

Brookville Planning Commission
Regular Meeting
August 21, 2025

The Regular Meeting of the Brookville Planning Commission was called to order by Chairperson Henderson at 7:30 p.m. on August 21, 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 and Law Director Stephan were present. Member Schreier and Clerk Duncan were absent.

Roll call by Chairperson Henderson.

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

Motion by Claggett, second by Kristof to approve the minutes of the June 12, 2025 Planning Commission Meeting as presented. All yeas, motion carried.

Law Director Stephan reported Green Tokai has filed a special use application to allow mobile food vendors in their parking lot on Carr Drive. This is essentially a renewal of the same permit that was issued to them in 2024.

Motion by Kristof, second by Claggett to approve the special use application for Green Tokai to allow mobile food vendors in their parking lot on Carr Drive for a one-year period as presented. All yeas, motion carried.

Law Director Stephan reported Grand Communities, LLC has submitted a final subdivision application for Phase 2 and 3 of Meadowlark Subdivision. In 2022, Planning Commission approved a preliminary subdivision plan for the Meadowlark Subdivision located on 21.801 acres west of Meadow Glen Drive. 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 II and III are now before Planning Commission for approval. The plans are consistent with the preliminary plan approved in 2022. Law Director Stephan requested Planning Commission approve the Meadowlark Subdivision Phase 2 final subdivision record plan and the Meadowlark Subdivision Phase 3 final subdivision record plan as presented.

Discussion included infrastructure plans for the subdivision, including potential traffic impacts and a sound barrier due to the proximity to the interstate. Concerns were raised about restrictions on requiring the units in the new development to be owner occupied. Concerns were also expressed regarding selling the homes one phase at a time in case the market stalls.

Motion by Kristoff, second by Letner to approve Meadowlark Phases II and III Final Subdivision Application as presented. All yeas, motion carried.

Law Director Stephan advised Planning Commission Members have received a copy of the Permit Report Code Enforcement Report for the month of July.

Manager Kuntz encouraged Planning Commission members to attend the upcoming Comprehensive Land Use Plan Update meeting on September 10, which will discuss the draft plan and gather community feedback.

Chairperson Henderson commented he has appreciated serving on the Steering Committee. All the members have participated and worked together collaboratively with the consultant to get the best draft prepared for public review.

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



Kimberly Duncan, Clerk



Ryan Henderson, Chairperson