

Brookville Planning Commission
Regular Meeting
April 21, 2022

The Regular Meeting of the Brookville Planning Commission was called to order by Vice Chairperson Sievers at 7:30 p.m. on April 21, 2022. The meeting was held in the City Council Chambers and virtually using Webex. The Pledge of Allegiance was recited. Mayor Letner; Members Claggett, Cordes and Schreier; Law Director/Development Specialist Stephan and Clerk Duncan were present. Chairperson Henderson, Member Dittrick and Manager Keaton were absent.

Roll call by Clerk Duncan.

Motion by Claggett, second by Schreier to adopt the Agenda as presented. All yeas, motion carried.

Motion by Cordes, second by Claggett to approve the minutes of the March 17, 2022 Planning Commission Meeting. All yeas, motion carried.

Law Director/Development Specialist Stephan reported an application has been filed for the replat of a portion of Lot 2631, located in the Brookville Industrial Park, Section 2, which will establish a new lot of 1.501 acres. Planning Commission previously approved Special Use #2022-02 for the expansion of the Brookville Stor-n-Lock facility. This subdivision Record Plan will establish the new 1.5-acre parcel to be sold by Green Tokai to Brookville Stor-n-Lock.

Motion by Schreier, second by Claggett to approve the Final Subdivision Record Plan for replat of Lot 2631 in Brookville Industrial Park, Section Two as presented. All yeas, motion carried.

Law Director/Development Specialist Stephan reported S & K Operations LLC, dba El Diablo Grill has filed a Special Use Application to renew their permit for a mobile food truck. They will be operating in the municipal parking lot near the bikeway. In addition, they will be doing some special events at Brookville Local Schools and at some local businesses who wish to provide the food service option for their employees. Law Director/Development Specialist Stephan stated there have been no issues with their operation under the previous Special Use Permit and requested Planning Commission approve the current application.

Member Schreier inquired whether the food trucks will still have a designated area unless it is a special event?

Law Director/Development Specialist Stephan replied that is correct. El Diablo Grill has already done a special event this spring at Brookville Local Schools. Law Director/Development Specialist Stephan reported a local business has reached out to him regarding the food truck providing lunch services at their location.

Motion by Cordes, second by Claggett to approve Special Use #2022-03 for S & K Operations LLC, dba El Diablo Grill to operate a mobile food truck in the municipal lot on Arlington Road, at special events and on approved business lots. All yeas, motion carried.

Law Director/Development Specialist Stephan reported there were several new housing permits issued during the month of March in the Meadows of Brookville. A number of storage sheds, fence and driveway permits were also issued in March.

Law Director/Development Specialist Stephan reported the City has issued five permits month to date for single family housing in Hunters Run, Section 2. He also approved three permits today for additional houses in the Meadows of Brookville. The City is continuing to see strong single family housing development.

Member Claggett asked what happened to the welder at 501 W. Westbrook Road?

Law Director/Development Specialist Stephan replied either the lease expired, or they left. He stated the new tenant, Trust Plumbing, has contacted him to get a Zoning Compliance Permit for a potential building sign and he has reviewed the size of that sign. They will be conducting office operations there with one or two service trucks parked in the parking lot.

Member Cordes inquired about the Mexican Restaurant that is supposed to be coming to Brookville?

Law Director/Development Specialist Stephan replied he does not have any specific information regarding the Mexican Restaurant at this time.

Member Claggett asked if it is written in the Charter that the meetings start at 7:30 p.m.?

Law Director/Economic Development Specialist Stephan replied there is no specific meeting time for Planning Commission Meetings in the Charter.

Member Claggett stated he would like to see the meeting time moved to 7:00 p.m. in the summer to accommodate the longer daylight hours. Discussion followed.

The consensus is to check with Chairperson Henderson and Member Dittrick to see if it competes with their work schedules.

Motion by Cordes, second by Claggett to adjourn. All yeas, motion carried.


Kimberly Duncan, Clerk
Jessi Sievers, Vice Chairperson