings, and asked the Green Committee to plan on focusing on gardens. Bob suggested using MFT funds for an asphalt overlay on 228<sup>th</sup> Street and Parkway, and Jared from MSA will get figures and estimates on that project. Scott suggested that the Village try to get a permanent electric car charging station, possibly in the new parking lot. The Committee closed with discussions about upgrades to Dorrance Park, including a new wooden bridge over a ravine.

**Further Gallery Comments:**

None

**Adjournment:**

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

Motion carried and meeting adjourned at 8:17 p.m.

Respectfully Submitted,

Sarah Ford