



PLANNING COMMISSION MEETING
Thursday, August 21, 2025, 7:30 PM
CITY HALL
301 SYCAMORE STREET, BROOKVILLE, OHIO 45309
www.brookvilleohio.com

Agenda

- I. Opening**
 - a. Call to Order
 - b. Pledge of Allegiance
 - c. Roll Call
- II. Adoption of Agenda**
- III. Approval of Minutes**
 - a. Approval of June 12, 2025 Regular Meeting Minutes
- IV. Special Use Applications**
 - a. Green Tokai - Mobile Food Vendor
- V. Final Subdivision Application**
 - a. Meadowlark Phase II & Phase III
- VI. Reports**
 - a. Law Director
- VII. Old Business**
- VIII. New Business**
- IX. Adjournment**

Brookville Planning Commission
Regular Meeting
June 12, 2025

The Regular Meeting of the Brookville Planning Commission was called to order by Chairperson Henderson at 7:30 p.m. on June 12, 2025. The meeting was held in the City Council Chambers. The Pledge of Allegiance was recited. Mayor Letner, Members Claggett, Ezerski, Kristof, Schreier and Wright; Manager Kuntz, Law Director Stephan and Clerk Duncan were present.

Roll call by Clerk Duncan.

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

Motion by Claggett, second by Schreier to approve the minutes of the April 17, 2025 Planning Commission Meeting as presented. Letner yea, Claggett yea, Ezerski yea, Kristof abstained, Schreier yea, Wright yea, Henderson yea. Motion carried with six yeas and one abstention.

Law Director Stephan reported O'Brien Burgers has filed a special use application to operate as mobile food vendor in the City of Brookville. They would be operating from the municipal lot adjacent to Arlington Road, as they have in prior years.

Motion by Kristof, second by Schreier to approve the special use application for O'Brien Burgers, for a one-year period as presented. All yeas, motion carried.

Law Director Stephan reported Italian Ice has filed a special use application to operate as mobile food vendor in the City of Brookville. They would be operating from the municipal lot adjacent to Arlington Road, as they have in prior years.

Motion by Claggett, second by Kristof to approve the special use application for Italian Ice to operate as a mobile food vendor for a one-year period as presented. All yeas, motion carried.

Law Director Stephan reported Oakes Tree Development has filed a final subdivision application for The Orchard Section One. This subdivision will be located on Hill Street, Lot Number 2543, County Auditor Parcel C05 00627 0001. This property is the site where the Brookville High School and Middle School were previously located and is now currently vacant. The Orchard-Section One subdivision record plan establishes fourteen (14) lots for single family housing. The property is zoned R-1 C. Single family housing is a permitted use in this zoning district. The R-1 C standards require lots with 70 feet of frontage, and a minimum square footage of 1400 sq. ft. The proposed subdivision meets the R-1 C standards.

Law Director Stephan provided historical context about the site, which was previously occupied by Brookville Schools.

Lance Oakes, of Oakes Tree Development, stated he plans to develop 14 lots, with the potential of another 8 lots when the city upgrades the utility infrastructure along Hill Street.

Discussion included zoning requirements, engineering review, establishing an HOA, and maintaining the detention pond, sidewalks and basements.

Motion by Schreier, second by Claggett to approve the final subdivision application for The Orchard Section One, located on Hill Street, Lot Number 2543, County Auditor Parcel C05 00627 0001 as presented. All yeas, motion carried.

Member Schreier inquired about the damaged canopies at Brookside Plaza.

Manager Kuntz advised he will have the Zoning Enforcement Officer follow up with the owner of the plaza about repairing the awnings.

Member Schreier commented it appears there is a structural issue with the wall at the vape shop on Market Street.

Member Ezerski inquired about the status of the Comprehensive Land Use Plan Update.

Manager Kuntz advised the first draft should be available for public feedback in late summer or early fall.

Motion by Kristof, second by Ezerski to adjourn. All yeas, motion carried.

Kimberly Duncan, Clerk

Ryan Henderson, Chairperson

MEMORANDUM:

DATE: AUGUST 14, 2025

TO: CITY OF BROOKVILLE PLANNING COMMISSION

FROM: RODNEY L. STEPHAN, LAW DIRECTOR

RE: MOBILE FOOD VENDOR, GREEN TOKAI CO.

Green Tokai Co. Ltd. has filed a special use application to permit mobile food vendors to come to their business location on Carr Dr. This application is renewal of a special use application approved by Planning Commission in 2024. The mobile food vendor would be invited by Green Tokai to locate in the Green Tokai parking lot to provide food to employees working at Green Tokai. Under 1163.03(b)(26), mobile food vendors are a special use that may be approved by Planning Commission.

It is requested that Planning Commission approve this special use application.

MEMORANDUM:

DATE: SEPTEMBER 14, 2025

TO: CITY OF BROOKVILLE PLANNING COMMISSION

FROM: RODNEY L. STEPHAN, LAW DIRECTOR

**RE: MEADOWLARK SUBDIVISION-FINAL SUBDIVISION RECORD PLANS
PHASE 2 AND 3**

Grand Communities, LLC has submitted a final subdivision application for Phase 2 and 3 of Meadowlark Subdivision. The subdivision record plans for Phase 2 and Phase 3 of Meadowlark Subdivision are attached to this memorandum.

In 2022, Planning Commission approved a preliminary subdivision plan for the Meadowlark Subdivision located on 21.801 acres west of Meadow Glen Dr. The plan established 111 lots for zero lot line paired patio homes.

A final subdivision record plan for Phase 1 of Meadowlark Subdivision was approved by Planning Commission on July 18, 2024.

Grand Communities, LLC has now commenced grading and tree removal in preparation for construction of the public streets and other public infrastructure for the entire Meadowlark subdivision.

The final subdivision record plans for phases 2 and 3 are now before Planning Commission for approval. The plans are consistent with the preliminary plan approved in 2022. It is requested that Planning Commission approve the Meadowlark Subdivision Phase 2 final subdivision record plan and the Meadowlark Subdivision Phase 3 final subdivision record plan.

07/01/2025 - 07/31/2025

Case Type	Case #	Case Date	Parcel Address	Description	Compliance Date	Complaint Info	Main Status
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Group: Courtesy Letter

Courtesy Letter	2025142	7/16/2025	306 EDGEBROOK AVE	Large tree branch broken off and hanging from the tree since November 2024.		Resident	Closed
Courtesy Letter	2025141	7/8/2025	278 JOHNSVILLE BROOKVILLE RD	Reminder to demolish & remove old house per agreement with the City.	10/24/2025	Officer Observed	In-Active

Group Total: 2

Group: Tall Grass-Weeds

Tall Grass-Weeds	2025167	7/23/2025	254 JOHNSVILLE BROOKVILLE RD	Grass-weeds above 8".	8/6/2025	Officer Observed	Pending
Tall Grass-Weeds	2025149	7/18/2025	141 ANKARA AVE	Grass-Weeds above 8"	7/25/2025	Resident	Closed
Tall Grass-Weeds	2025138	7/3/2025	511 MAIN ST	Grass-weeds above 8"	7/9/2025	Officer Observed	Closed
Tall Grass-Weeds	2025136	7/3/2025	402 406 MAIN ST	Grass-weeds above 8." Needs to remove brush pile.	7/11/2025	Officer Observed	Closed
Tall Grass-Weeds	2025135	7/3/2025	302 MARKET ST	Grass-weeds above 8"	7/9/2025	Resident	Closed
Tall Grass-Weeds	2025134	7/3/2025	304 HAY AVE	Tall Grass-weeds above 8"	7/9/2025	Officer Observed	Closed
Tall Grass-Weeds	2025133	7/1/2025	38 JEFFERSON ST	Grass and noxious weeds (Canadian Thistle)	7/6/2025	Officer Observed	Pending

Group Total: 7

Group: Zoning

Zoning	2025161	7/23/2025	434 SALEM ST	junk-debris, public nuisance	8/7/2025	Officer Observed	Pending
Zoning	2025160	7/22/2025	248 SYCAMORE ST	Branches hanging over the sidewalk	8/20/2025	Officer Observed	Closed
Zoning	2025159	7/22/2025	803 SALEM ST	Bushes & tree branches growing over the sidewalk. Large brush pile in yard.	8/20/2025	Officer Observed	Closed
Zoning	2025158	7/22/2025	630 HAY AVE	Bushes & tree branches growing over the sidewalk.	8/20/2025	Officer Observed	Pending
Zoning	2025157	7/22/2025	507 ALBERT RD	Branches hanging above the sidewalk.	8/20/2025	Officer Observed	Closed
Zoning	2025156	7/22/2025	270 JOANNA ST	Branches hanging over the sidewalk & street.	8/20/2025	Officer Observed	Closed
Zoning	2025155	7/22/2025	125 175 CARR DR	Branches growing over sidewalk & truck parked in the grass.	8/20/2025	Officer Observed	Pending
Zoning	2025154	7/22/2025	814 KIMMEL TRL	Evergreen hanging over the sidewalk.	8/20/2025	Officer Observed	Closed
Zoning	2025153	7/22/2025	404 WESTBROOK RD	Tree branches hanging over the sidewalk & the street.	8/20/2025	Officer Observed	Closed
Zoning	2025152	7/22/2025	517 MARKET ST	Trees growing over the sidewalk & blocking the street.	8/20/2025	Officer Observed	Closed
Zoning	2025151	7/22/2025	115 119 SYCAMORE ST	Tree, bushes, plants growing across the sidewalk.	8/20/2025	Officer Observed	Closed
Zoning	2025150	7/22/2025	436 438 SALEM ST	Bushes growing out over the sidewalk	8/20/2025	Officer Observed	Pending
Zoning	2025148	7/17/2025	606 MARKET ST	Bush growing into alley	8/15/2025	Officer Observed	Closed
Zoning	2025147	7/17/2025	622 MARKET ST	Bushes growing into alley.	8/15/2025	Officer Observed	Closed
Zoning	2025146	7/17/2025	621 VINE ST	Tree branches hanging in alley.	8/15/2025	Officer Observed	Closed
Zoning	2025145	7/17/2025	636 MARKET ST	Bush growing into alley.	8/15/2025	Resident	Closed
Zoning	2025144	7/17/2025	423 MAIN ST	Bushes & trees growing into the alley. Trees must be over 13 1/2' over an alley.	8/15/2025	Officer Observed	Closed
Zoning	2025143	7/17/2025	808 Kimmel Trail	only weeds and dirt, no grass. Dirt covers sidewalk & going into drains	8/15/2025	Resident	Pending
Zoning	2025140	7/7/2025	343 ALBERT RD	Detached garage roof has collapsed in, holes in the back wall. Unsafe building	11/8/2025	Officer Observed	In-Active
Zoning	2025139	7/3/2025	108 WOLF CREEK PIKE	Large piles of dead brush.	7/11/2025	Officer Observed	Closed
Zoning	2025137	7/3/2025	152 BROOKMOOR DR	Boat/Trailer parked in the driveway.	7/10/2025	Officer Observed	Closed

Group Total: 21

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Total Records: 30

8/4/2025

Permit Report

07/01/2025 - 07/31/2025

Permit #	Permit Date	Permit Type	Main Status	Project Type	Parcel Address	Class	Total Fees	Total Payments
Group: Accessory Use								
20250107	7/23/2025	Accessory Use	Approved	Pool	221 FOOTHILL DR	Residential	\$50.00	\$50.00
20250106	7/21/2025	Accessory Use	Approved	Shed	133 AUTUMN MAPLE LANE	Residential	\$50.00	\$50.00
20250103	7/9/2025	Accessory Use	Approved	Shed	789 HUNTERS RUN	Residential	\$50.00	\$50.00
20250101	7/9/2025	Accessory Use	Approved	Pool	48 N HILL ST	Residential	\$50.00	\$50.00
20250099	7/8/2025	Accessory Use	Approved	Fence	460 EDGEBROOK AVE	Residential	\$50.00	\$50.00
20250098	7/7/2025	Accessory Use	Waiting Payment	Pool	158 BROOKE PARKE AVE	Residential	\$50.00	
							\$300.00	\$250.00

Group Total: 6

Group: Sign

20250108	7/29/2025	Sign	Approved	Industrial	101 W CAMPUS BLVD	Industrial		
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Group Total: 1

Group: Special Use

20250105	7/16/2025	Special Use	Pending		200 CARR DR	Business	\$225.00	
							\$225.00	

Group Total: 1

Group: Zoning

20250104	7/16/2025	Zoning	Approved	New Single Family Residence	161 Evergreen Way	Residential	\$4,231.00	\$4,231.00
20250102	7/9/2025	Zoning	Approved	New Single Family Residence	198 Evergreen Way	Residential	\$4,231.00	\$4,231.00
20250100	7/8/2025	Zoning	Approved	Addition	307 MAPLE ST	Residential	\$150.00	\$150.00
20250097	7/7/2025	Zoning	Approved	Business	302 MARKET ST	Business	\$250.00	\$250.00
20250096	7/7/2025	Zoning	Approved	New Single Family Residence	180 Evergreen Way	Residential	\$4,231.00	\$4,231.00
							\$13,093.00	\$13,093.00

Group Total: 5

							\$13,618.00	\$13,343.00
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Total Records: 13

8/4/2025