

**MINUTES of the  
Port Byron Planning and Zoning Commission  
September 13th, 2017 – Port Byron Village Hall - 7:00 PM**

The Planning and Zoning Commission met on Wednesday, September 13th, 2017 at 7:00 PM at the Village Hall.

**Call to Order:** The meeting was called to order at 7:00 PM by Chairman Gerry Meade

**Roll Call/Establishment of Quorum:**

Present: Wes Wells, Bob Wilson, Sarah Ford, Bob Lagerblade, Scott Angelici, Patty Lindley, Wayne Oney, Mayor Bruce Peterson, and Chairman Gerry Meade.

Also present: Doug Streeter, Lou DiLauro, Tom Stocking, and Jared Fluhr and Stephanie from MSA.

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

**Mayor's Update:** Bruce deferred his comments until later in the meeting.

**Building Inspector's Report:**

Doug reported that 5 permits were issued last month, including a garage, new windows, roof repair, and window and siding; overall activity is slowing down. Riverbend Pizza relocation is almost complete and should be open after a health inspector is scheduled to arrive within the week; more exterior work needs to be completed but could take more time.

Doug and Eric with Public Works recently looked over the Village Hall to estimate a cost for repairs, and the general estimate was put at \$250,000-\$300,000. This would include replacing the current rubber roof, where seams are coming apart in a few spots, resulting in leaks, and repairing one of the corners up front. Also included in the estimate is replacing ceiling tiles, installing new air conditioning units, painting, and LED light conversion. Though there's still "a lot of good" in the building, it would cost at least \$100,000 to "make it marketable."

**Chairman's Discussion:**

Gerry said recent pushback against a residential TIF district in Riverdale, Iowa should be noted by the Village, as the public may not accept using TIF for home builders, even though it's "perfectly legal." Bob W. noted that the purpose of TIF is to combat blight, but it's schools that lose the most in revenue. Also, more kids mean more general state aid, but there are less kids in Port Byron since TIF went into effect. Wayne stated that he is overwhelmingly not in favor of TIF for private development.

**Gallery Comments:** Tom informed the committee about a charitable drive for the Knights of Columbus.

**Old Business:**

**A.** A motion was made by Bob L., and seconded by Scott, that the Minutes of the August 2017 meeting be approved as presented. All in favor and motion carried.

**B.** Jared and Stephanie from MSA presented information for the Downtown Development Plan. The first order of business was seeing if there is interest to pursue an ITEP "downtown concepts" grant, as the Village would be an ideal candidate. If so, this would push back a deadline for the downtown development plan, and cost an additional \$8500, but if the village won a grant it would provide a maximum \$2 million for planning and upgrades. The deadline is 12/1/17, and since the village already has an ITEP grant for sidewalks, it would be complementary and increase chances for the award. The \$8500 would cover preparing the grant and expanding the concepts for the entire Main Street, from Agnes to Buchanan Streets. The grant proposal would connect to the existing ITEP grant and tie in beautification efforts, such as trails, riverfront development, and pedestrian traffic and parking. There would be a 20% match required by the Village, which could be covered by TIF. Relocating power lines would not be covered in the grant, but property acquisition is possible (but not assured) for parking lots. Planning and Zoning could take the lead on the project, while IRDC would be a sounding board. Jared expects MSA to be 95% prepared with the grant specifics and requests by the November meeting. He said the grant could

cover the majority of the downtown plan, and if the village didn't win an award this cycle, they can always use the same grant application and info during the next cycle in 2 years.

A motion was made by Bob, and seconded by Patty, to recommend to the board to hire MSA to expand the downtown development plan and apply for the 2017 ITEP grant.

All voted in favor and motion carried.

**C.** Stephanie then presented maps detailing possible changes to the parking configuration in downtown. After discussing the pros and cons of the five different choices and parking gains and losses, a motion was made by Patty, and seconded by Bob W., to advance Options 1 and 2 to the Village Board for a vote. All in favor and motion carried.

Further discussion about the options ensued: Option 2, though losing 16 spots, would address the challenging intersection on Cherry Street and Main, it would make a bike lane, and it could increase outdoor seating for businesses, while converting back to parking in the winter. Also, the Village Hall and Young's building were noted for possible future parking lots, if land acquisition is possible through the grant.

Bob L. then made a motion, seconded by Scott, that the Planning and Zoning Committee recommend parking option 2 to the village board. All in favor and motion carried.

Further discussions for the development plan were on possible properties the village could acquire, possibly adding two parking spots near the lift station, possibly purchasing the house next to the post office at the December 8th auction, renewing the lease with the post office, possibly purchasing an ice rink, and fixing up or moving gazebos. The committee then reviewed the Welcome Brochure prepared by Stephanie. She will have an updated proof to share at the next meeting.

**D.** Economic Development Committee: Wes stated that plans are in the works for a movie night in the village; Will to Ben planning is underway, with the event kicking off on October 7th; the old gazebo has volunteers to help refurbish and update it, so it will stay as a park for now; attracting a buyer for the old Academy site is still in progress; and should the village start a Main Street Organization or Chamber of Commerce for Port Byron?

**E.** Green Committee Update: Sarah had no updates at this time.

**F.** Future plans for Village Hall: Bob L. said he discussed options with the Fire Department, and they don't want to take over the lease, and would prefer to stay in the 5-year deal they have. They would prefer to stay at the Village Hall building until they have their own place, while acknowledging it's not big enough for their needs, if they were to have the whole building. The only possibilities that seem to work now are Sandstrom's or the Old Academy site, should they expand and stay close to the center of town. Further discussion will be required at future meetings, depending on the direction the Village board takes on the properties.

**New Business:**

Since the items on the agenda were already discussed, no further action was needed.

**Further Gallery Comments:**

Lou asked if a possible parking arrangement could be made for after-hours at Black Hawk Bank. The committee seemed interested, and it could be a topic for discussion at a future meeting.

**Adjournment:**

With no further business to come before the Committee at this time, Bob L. made a motion, seconded by Patty, that the meeting be adjourned. All in favor and the meeting adjourned at 9:01 p.m.

Respectfully Submitted,  
Sarah Ford