

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

**Call to Order:** The Planning and Zoning meeting was called to order at 7:20 p.m. by Chairman Gerry Meade, following the Zoning Board of Appeals meeting

**Roll Call/Establishment of Quorum:**

Roll Call: Present: Scott Angelici, Wayne Oney, Bob Lagerblade, Gerry Meade, Bob Wilson  
Absent: Patty Lindley, Wes Wells  
Also present: Doug Streeter, Mayor Bruce Peterson

**Building Inspector’s Report – Doug Streeter**

- Doug received a call from someone that said a businessman (unnamed at this time) wants to use or put up a cell tower in the village. No other details were provided. There was a suggestion from this committee that they use the existing water tower for their needs. Doug will get more information
- The Building Inspector indicated there are many properties in need of repair and it would be helpful to have a standardized form to use to enumerate the violations or items that needed to be corrected. It was suggested that he work with the village attorney to standardize a letter. It was also suggested that this form should have a list of items preprinted on this form and that a “*Check the box*” format be used to indicate the areas that needed to be addressed. This would allow consistency and speed for the inspector when addressing each property’s unique situation. The boxes checked and the verbiage should address the issues with the property.

**Chairman’s Discussion – Nothing to report**

**Mayor’s Comments**

Mayor Peterson will attend a meeting with IDOT on the sidewalk project on 19<sup>th</sup> of October, in Dixon. The details of the meeting will follow later.

Mayor Peterson has been in correspondence with the USPS regarding the rate to charge for the Post office rent. He has listed all of the costs for the Village to support and maintain the facility for the USPS. We expect this will be settled within a few weeks.

The repair of the drainage tube and the closing of R84 for approximately 6 weeks has highlighted the issues with Main Street in the village. The mayor mentioned this will be a high priority item at budget time and will be somewhat costly to improve, but is necessary, especially at the south end of town around the Riverbend pizza area.

The Mayor mentioned we have two offers on the old “Academy” property, which at some point will be voted on by the Trustees. However there is a little work that the village has to do before that vote can occur.

**Gallery Comments:** One of the residents asked if the planned Hwy. 84 shutdown (Sep 24- Oct 24) was still accurate.

**Old business:** Nothing to report

**Approve Minutes from September 12, 2018 meeting** - A motion was made by Wayne Oney and seconded by Bob Lagerblade to accept the minutes from the previous meeting.  
All voted "aye" to accept the minutes.

**ITEP Downtown Streetscape update** – Nothing to report

**Economic Development Committee update** - Nothing to report

**IRDC Update** – Nothing to report.

**New Business** - None

**Further Gallery Comments** - None

**Adjournment:** Motion to adjourn was made by Bob Lagerblade and seconded by Bob Wilson.  
All "Ayes" to adjourn.

Respectfully submitted,  
Gerry Meade, Chairperson

**Next Meeting - Wednesday November 14, 2018 @ 7:00 PM at Village Hall**