

**Minutes of the  
Port Byron Planning and Zoning Commission  
June 14<sup>th</sup>, 2017 – Port Byron Village Hall  
7:00 PM**

The Planning and Zoning Commission met on Wednesday, June 14th, 2017 at 7:00 PM at the Village Hall.

**Introduction:**

The meeting was called to order at 7:05 PM by Chairman Gerry Meade.

**Roll Call/Establishment of Quorum:**

Roll Call: Present: Members Gerry Meade, Bob Wilson, Scott Angelici, Sarah Ford, Patty Lindley, and Wes Wells. Bob Lagerblade arrived later in the meeting. Also in attendance: Doug Streeter, Bruce Peterson, 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.

**Chairman's Discussion:** With Patty's appointment to the Planning and Zoning board, there are now 7 active members.

**Gallery Comments:** None

**Old Business:**

- a. **2014 Comprehensive Downtown Development Plan:** Gerry stated that Bruce had signed a contract with MSA, and the board has approved \$10,000 for the P&Z projects. Gerry and Bruce will meet with MSA on June 19<sup>th</sup>, and will be updated with progress at the board meetings.
- b. **Approve Minutes:** Wes moved and Bob seconded to approve the minutes from the May 10th, 2017 Planning and Zoning Meeting as presented. All in favor and Motion carried.
- c. **Economic Development Committee:** Wes stated that he is working with Andrew Ball to get Port Byron on the NatGeo tourism map, along with pictures and endorsements from visitors. The committee is also looking into a splash pad for the downtown, with the only logical place being between the bathroom and gazebo. More discussions needed. Baby Blues is July 1<sup>st</sup> in downtown. Bruce added that the Bike Illinois tour that recently went through Port Byron was beneficial to the town and restaurants. After years of planning, Port Byron is the recreation destination with great facilities, with more to come. Bruce suggested looking into plans for the old gazebo on North Main, as it's getting old and may start falling apart.
- d. **Green Committee Update:** Sarah said the farmers' market will be up and running in July, in the new parking lot at N. Main. The Music Park plan is still in the works, and Sarah went to the TIF meeting to see if it could be supported with those funds. The Community Garden is in need of a new sign.
- e. **Subdivision Ordinance:** Gerry received a quote from MSA to update the 1996 ordinance, with associated costs nearing \$7300. A motion was made by Bob W., and seconded by Scott, to send the request to the board. A roll call vote was given, and all voted in favor. Motion passed.
- f. **Memorial Stones/ Bricks-** Wes discussed his idea to combine all war memorials together downtown, though how to proceed is the uncertainty. Potential locations include the old gazebo, the current war memorial site, or at Lynn and Main Street and the cannon and

memorial there. Wes said some legwork is already done, but he hopes to work with veterans to advise on any plans. Once that is determined, the plan to sell memorial bricks can proceed.

- g. EV Charging Station:** Scott said he provided the plan and quote to the Board, but there was concern on losing parking spaces, and providing free electricity to drivers. Mayor Peterson suggested using one spot for the EV-charger, but two spots will save money, if it's going to be installed anyways. Wes noted that the P&Z already made its recommendations to the board, and all the legwork has been done. He will bring it up to the board again at the next meeting.
- h. Installing LED Lighting at Village Hall:** Bruce said he is currently in the process of getting bids and estimates for the project, while noting that there are few rebates for LED lighting. He will have an update at the next meeting.
- i. Mississippi Water Taxi:** Bruce said to remove this item for discussion for now.
- j. Future plans for Village Hall:** Bob L. and Scott have been exploring options and needs for the village hall, such as a different building or upgrading the current one, what is needed, such conference rooms, who will utilize the space, what the fire department needs, and involving other interested parties. As a planning and zoning issue, more discussions will ensue in the following months.

#### **New Business:**

Scott noted that Young's Heating is moving, and the board can look at developing the property, possibly with TIF funds, along with the former Images building. More discussions needed, but the properties are discussed in the downtown development plan, and P&Z should look into that while properties are on the market. Bob W. said while Images could be bought and used for additional parking, it will be an expensive project for a maximum of 12 spaces. Bruce said he can bring it up at the next meeting.

Bruce also asked for direction for apartments on Elm Street, where the post office doesn't deliver mail. Instead, the mail receptacles are sitting on the sidewalk, creating a potential hazard and obstruction. Bruce admitted he doesn't have a good working relationship with the local post-master, but how to proceed with their removal? Bob suggested calling the attorney, Patty said to look at ordinances, though the village should have the control over sidewalks. The matter should be brought to the attention of the postal district.

Bruce also brought up parking at Ann's Helping Hands, noting that there are violations going on with cars blocking bike path. He plans to call the owner of the property to ensure compliance with IDOT and bike lanes. Violators should also be ticketed. Wes suggested getting signs up on the bike path, such as "caution: congestion ahead." Patty said the village needs to enforce zoning rules and regulations.

**Further Gallery Comments:** None

#### **Adjournment:**

With no further business to come before the Committee at this time, Wes made a motion, seconded by Sarah, that the meeting be adjourned. All in favor. Motion carried and meeting adjourned at 8:35 p.m.

Respectfully Submitted,

Sarah Ford