

Village of Clarksville  
Planning Commission Meeting Minutes  
December 21, 2023

The meeting was called to order at 7:00 pm.

Pledge of Allegiance was recited.

Verified there was a quorum.

Commissioners Present: Chairperson John Jewell, Vice Chairperson Alexia Hoffman, Secretary Diane Sheldon, Kellie Hall. Zoning Administrator Derek Byers was also present.

Commissioners Absent: Tristen Alderink, Kaitlin Mossner and *ex officio* Member Bonnie Main.

Public Comment: None

Approval of Meeting Agenda: Add 2024 Annual Work Program to new business. Motion to accept with addition by Hoffman, 2<sup>nd</sup> by Hall voice vote passed.

**Reading of Minutes from 11-16-23**, Motion to read over ourselves by Hoffman 2<sup>nd</sup> Hall voice vote passed. Motion to accept as presented by Hoffman 2<sup>nd</sup> by Hall, voice vote passed.

**Reports**

**Zoning Administrator - Derek Byers:** Nothing to report.

**Unfinished Business:**

1. Review Map of Street Easements: Present easement chart to council for review, request village engineer to review also.
2. Village lighted sign: request to allow additional access by PC chairperson and review what is appropriate content.

**New Business:**

1. 2024 Annual Work Program: Discussed, change wording of Community Events & Holiday Season Preparation sections. Will review recommended edits in January 2024.
2. Planning Commission 2024 Meeting Calendar. Motion to accept as written by Hall 2<sup>nd</sup> by Hoffman. Forward to council
3. Explore developing a single day event permit process for a private citizen or company to host a public event on a multi-family residential or residential property. Postpone to January 2024
4. Master Plan Review: Review the master plan for submission to council. Postpone to January 2024
5. Review parking section of zoning ordinance. Postpone to January 2024

**Commissioner Comments:**

Meeting adjourned by chairperson at 7:25 pm

The next planning commission meeting will be held on Thursday January 18, 2024, at 7:00 PM

Prepared by Diane Sheldon Secretary.