

Village of Clarksville  
Planning Commission Meeting Minutes  
April 18, 2024

The meeting was called to order at 7:05 pm.

Pledge of Allegiance was recited.

Verified there was a quorum.

Commissioners Present: Vice Chairperson Alexia Hoffman, Secretary Diane Sheldon, Kellie Stank, Tristen Alderink (in @ 7:10 out @ 8:05), ex officio Member Bonnie Main, also attending Village Clerk Shari Clark.

Absent: Chairperson John Jewell, Kaitlin Mossner,

Public Comment: None

**Approval of Meeting Agenda:** Changes requested, Remove Community Events Committee from reports. Add Community Events to Unfinished Business. Postpone Park workday. Motion to accept with corrections by Stank, 2<sup>nd</sup> by Main voice vote passed.

**Reading of Minutes from 3-21-24,** Motion to accept as written by Stank 2<sup>nd</sup> by Sheldon, voice vote passed.

**Reports:**

**Ex officio Member - Bonnie Main** Report was presented.

**Zoning Administrator – Derek Byers** absent

**Unfinished Business:**

1. **Master Plan Review:** PC will request council to contact planner for assistance with SWOT to be held at PC meeting October 17<sup>th</sup> 2024. Keep as unfinished business until completed. Motion by Alderink 2<sup>nd</sup> Stank voice vote passed.
2. **Single Day Special Event Permit:** Brainstormed different types of events and property types. Considering how zoning applies to TC, commercial and residential properties. Develop application samples outside of PC meetings. Freeport area “GoodWorks” Freeport businesses that hold community events, Alderink will reach out and report his findings. Remove Single Day Special Event Permit from agenda.
3. **Community Events Committee Meetings:** Can be part of the reports section on future agendas.
4. **Parking space food truck sales:** Zoning parking ordinance question. The current food truck permit was reviewed, question was answered, 1 food truck allowed in village parking lot.

**New Business:**

1. **Comment from Village President:** Communicated by Village Clerk Clark, via printed communication, basically stated that PC is spending too much time on special event application, community events like ox roast would have to go thru council and be decided on a case-by-case basis. Would rather see time spent working on the Master Plan.
2. **PC Explained:** that there is a difference between Community Events Committee & special event application project. Regarding Master Plan the introduction section has been revised along with some other updates for 2026 Master Plan, we are working on it. PC to become more knowledgeable about zoning, reviewed parking section along with other sections responding to the church building, the sign and canopy section reviewed regarding the new insurance office. Zoning review will be in unfinished business on future agendas.

**Commissioner Comments:** We will try to have more detailed minutes so no further confusion will occur.

Meeting adjourned by chairperson at 8:28 pm

The next planning commission meeting will be held on Thursday May 16, 2024, at 7:00 PM

Prepared by Diane Sheldon Secretary.