

Village of Clarksville
Planning Commission Meeting Minutes
June 19, 2025

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, Secretary Diane Sheldon, Olivia Kent, Jason Cappon
Kaitlin Mossner Ex officio Member – Bonnie Main

Absent: Vice Chairperson Kellie Stank

Public Comment: non-agenda items: None

Approval of Meeting Agenda: With the addition of Special Event Permit to New Business. Motion to approve agenda with noted additional item, by Kent 2nd by Mossner voice vote passed.

Approval of Minutes from 5/15/2025 Motion by Kent, 2nd by Mossner voice vote passed.

Reports: Ex officio Member – Bonnie Main reports were presented. Event at Bear Creek on June 28th 2025 1 pm to 4 pm.

New Business:

1. Master Plan Update: Review postage taking into consideration an increase to postal rate on July 13, 2025 to .62 cents 500 would be \$310.00. Questioning the development of post card layout & the QR code, PC had been advised the ZA or professional planner was going to develop and administer the data collection from the QR code, as they had systems already in place to do so. Continue to plan.
2. Review Zoning: Review Town Center ordinance in process, reviewing with planner. No update
3. Parking Ordinance: Review draft of revisions to existing ordinance submitted to planner. Our goal is to hold 1 public hearing to address all changes to the zoning ordinance, continuing to collect all approved revisions.
4. Special Event Permit: Review draft. Suggested changes. Add “Sponsored” to the definitions. Chairperson Jewell will explore examples of other permits & applications from communities that have such a policy in place. Verify the actual application is completed before the public hearing. Concerns were expressed as to why the village clerk had taken on this task seemingly unappointed to do so.

Old Business:

1. Village Banners: Review map of town center poles where Ox Roast is held. Just to clarify we are **not** looking at removing current banners. We are exploring other options to further enhance town center.
2. Village Park: Council has purchased a swing set & gaga pit. Estimated delivery in late August or September. PC is confused about the council’s lack of PC inclusion regarding this decision. Reach out to local growers & sawmill for landscape materials that might be used during construction of the park.

Committee Reports: Ox Roast planning. PC booth at Ox roast featuring community event ideas for future. Spring Fling event around 1st of May will be a good opportunity to promote farmers market opening date. Holiday Tree Lighting event on black Friday.

Holiday Tree Lighting: Cappon to research windbreak materials, 6 ft X 8 ft, quantity 4 needed.

Promote Local Businesses: They are funding a sign at the east bound I-96 exit to list local businesses & other services offered in Clarksville. Cost of \$2500.00. PC to ask council if village would fund an additional sign for west bound exit ramp at Clarksville exit.

Commissioner Comments: The issuing of highly detailed minutes is essential to ensure accurate communications between council and PC.

Meeting adjourned by Vice chairperson at 7:52 pm

The next planning commission meeting will be held on Thursday July 17, 2025, at 8:36 PM