

Village of Byron
Planning Commission
Minutes January 19, 2017

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The first meeting of the Village of Byron Planning Commission was called to order at 7:23pm by Rob Vandemark.

Present: Planning Commission members - Vicki Murphy, Tammy Streeter, Tricia Murphy-Alderman, Julie Bowers, Tony Prestonise, Beverly Miller, Chris Dickinson, Rob Vandemark. Absent, Elizabeth Bailey. Also in attendance, Bert Gale of AGS, John Gormley Village Attorney, audience members Chris Johnson of Gormley Law, and Rob Berecz from the Village Council.

Approval of Agenda:

Murphy-Alderman moved to accept the agenda with the addition of Nominate Officers under new business. Second by Dickinson. All Ayes. No Nays. Passed.

Approval of Minutes:

There were no previous minutes (First meeting)

Public Comment on non-agenda items:

None

NEW BUSINESS-

Nomination of officers:

Miller moved to nominate Rob Vandemark to serve as Chairperson of the Planning Commission. Second by Murphy-Alderman. All Ayes. Passed.

Vandemark moved to nominate Chris Dickinson to serve as Vice Chairperson. Second by Murphy-Alderman. All Ayes. Passed

Murphy moved to nominate Beverly Miller to serve as Secretary. Second by Dickinson. All Ayes. Passed

Murphy-Alderman moved to recommend to the Village Council to have the Village Clerk serve as Recording Secretary. Second by Streeter. Discussion that Clerk would be paid by Village to be at meetings and would complete all required paperwork for the Planning Commission in addition to taking and completing minutes. All Ayes. Passed.

Any Conflicts of Interest:

Bert Gale of AGS advised that if there were ever a conflict of interest for site plans or any other action, that a member of the Planning Commission would have to exclude themselves from voting or any decisions on that particular matter. Attorney Gormley reiterated that he would help to decide whether there was a conflict of interest and advised that all members disclose as much information as possible in the future on any matters. There was general discussion about examples of conflicts of interest.

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Gale advised that the Planning Commission would get a packet prior to each meeting about what will be discussed at each meeting.

Review quotes/Proposals for updating zoning ordinance and master plan:

Vandemark reviewed the history of the 2009 Zoning Ordinance update for the Village of Byron. Final steps were not completed by the Council at that time, so the 1989 Zoning Ordinance for the Village of Byron is what is currently in force at this time. Estimates have been obtained from some planning companies regarding updating the current ordinances and a Master Plan.

Proposal 1 - Becket & Raeder sent a history of their company and which municipalities they have worked with. Their estimate was \$13,000 to bring the current Zoning Ordinances up to date, as well as update the Master Plan. Vandemark read the \$13,000 proposal details.

Proposal 2 - Carlisle-Wortman submitted an estimate of \$9,500 for the same work. Atty Gormley discussed that he spoke with John at Carlisle-Wortman, as they had originally estimated the work at \$12,000. He advised them that the estimate should be less since much of the 2009 work was already done by their firm. An updated zoning map is also required. Vandemark read the \$9,500 proposal details.

Proposal request 3 -Vandemark mentioned that Rebecca Harvey was also contacted, and she indicated that her quote would be higher than what we already had on file, due to the distance that her company was from Byron.

Proposal request 4 - LSL Planning also indicated they would not be able to do any better.

Gale advised that \$9,500 is a very good price. Prestonise inquired 'what if we don't do this?'. Atty Gormley indicated it's out of compliance with State so Master Plan & Zoning Ordinance must be updated. The reason it didn't get completed in 2009 is not clear, but the zoning map not being completed & public postings in newspaper never took place back then, so that seems to point toward the reason it didn't get put into place. Gormley also indicated that once the work is done by whichever planning firm is chosen, then the adoption process is that the Planning Commission holds a public hearing on the Zoning Ordinance, then Village Council will need to get it approved via a roll call vote. Gormley indicated that just one bid can be accepted, or multiple bids, or wait for another bid.

Gale discussed that if we only went with the Zoning Ordinance for now, and a later bid for Master Plan update, that it would likely cost more. Keeping an updated Master Plan is beneficial on other aspects of grants, MEDC, SR2S, etc which would benefit the Village.

Dickinson moved to accept & recommend the Carlisle Wortman bid of \$9,500. Second by Murphy-Alderman. Roll call vote. All Ayes. One absent. Passed.

Old business:

None (first meeting)

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Other Business:

Bert Gale of AGS spoke regarding the steps involved with being a Planning Commission. All requests for site plans, etc will first go through him and his company as the Administrator. The Planning Commission will likely not see most residential requests. He can approve most of those. Commercial property and special land use permits and site plan reviews will go to him first to review for accuracy, and then will come to the Planning Commission. The PC then would apply the standards of the ordinances and decide whether to accept or to put stipulations with the request. Then recommend any approvals back to the Village Council or Bert can approve. Any variance requests usually won't come before the Planning Commission. Bert can be at the PC meetings if he is asked to be there. It will be up to the Village Council whether they would approve to pay for him to attend. Atty Gormley recommended the PC should at least have Bert present at the 4 meetings during the Zoning Ordinance and Master Plan review.

Vandemark asked about whether PC members get pay for attendance of meetings. Gormley said that would be up to the Village. Rob Berecz advised that Village Council members get \$45 per meeting. He believes that the last Planning Commission for the Village did not get paid.

Prestonise asked about clarification on how a pay proposal would go for Planning Commission members, IF the Council would so propose. John said it would have to be by resolution, IF the Council decided to pursue.

Bert indicated that the Village will set fees for applications, etc which will cover Bert's fees and any attorney fees. The Planning Commission can recommend a fee schedule. When the Zoning Ordinances get updated to present to Village Council, a fee schedule recommendation should also be proposed at that time for application fees, etc.

Village Council will have to review their budget for Planning Commission expenses. They will need to budget the \$9,500 for the updates to ordinances and Master Plan, as well as for other PC expenses such as photocopies of the ordinances, etc, per Bert Gale and John Gormley.

Murphy-Alderman moved to recommend that the Village Council budget \$15,000 for the Planning Commission, to include \$9,500 for the updates to the ordinance and Master Plan as well as any other incurred expenses. Second by Streeter. All Ayes. Passed.

Dickson moved to adjourn. Seconded by Bowers.

Planning commission adjourned at 8:19pm.

Beverly Miller
Minutes recorded by Beverly Miller, Secretary

3/16/17

Rob Vandemark
Rob Vandemark
Chairman