

Village of Clarksville  
Planning Commission Meeting Minutes  
July 17, 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, Vice Chairperson Kellie Stank, Secretary Diane Sheldon, Olivia Kent, Jason Cappon Ex officio Member – Bonnie Main

Absent: Kaitlin Mossner

Public Comment: non-agenda items: None

**Approval of Meeting Agenda:** Motion with corrected date of August meeting to 8-21-25, by Main 2<sup>nd</sup> by Kent voice vote passed.

**Approval of Minutes** from 6/19/2025 Motion by Cappon, 2<sup>nd</sup> by Kent voice vote passed.

**Reports:** Ex officio Member – Bonnie Main reports were presented.

Unfinished Business:

1. Master Plan Update: Review postage for 500 would be \$310.00. Kent will develop survey post-card, set up the QR code & data tracking of results. Inquiring if village has a credit card to use for expenses associated.
2. Review Zoning: Chair to forward approved changes to clerk to consolidate into a single public hearing, will include parking and Town Center updates.
3. Village Banners: Exploring shifting banner over sidewalk instead of the street. Remove banners that are not in town center. Kent to develop a work schedule in phases. Schedule changes to line up with the seasonal swapping of banners, will ask street commissioner for schedule.
4. Village Park: Council purchased a swing set & gaga pit. Site plan needed, estimated delivery in late August or September. Who should contact local businesses for fill materials donations and site leveling, both are required before install.

New Business:

1. Promote Local Businesses: Village cannot fund an additional sign for the west bound exit ramp at Clarksville exit. When businesses are listed by name it can be confused as the village being supportive only certain businesses.
2. Special Event Permit: Chairperson Jewell presented examples of other permits & applications from nearby communities. Found a good fit, minor changes only. Will edit and review at next PC meeting. Verify actual application is completed before the public hearing.

Committee Reports: Ox Roast planning. PC booth at Ox roast will not happen this year. Maybe a PC float in Ox Roast parade in future.

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

Postpone to August. Once the cost is verified, we can submit to village for funding, no budgets are approved in advance. Add winter holiday event to August 2025 agenda.

**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 August 21, 2025, at 8:36 PM

Prepared by Diane Sheldon, Secretary