

**Minutes of the
Port Byron Planning and Zoning Commission
January 10th, 2018 – Port Byron Village Hall
7:00 PM**

The Planning and Zoning Commission met on Wednesday, January 10th, 2018 at 7:00 p.m. at the Village Hall.

1. Call to Order: The meeting was called to order at 7:00 p.m. by Chairman Gerry Meade.

2. Roll Call/Establishment of Quorum:

Roll Call: Present: Members Bob Lagerblade, Wayne Oney, Patty Lindley, Sarah Ford, Scott Angelici, Mayor Bruce Peterson, and Chairman Gerry Meade. Also present: Doug Streeter, Lou DiLauro, Mel Dennison, and Teresa Creech.

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

3. Building Inspectors Report: Doug Streeter reported little activity for the month – permits issued for a water heater, Phoenix company remodel and pole barn addition, home progress at Lakeview Estates, and a remodel at the former Harrington's (to be Ram's Riverhouse).

4. Chairman's Discussion: Chairman Meade delayed his comments until later in the meeting.

5. Mayor's Comments: Bruce said he attended the RCPB Fire District meeting, where they discussed more long-range plans for the department, and their wish to find five acres to build on. Currently, there are no set plans for relocation, and the lease with the Village goes through 2023. Yearly rent will also be dropping to \$4,000, from \$14,000 (based on a past agreement for the FD's repair costs for installation and repairs to bay door). Bruce expressed concerns on the Village Hall's need for repairs, and whether the department would want to invest in the building, or other property with the village if the opportunity were presented. Bruce asked the FD to let him know within a year of any expected change of plans; he added that the village will continue to pursue plans for possible relocation of the Village Hall.

6. Gallery Comments: None.

7. Old Business:

- a. Approve Minutes:** A motion was made by Bob L., and seconded by Scott, to approve the minutes from the December 13, 2017 P&Z meeting as presented. All in favor and motion carried.
- b. Village Hall Options:** Bob L. provided a breakdown and the negatives of current Village Hall options – either purchase a parcel of land in the village, and make available the current building for retail or parking spaces, with costs being a negative; build at the old high school property, which is village-owned, but building costs as the negative; purchase Sandstrom's or Frontier buildings, with cost and lost business or potential development as the negative; or keep the present building, but building cost upgrades as the negative. Bruce added that very early discussions with Black Hawk Bank indicated they may make available the lower portion of the building for rent, but no facts or figures on an arrangement were available. The Committee conclusion was that until there were more facts, figures, and pricing information, any discussions were more or less a waste of time. Chairman Meade said until the fire department had more info on their plans, or the Mayor could provide more information, the Commission should hold out on any further discussions.
- c. Church Signs:** Though Chris Bradshaw was not present, the Commission discussed whether to move forward with a requested sign listing local churches. An "extensive" ordinance on the books, a federal scenic by-way designation, as well as IDOT safety issues of signs on right-of-ways,

ownership of infrastructure, such as light poles, the Mayor's wish to not have excessive advertising on Route 84, and not meeting the criteria of Planning and Zoning parameters, influenced the Commission to not hold a vote on the decision. Chairman Meade said the "ball is in their court" and those interested in installing a church sign need to come to the board with sign specifics, should there be any action taken.

- d. **Economic Development update:** Due to Wes's absence, there was no update.
- e. **IRDC Report/Downtown Development MSA:** An IRDC meeting was scheduled for the following week, and an update will be provided at the February 2018 P&Z meeting.
- f. **Sign Ordinance:** Bruce asked how hard to push an ordinance, since it would have to apply to everybody; in addition, there is no set "sign ordinance enforcer" so who would take on that role? The Commission agreed that an ordinance is already on the books, since the International Zoning Code was adopted by the Village Board. However, there are 21 pages specific to sign ordinances. Wayne said "people need to understand the new rules" so public education is part of the process. Patty wondered of the village procedure on violations, which she and Village Counsel Sarah Gorman are currently working on. The P&Z comprehensive plan, on page 61, has rules and regulations regarding signs, and the Commission agreed it's best to "follow our own rules" in addition to making the information publicly available. Chairman Meade said he would not be adding "Village Hall building, sign ordinance, or church sign" on the agenda, unless more specifics are available.

8. New Business:

- a. **P&Z Charter and Responsibilities** - Chairman Meade presented a Charter, which would act as a filter to what items for discussion come to the P&Z Commission: any updates to the comprehensive plan, reviewing zoning applications (about 5-6 cases a year, on average), maintaining municipal zoning map and districts, and developing and enforcing zoning ordinances. If approved by the Commission, he will inform the board of the parameters of the P&Z. A motion was made by Bob L, and seconded by Patty, to approve the recommendation of Chairman Meade; a roll call vote followed, with all members voting in favor, and motion passed.
- b. **Zoning Board of Appeals:** Chairman Meade said a rezoning vote for 205 N. High Street (Mel Dennison and Teresa Creech) will be discussed and voted on at the February 14th meeting. The homeowners' request is to rezone from C2 to R1, which Chairman Meade called a zoning issue that "slipped through the cracks."
- c. Scott wondered whether the Commission would be looking at projects to pursue for 2018, while asking whether a document from 2014 shows a "wish list or plan" for projects. Chairman Meade said time should be spent reviewing the document, especially with the lack of current P&Z projects.
- d. Bruce said a Rental Inspection Program, adopted a year ago, may be implemented soon; once the Mayor talks to staff, internal decisions will be made. More updates will come at the February meeting,

9. Further Gallery Comments: Lou DiLauro asked whether the Village Hall is considered infrastructure; Bruce said technically yes, so any discussions about the building should come before the IRDC.

10. Adjournment:

With no further business to come before the Commission at this time, Patty made a motion, seconded by Bruce, that the meeting be adjourned. All in favor. Motion carried and meeting adjourned at 8:22 p.m.

Respectfully Submitted,
Sarah Ford