

Village of Clarksville
Planning Commission Meeting Minutes
August 15, 2024

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 Stank, Kaitlin Mossner, Tristen Alderink ex officio Member Bonnie Main, also in attendance ZA Derek Byers

Public Comment: Alexia Hoffman, as business property owner. Wishes to open a coffee shop in her TC area property. What will be required to do so? Due to the lengthy subject matter, motion to move to end of PC meeting agenda by Sheldon 2nd by Stank voice vote passed.

Approval of Meeting Agenda: Motion to accept as written by Main, 2nd by Mossner voice vote passed.

Reading of Minutes from 7-18-24, Motion to accept as written by Hoffman 2nd by Mossner, voice vote passed.

Reports:

Ex officio Member - Bonnie Main Report was presented.

Zoning Administrator – Derek Byers None

Parks Committee Progress Report – John Jewell Workday Aug 24 2024.

Unfinished Business:

1. **Master Plan Review:** Chapter 4, page 20 compare lot size to zoning ordinance, motion to postpone to October by Mossner 2nd by Stank, voice vote passed.
2. **Review village resident survey draft from professional planner:** Sample survey reviewed, will make changes. Once changes are made, post cards will be mailed with QR code to 48815 zip code, use data for SWOT.
3. **Zoning Review:** review fencing, screening heights. Motion to postpone to October by Mossner 2nd by Alderink voice vote passed.
4. **Community Events in Town Center:** Develop a check list, motion to postpone to Oct. by Alderink 2nd Stank voice vote passed.
5. **Town center zoning, Review current zoning & parking.** Motion to postpone to Oct. by Hoffman 2nd by Stank, voice vote passed

New Business:

1. **Review of questions from Alexia:** Replies were shared with PC.
2. **Special Use Permit Application for E.A. Powersports, 125 W. Cross St:** Business hours reviewed, fencing, landscaping & lighting requirements were confirmed. ZA and PC gave property owner the requirements for their special use permit & site plan drawing for review at the next monthly meeting. Which will be a public hearing.
3. **Master plan amendments:** Postpone to October.
4. **Reviews of special use permits:** Motion to place on future PC agendas at the beginning of meetings going forward, by Alderink 2nd Stank voice vote passed.
5. **Zoning Requirements Question:** Alexia Hoffman, TC business property owner, asked when is a site plan required? could her request be approved that night? PC replied, we must follow the steps for a site plan review, must be PC meeting agenda item for an official decision. Advised property owner of needed items for a formal site plan review and public hearing.

Committee Reports:

1. **Community Events Committee:** Will send post cards to zip code to promote tree lighting event & invite tractors to join the parade. Lots of public interest at community events booth during the Ox Roast event.

Commissioner Comments: Try to make zoning easier to understand.

Meeting adjourned by chairperson at 10:17 pm

The next planning commission meeting will be held on Thursday September 19, 2024, at 7:00 PM

Prepared by Diane Sheldon Secretary.