

Planning Commission Meeting Minutes
Village of Clarksville
August 20, 2026

The meeting was called to order at 7:02 pm.

Pledge of Allegiance was recited.

Verified there was a quorum.

Commissioners Present: Chairperson John Jewell, Vice Chairperson Kellie Stank, Secretary Diane Sheldon, Jason Cappon, Kaitlin Mossner, Ex officio Member – Bonnie Main

Absent: Olivia Kent

Public Comment: non-agenda items: None.

Approval of Meeting Agenda: Motion by Stank 2nd Cappon voice vote passed.

Approval July 2026 Minutes: Motion by Cappon 2nd by Mossner voice vote passed.

Reports: N/A

Unfinished Business:

1. Master Plan Update: Submitted to village for review. Village requested some changes. List of changes were reviewed. Stank will make changes and re-submit to council. Stank questioned if the document can be saved in a more user-friendly software, having trouble changing formatting to allow correct spacing & page borders
2. Review Zoning: Mossner submitted parking illustrations that match parking ordinances. Mossner will send to village clerk to be added to the parking zoning ordinance.
3. Hall Upstairs Storage: Evaluate size of shelving units to match size of storage totes.

New Business:

1. Tree lighting Ceremony: Cappon contacted Bright Lights LLC in Ionia to get a quote for decorations on poles. Cappon will get pricing of weather proof materials to construct under the tree decorations. Legalities regarding un-licensed vehicles on public roads. Jewell will reach out to Ox Roast about closing street, Jewell requested to postpone to September 17, 2026.
2. Consolidate next year's possible expenses budget numbers for tree lighting is \$500.00 Budget for 2027 pancakes in the park is \$750.00. No park improvements proposed at this time.
3. I-96 Village Sign: Sign is ready, I-96 exit ramp area at Timpson's is no longer available. Cappon will reach out to R&R Towing about placing the sign on their property near exit ramp.

Commissioner Comments: John Jewell and Jason Cappon will not be able to attend the combined council and PC meeting on September 8 2026

Meeting adjourned by PC Chairperson at 8:35 pm

The combined council and PC meeting on September 8 2026 at 7 pm

The next regular planning commission meeting will be held on Thursday September 17, 2026 at 7:00 PM

Prepared by Diane Sheldon, Secretary