

**Minutes of the
Port Byron Planning and Zoning Commission
November 9th, 2016 – Port Byron Village Hall
7:00 PM**

The Planning and Zoning Commission met on Wednesday, November 9th, 2016 at 7:00 PM at the Village Hall.

Introduction:

The meeting was called to order at 7:09 PM by Chairman Gerry Meade, after the Zoning Board Appeals meeting.

Roll Call/Establishment of Quorum:

Roll Call: Present: Members Wes Wells, Bob Wilson, Sarah Ford, Bruce Peterson, Bob Lagerblade, Scott Angelici, and Chairman Gerry Meade.

Also present: Mayor Kevin Klute, Todd Wiebenga, Doug Streeter, Tom Stocking, and Jared and Greg from MSA.

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

Building Inspectors Report: None

Chairman's Discussion: No report at this time.

Gallery Comments: None

Old Business:

- a. **Approve Minutes:** Bob moved and Bruce seconded to approve the minutes from the October 12th, 2016 P&Z Meeting as presented. All in favor and Motion carried.
- b. The Subdivision Ordinance and update from MSA was discussed. Greg Crow and Jared from MSA had reviewed the 1996 ordinance, which they called a sufficient regulation tool. They sought direction on a few issues, including sidewalk and alley development in new subdivisions, landscaping on the right of ways, appointing an administrative officer and engineer for overseeing projects, adding up-to-date state ordinances and zoning regulations, considering financial incentives from the village, whether to include a Stormwater Ordinance or Management Plan, and possibly combining a Developer's Agreement in a Subdivision Ordinance manual. The Committee discussed the structure of authority and what Board or Committee will be part of the regulation process and applying standards to all new construction. The committee agreed to pursue the updates, which will put the pieces in place for developers. The \$5000 fee for the ordinance update has not all been spent yet.
- c. The location for the Little Free Library was determined to be at the old gazebo; Chairman Meade will inform the board that the P&Z committee approved that location.

New Business:

- a. Sarah provided a Green Committee update: the meetings are on the 3rd Wednesday of the month at 7:00 pm; a group of citizens picked up about 40 pounds of litter along the river in October as part of the Adopt-a-River Mile program through Living Lands and Waters; the

Committee's charter has been voted on; and there are currently 7 members on the committee.

- b. River Cities Rotary is in the process of providing support to Ann's Helping Hands and a facelift for the building, and provided a list of supplies still needed, if anyone would be willing to donate.

P&Z 2016 Projects:

- a. Bruce reported he is preparing a letter to send to residents next month regarding the Village Sign Ordinance, which he will present to the P&Z committee and if approved, to the Village Board.
- b. Committee members reviewed a map with proposed sidewalk updates and repairs for the planned \$1.4 million ITEP grants on High Street. The IRDC Committee is working on the project at this point. Chairman Meade asked if the Green Committee could help review beautification project guidelines at a future meeting; Sarah said she would bring it to the next meeting.
- c. Bruce said he has arranged for the cost and installation of a donated bicycle repair station for downtown Port Byron. A motion was made by Bob L. and seconded by Bob W., that the Planning and Zoning Committee accept the donation on behalf of the village. All in favor, and motion carried.
- d. Bruce also said he has been able to secure \$1500 in donations from community members and the Vietnam and Korean Vets groups to install a drinking fountain for children at the new park. A motion was made by Bob W. and seconded by Scott to accept the donation on behalf of the village. All in favor, and motion carried.
- e. Chairman Meade said he would like the Committee to update the Port Byron Comprehensive Plan as part of 2017 projects. He asked members to think about potential projects before the next meeting, so the Committee can focus on two or three other projects next year.

Further Gallery Comments:

None

Adjournment:

With no further business to come before the Commission at this time, Bob L. made a motion, seconded by Scott, that the meeting be adjourned. All in favor. Motion carried and meeting adjourned at 8:34 p.m.

Respectfully Submitted,

Sarah Ford