

Village of Clarksville  
Planning Commission  
2016 Annual Report

January

- Bonnie provided a Council report that stated that the Village Council approved to accept \$150 instead of \$400 for the re-zone fee once the Clarksville Library submits a Re-zone Application.
- The Planning Commission has started the first phase of reviewing and editing the current Master Plan to see as fits for the next 5 years.
- Reviewed 2015 Annual Planning Commission Report.
- Reviewed 2016 Annual Planning Work Program.
- Planning Commission Members nominated and appointed Planning Commission Officers for 2016:
  - Robert Blocher as Chairperson
  - Nicole Nordhof as Vice Chair
  - Jami Manszewski as Secretary

February

- The agenda was adopted with the change of adding a report from Project Clarksville/Jami Manszewski to all future Planning Commission agendas.
- Planning Commissioners reviewed the approval guidelines for the rezone application submitted for 165 N. Main St. It was motioned and approved that the request of Clarksville Library to rezone 165 N. Main Street only, excluding 185 N. Main St., and to be presented to ZBA for approval. The future rezone fits under the "Public Institution" (PI) that is stated in the Land Use description in the current Master Plan. It also meets the guidelines as set in Article 9 of the Zoning Ordinance. A ZBA meeting will be held at the Village Hall on March 7th, 2016.
- The current Master Plan was discussed and notes were taken on many updates to assigned sections.

March

- Bonnie provided a Council report that stated:
  - Recommendations on street decorations were approved to purchase spring banners.
  - A special meeting will be held March 29th regarding new sidewalks. The meeting is open to the public to voice opinions and concerns.
  - Sheriff of Ionia County contract was renewed.
  - Zoning Board of Appeals approved the library request to rezone 165 N. Main from R2 to P.
- It was suggested by the Village Council to have the Planning Commission look into what it takes to start a neighborhood watch. It was recommended by the Planning Commission that a note should be added to the Village Cleanup flyers inviting village residents to the May Planning Commission meeting to voice their input on starting a Neighborhood Watch Program.
- It was discussed that the building on Main and Cross St. is in very bad shape. There are concerns about safety and questions about ownership. Bob contacted Derek regarding this issue.

April

- In Bonnie's Council report, it was stated that it was approved up to \$500.00 cost to rent lift for Christmas lights & banner removal. Also, it was approved to obtain sealed bids for proposed sidewalk project with alternate option to eliminate portion.

- Jami reported that Project Clarksville members met last month to discuss future sponsored events and the proposed sidewalk project and how it is in favor of business members.
- The current Master Plan was discussed and will resume modifications for the months to come.
- It is recommended by the Planning Commission that a note should be added to the Village Cleanup flyers inviting village residents to the May Planning Commission meeting to voice their input on starting a Neighborhood Watch Program. Jami was to contact the Ionia County Sheriff Office to obtain informational packets and/or to have a possible liaison officer attend May's meeting.
- Planning Commission recommended a full year schedule for placement of the seasonal banners and was to be presented to the council and the next Village Meeting, May 2nd.

#### May

- Ionia County Deputy Michael Veenstra presented information on starting a Neighborhood Watch program for the Village of Clarksville. He pointed out a group needs to be registered first. Annual dues to fund the program depends on how many people are registered. Once registered, the Village can purchase many different types of signs for roads, yard, and etc.
- It was recommended by the Planning Commission that more information should be gathered before presenting the Neighborhood Watch Program to the council. It was discussed that Planning Commissioners should ask residents for a head count on whom would be interested. Officer Veenstra also mentioned he would try to ask door to door for any possible interest.
- The motion was made to approve the special use permit with the following conditions of approval. The permit will be subject to an annual review and may be subject to revocation due to unabated nuisance and/or dog ordinance violations. Motion passed.
- A public hearing was held for the rezone request for property 165 N. Main St. submitted by the Clarksville Library. The future rezone fits under the "Public Institution" (PI) that is stated in the Land Use description in the current Master Plan. It also meets the guidelines as set in Article 9 of the Zoning Ordinance. No public objections were heard. It was motioned by Nordhof and supported by Manszewski that the request of Clarksville Library to rezone 165 N. Main Street only, excluding 185 N. Main St., all in favor and the motion passed.

#### June

- Bonnie reported that a presentation was also given by Ionia County Sheriff Deputy Michael Veenstra regarding neighborhood crime watch program, village planning commission will research further and make recommendation to council.
- Jami reported that Project Clarksville members met last month to discuss possibly fundraising to build a sign on Klahn's property at 96 to promote the Village.
- It was recommended by the Planning Commission that more information should be gathered before presenting the Neighborhood Watch Program to the council. It was discussed that Planning Commissioners should ask residents for a head count on whom would be interested. It was also discussed that monthly NW reports would be added to the Planning Commission agendas if passed.

#### July

- Bob was to get ahold of Officer Veenstra to possibly set up an informational booth for residents on the Neighborhood Watch Program at Ox Roast.
- Bob reported that the recycling center is still moving forward.

## August

- Brian Reser resigned.
- Lynne McClure, wife of John McClure, presented information needed to apply for the “Beautify Our Business Community” grant for McClure’s Body Shop. The project has already been completed and they are asking for the project to still be accepted for the full amount.
- After discussion by the Planning Commission, it was motioned by Blocher and supported by Culp that it is recommended to the council that the grant application shall be accepted and supported for the full amount. It was also recommended, by the Planning Commission, that the Council shall review and renew the current “Beautify Our Business Community Grant” for another year.
- The first 3 sections of the current Master Plan were presented, finalized and ready for submission

## September

- Public comment was heard by Gary and Joyce Callihan of Papa C’s Pizzeria. Gary and Joyce presented their application for the current grant, “Beautify Our Business Community”. The application states that they are asking for the full amount on their current window project. After motioned by Blocher and supported by Culp, the Planning Commission recommends that the Village Council to accept the application. All in favor.
- Bonnie reported based upon council review and recommendation by Planning Commission, to approve the BEAUTIFY OUR BUSINESS COMMUNITY GRANT APPLICATION submitted by McClure’s Body Shop. Council also waived the provision of approval prior to the start of construction and completion stipulating that council may choose not modify this program guideline for other grant applications in the future. Amy Byers will purchase signs to be posted on properties for Clarksville businesses receiving grants as part of the Village’s BEAUTIFY OUR BUSINESS COMMUNITY GRANT PROGRAM. Project Signage for McClure’s project will be placed for a period of time and photos posted on the Village Facebook page.
- The Neighborhood Watch Program has been postponed until next year due to lack of involvement from the community and liaison officer being assigned to a new area.

## October

- Bonnie reported that it was motioned and supported, based upon council review and recommendation by Planning Commission, to approve the BEAUTIFY OUR BUSINESS COMMUNITY GRANT APPLICATION submitted by Papa C’s Pizzeria stipulating that the applicant submit an amended contractor invoice or statement to reflect current year.
- Bob reported that the recycling center will be moved into the village the weekend of November 5<sup>th</sup>.
- Jami reported that Project Clarksville members will meet for the last time this month with November and December off. They will resume meeting again in January. Manszewski also mentioned how grateful the group is for the recent Grant acceptance for local businesses.
- The Planning Commission reviewed the final edits on the current Master Plan. The edited version will be submitted by Blocher to finalize by the end of the year.

## November

- The Planning Commission reviewed section 4.a of the “Beautify Our Business Community” grant to recommend re-wording. The recommendation to council for the new wording is as follows;

“The Clarksville Village Council will compensate up to a maximum of \$500.00 for a total project cost of \$1,000.00.”

- Replacing holiday street decorations for next year was discussed. Planning Commission will look into future ideas.
- The Planning Commission reviewed the final edits on the current Master Plan. The final edits was to be submitted to Village Clerk, Shari Clark, for final copy.

#### December

- Vice Chairperson Nicole Nordof resigned.
- New Planning Commissioner, Orin Mutchler and appointed Planning Commissioners, Bonnie Main and Diane Sheldon, were sworn in by Village Clerk, Shari Clark.
- The 2016 Zoning Report was heard by Zoning Administrator Derek Byers.
- The annual Ice Skating rink that is located at the Campbell Township Park, was discussed. Bob will be asking the township for approval and report back. Bob also stated that he will volunteer to plow the driveway leading to the rink. He will be looking for volunteers to help set up the rink.
- Bob reported that recycling in town is going well. He is looking for volunteers to split the winter shifts. One shift would only be 1 hour and a half long to relieve those who are out in the winter conditions.
- Planning Commissioners are planning to review edited version of the Master Plan at January's meeting.

---

Planning Commission Chair – Robert Blocher

---

Planning Commission Secretary – Jami Manszewski