

Minutes of the Port Byron Planning and Zoning Commission
March 14th, 2018 – Port Byron Village Hall
7:00 PM

The Planning and Zoning Commission met on Wednesday, March 14th, 2018 at 7:00 p.m. at the Village Hall.

1. Call to Order: The Planning and Zoning meeting was called to order at 7:04 p.m. by Chairman Gerry Meade, after the conclusion of the Zoning Board of Appeals meeting.

2. Roll Call/Establishment of Quorum:

Roll Call: Present: Members Patty Lindley, Wayne Oney, Sarah Ford, Bob Wilson, Scott Angelici, and Chairman Gerry Meade. Also present: Doug Streeter. Roll call established a quorum,

3. Building Inspectors Report: Doug Streeter reported little activity for the month – a roof permit, power panel installation, inquiries on a home and garage, progress update on a Lakeview Estate home, and an update on a Parkway home construction project which has seen little activity in the last six months. Since there is no ordinance to enforce finishing up the project, little can be done. Overall, building activity is still slow, which can be attributed to the winter.

4. Chairman’s Discussion: Chairman Meade had no comments.

5. Mayor’s Comments: Mayor Bruce Peterson was not in attendance.

6. Gallery Comments: None.

7. Old Business:

- a. **Approve Minutes:** A motion was made by Wayne, and seconded by Patty, to approve the minutes from the February 14, 2018 Planning and Zoning meeting. All in favor and motion carried.
- b. **Finalize P&Z Charter:** After reviewing a Charter document presented by Scott, minor changes were added after discussion by the Commission. Committee was changed to Commission, and the addition of giving a yearly report was approved. There was discussion on membership, and it was agreed to go from “minimal” 7 members to unlimited members, based on general lack of community participation, but also being open to new members. Language was changed from “shall” to “should” on member composition. After discussion on length of terms, agreement was made on rolling three year terms, starting June 1 of the year. Officers were listed as Chairman, Vice Chairman, and Recording Secretary. After the proposed changes, Scott said he would clean up the document and send out for a possible board vote in April, and to add to the village website when the document is approved.
- c. **Charging station update:** Scott stated that the electric vehicle charging station is now functioning at the North Main parking lot, in addition to the station at the library. Though there is no way to monitor usage, but the cost will be about 35 cents to fill up a car, according to Scott.

The stations have been added to the Plugshare app, alerting EV owners of the station. Dedicated signage is still needed at the parking spot.

d. Green Committee update: Sarah said the committee should be meeting this month, and will be discussing a farmers' market, the music park project, garden maintenance and clean-up, and hosting a trash pick-up around town and along the river with service organizations, possibly in conjunction with Earth Day.

e. Economic Development update: No report at this time.

8. New Business: None.

9. Further Gallery Comments: None.

10. Adjournment: With no further business to come before the Commission at this time, Scott made a motion, seconded by Sarah, that the meeting be adjourned. All in favor. Motion carried and meeting adjourned at 7:58 p.m.

Respectfully Submitted,

Sarah Ford