

**Minutes of the
Port Byron Planning and Zoning Commission
April 12th, 2017 – Port Byron Village Hall
7:00 PM**

The Planning and Zoning Commission met on Wednesday, April 12th, 2017 at 7:00 PM at the Village Hall.

Introduction:

The meeting was called to order at 7:00 PM by acting Chairman Bruce Peterson.

Roll Call/Establishment of Quorum:

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

Also in attendance: Doug Streeter, Steve Haring with MSA, and Tom Stocking.

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

Building Inspectors Report: Doug Streeter presented his monthly report: Riverbend Pizza has been issued a permit for the ADA upgrade, though it may slow down the project; Tuggers is now in business, and seems to be doing well so far, and more choices are good for Port Byron; and there have been a few inquiries for permits.

There was discussion as to whether the Village should allow alcohol consumption outdoors and on the sidewalk during the warmer months, as has been requested by Harrington's; according to the Liquor Commissioner it is perfectly legal, though guidelines need to be adopted and adhered to, such as roping off the consumption area, considering the traffic safety on the sidewalk, and checking with the village insurance company. The sidewalks measure 8 feet wide, and a minimum of 4 feet is required on the Village right-of-way for outdoor use. Bruce said he is supportive of the request, and asked Wes to write up a rough draft amendment to be voted on by the Board of Trustees.

Doug also asked what kind of benefits can be offered by the Village for building in the TIF District? He noted other communities waive or cut down permit fees in TIF construction; in Port Byron, a \$100,000 home averages \$3000 on permit fees. Bruce indicated his support for the request and waiving fees for certain projects, and suggested it be added in the application process.

Also discussed was enforcement of the new rental code, and what kind of schedule to adopt? There was a consensus to start with the more problematic homes, but space out the inspections so as to maintain steady work for the Building Inspector on a yearly basis. More updates will be provided at a future meeting.

Chairman's Discussion: Bruce informed the Committee that the water fountain at the new playground is set to be installed soon, after the purchase is complete. Also, an air compressor for bicycles will be installed downtown. Additionally, the Village of Port Byron will have to hire a new attorney, after current attorney Clayton Lee's appointment as an Associate Judge. Also discussed were potential locations for more downtown parking, such as leasing the land next to the playground. Further discussions will be held at future meetings.

Gallery Comments: None

Old Business:

- a. Update 2014 Plan:** Steve Haring from MSA presented a task order for the Comprehensive Downtown Development Plan updates, including studying the boat launch area, updated street lights, and creating a welcome brochure for Port Byron. The cost is \$10,000, which will be in the budget. A Motion was made by Bob L., and seconded by Bob W., to accept the task order and scope of the project as presented. All in favor and motion carried; the project will be brought before the Board in May for final approval.
- b. Green Committee Update:** Since the GC didn't have a quorum last month, there was no meeting or update from Sarah. Plans are still in the works for the music park, a farmers' market, and garden maintenance. Bruce mentioned that he'd like to see a new sign for the Community Garden, since the old one is falling apart due to the elements. Bruce also said he is interested in hiring part-time summer help, as needed on an hourly basis, for general maintenance and upkeep of the public gardens.
- c. Economic Development Committee:** Wes relayed that plans are in the works for Baby Blues Fest in July, bands have committed, and he is considering renting a golf cart for the event. Also wondered whether to rent port-a-potties, or will public bathrooms be enough? The Committee recommended renting port-a-potties so as not to affect businesses. Wes also said he is also working to put Port Byron on the NatGeo tourism website.
- d. Approve Minutes:** Scott moved and Bob W. seconded to approve the minutes from the March 8th, 2017 Planning and Zoning Meeting as presented. All in favor and Motion carried.
- e. Subdivision Ordinance:** Steve Haring said he has reviewed the current ordinance, and he would recommend holding off on any attention to it, as it's in "fairly decent shape." He added that he didn't see "an immediate need" to add anything to it. After discussion over who has the authority to make decisions or be part of the subdivision planning process, Wes added that he'd like the new board to reconsider an amendment to the ordinance as to who will be part of the ultimate decision making process. A small work session with MSA may be required. Bob L. recommended that the new Mayor, P&Z Chair, and MSA meet to discuss an amendment, and all were in favor.

**New Business:
Planning and Zoning 2017 Projects**

- a. **Memorial Stones/Bricks:** Wes said he would like to enhance the World War II Memorial, either by removing the current landscape to expand markers, or offering the opportunity to buy and engrave bricks with memorials. Sarah and BobL. indicated support for growing the other Memorial on N. Main, as it's quieter and has more space available; the downtown Memorial has limited area for growth, is near heavier traffic, and the landscaping looks good. A Motion was made by Bob. W, and seconded by Bob W., to offer ordering for Memorial Bricks, installation site to be determined by the Board. All in favor.
- b. **EV Charging Station:** Scott said he is waiting on updated quotes and will have information at the next meeting.
- c. **Dilapidated Building Ordinance:** No update at this time.
- d. **Bicycle Repair Station:** Bruce said this was ordered, and he will be meeting with village staff to find the right location to install.

Further Gallery Comments: Scott noted that the Fiber my City voting was extended until April 16th, as there weren't enough votes per population density with the competing communities. Bruce said he would like to consider a pickleball court for Port Byron.

Adjournment:

With no further business to come before the Committee at this time, Sarah made a motion, seconded by Bob L., that the meeting be adjourned. All in favor. Motion carried and meeting adjourned at 8:08 p.m.

Respectfully Submitted,

Sarah Ford