

Village of Clarksville

Meeting Synopsis

July 23, 2024 Tuesday 2:30-4:30pm held at the Clarksville Village Office.

Purpose: Discuss Master Planning process the village would like to follow, how to set up with Village Planning Commission, and a plan to kick off.

Note: Planning Commissioners were extended an invite at the Public Meeting of Planning Commission held July 18, 2024.

Present: Bradley Kotrba, AICP / Williams & Works Senior Planner, Village President Amy Byers, Village Zoning Administrator Derek Byers, Clarksville Planning Commission Chairperson John Jewell, and Village Clerk Shari Clark.

Clarification was made regarding Council Meeting Minutes July 1, 2024 in regard to Kotrba's availability to assist in clarification to applicants or anyone confused with the process. Kotrba is a professional planner whom is contracted by the village at an hourly rate. He assists with planning & zoning as requested by the village. The village zoning administrator may forward applicant questions as needed for clarification.

Recent applicant & public complaints were shared. Email correspondence from Planning Commissioner Alexia Hoffman questions were reviewed. It was noted that applications must be fully complete before review and, although it may seem timely or costly, it is necessary. The same rules must be followed for all applicants. It was noted that the village has incurred increased attorney & professional planner expenses due to violations.

Kotrba reviewed Planning Commissioner qualifications (as written into law of PA33 of 2008 Michigan Planning Enabling Act) and summarized removal of a member due to misfeasance, malfeasance, or nonfeasance with a definition of each charge. The bylaws should be updated to exclude any member from serving who is in violation of village ordinances.

Kotrba advised against changing street right-of-way measurements to allow more flexibility with building line set back requirements.

Discussed adding language to zoning applications to include survey requirements, miss dig notification reminder, require any past due taxes etc. be paid or existing violations be remedied before review, and adding escrow deposits (to cover time/expenses incurred) be made for certain applications.

Kotrba reviewed proper procedures for the Master Plan amendment process and will send a summary to the Village Clerk. Planning Commission minutes must reflect a motion to initiate the Master Planning Process then a Notice of Intent to Plan will be sent out to adjacent municipalities requesting cooperation and comment.

It was agreed upon that a post card survey might render more community input, Kotrba will email example to Village Clerk and will generate a QR code to access survey to be printed on the post cards.

Required Planning & Zoning Training for all Planning Commissioners and Village Council Members is scheduled on October 17, 2024 at the Village Hall. Time tba, tentatively 7pm to coincide during the regular Planning Commission Meeting.

Prepared by Shari Clark, Village Clerk