

DDA and Planning Commission Meeting Minutes
Byron Municipal Building
September 20, 2018

Meeting called to order at 6:03 pm by Chairperson Vandemark

Roll Call – Present: Bowers, Murphy, Bailey, Miller, Vandemark, Prestonise. Absent – Dickinson (but arrived @6:30), Streeter, & Murphy-Alderman. Also present, Attorney Gormley.

Agenda Approval: Murphy motioned to approve agenda for 9/20/2018 meeting. Seconded by Bowers. Voice vote. All Ayes. No Nays. 3 absent. Motion passed.

Minutes Approval: Bowers motioned to approve 8/16/2018 regular meeting minutes. Seconded by Bailey. Voice vote. All Ayes. No Nays. 3 absent. Motion passed.

Bowers motioned to approve 9/6/2018 special meeting minutes. Seconded by Murphy. Voice vote. All Ayes. No Nays. 3 absent. Motion passed.

Communications: None.

Financial Status: Miller reported current balance \$25,678.94 as of 8/31/2018 bank statement. Murphy motioned to approve Financial Report pending audit. Seconded by Bailey. Voice Vote. All Ayes. No Nays. 3 absent. Motion passed

One bill presented for \$190.75 to pay for last quarter Village Clerk and Treasurer wages. Bailey motioned to pay the bill. Seconded by Murphy. Voice Vote. All Ayes. No Nays. 3 absent. Motion passed.

Zoning Ordinance/Master Plan Update: Vandemark reported that a long list of corrections to the 2018 Draft of the ZO was emailed to Enos of Carlisle Wortman. Vandemark had not received any update to the draft as of the 9/20/18 meeting. Vandemark reported that Bert Gale had contacted him re: the Dollar General sign height. Enos still hasn't provided the DDA/PC with the Zoning map. Until the PC receives the updated draft of the Zoning Ordinance for approval, the Dollar General height of the sign can't be decided on. Gormley indicated he will reach out to Enos via email to get a status.

Miller expressed concerns with errors in the draft & questioned where some of the information came from for the draft, since some material didn't pertain to Byron (like an entire section about zoning of historic barns). Miller reported that she obtained copies of recently passed Village Zoning Ordinances from the past few years from the Village Clerk and forwarded them to Enos to be implemented into the 2018 draft with the corrections. The updates to the draft will be reviewed closely prior to approval. Gormley indicated that he has a digital copy of the existing 1989 Zoning Ordinance and will email it to Miller for review to compare to the new 2018 draft.

There was discussion about the Zoning Map and how to determine which areas should be changed or remain the same. Gormley said changes to the Zoning map can be made as we see fit. Gormley added that if a use of a property is in place already as commercial, then it makes sense to zone that area to what it actually is.

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SRTS Application Update: Vandemark indicated that the application is still down to the engineering cost portion and the breakdown of how much for Village property improvements vs school property improvements. The application requires a resolution from the Village as to where engineering funds will come from. The School says they don't have funds for it and the Village doesn't want to pay for engineering costs for improvements to school property. Vandemark indicated he had talked to Shirley Riley, Treasurer for Burns Township and to Murphy-Alderman about proposing that the Township donate some funds to help with some of the engineering costs. The next application deadline is Oct 24 and if not submitted by that date, some things will have to be started over, such as the surveys and more. Vandemark and Murphy-Alderman will be attending the Township board meeting. SRTS rep Adam Jenks is to provide a map. Oct 2 is the next meeting at Murphy-Alderman's office at 1pm to cover the rest of the grant application, for anyone to attend. Bowers asked if the Township could have information ahead of time about the grant and Vandemark said he'll try to get them something. The previous Twp board had approved to donate funds to the DDA back in 2013, but they never paid anything. Twp Treasurer will check into past Twp minutes for information on that.

Way finding Signs Update: Vandemark indicated he set out the replica of the Wayfinding sign by the Masonic Hall to see how it looks and if it blocks traffic view. He asked for opinions on how everyone felt about it. Consensus was that it looks good and shouldn't cause any visibility problems at the intersection. Another is proposed to replace smaller ones at the NE corner, but not to replace the signs for directions to neighboring towns. (Dickinson arrived at this time). It was confirmed that there will be 2 signs at the intersection, per a previous meetings decision.

Dickinson discussed the idea of adding a section at the lower part of the sign in the future as a community announcement board with changeable letters. Everyone agreed with this idea and it was tabled for the future.

Village Council is to be addressed at their next regular meeting on October 8 to get their thoughts on the sign. Vandemark will attend that meeting and have photos to show each member. Vandemark asked if Prestonise would discuss this ahead of time with each council member, so they have time to see the sample sign at the intersection.

DDA/PC Meeting Dates: Miller said that Village Council requested at their last meeting that the DDA consider meeting on the 1st Thursday of each month instead of the 3rd Thursday, so our meetings are before Council's meeting each month. Vandemark mentioned that when applications for zoning come in by the 1st of each month, then the Planning Commission wouldn't have time to review them if we were meeting on the 1st Thursday, which would delay applications. General consensus was not to change the meeting dates, but the final say was to table it until next meeting.

Fundraisers: Miller reported that \$642.57 was made at the breakfast during the car show. There was discussion that at future breakfasts, someone needs to sit at the table to 'keep people honest' and that everyone donates something for their meal. Vandemark said he penciled the DDA in for the January breakfast in hopes that Erik Jones may be able to attend, but that is yet to be determined and depends on Erik's schedule. Also signed up for the 2019 Car Show breakfast.

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Any Other Business: Prestonise said that a company is going to be cutting 7' wide section by the sidewalk to clean up the area from the Valero down to the old Fairway store from the Valero gas leak that occurred a few months ago.

Miller indicated she will check with the Village office to see if any TIF checks have come in yet and also will get with Diane Dowler, Assessor for a value updates on the TIF properties

Miller asked Prestonise if the DDA could get a breakdown of what duties are being done by the Village Clerk and Village Treasurer for the DDA only (not including any Planning Commission business since that is a Village expense), to justify the hours and pay that the DDA reimburses for Clerk and Treasurer wages. The current hours were previously agreed on based on the Village Clerk serving as the DDA Clerk to attend DDA meetings and take minutes, and since that was the most time-consuming task, it should be re-assessed. Prestonise said that it could be looked into. Vandemark asked Prestonise who would be paying for the wage for the new DDA Clerk, once someone is hired, and Prestonise said that would be the Village's expense since that's what Berecz advised us at a previous meeting.

Public and Board Member Comments: None

Meeting adjournment: Bowers moved to adjourn. Seconded by Murphy. Meeting adjourned at 7:07pm


Beverly Miller, interim Recording Secretary

10-18-18
Date


Rob Vandemark, Chairperson