



PLANNING COMMISSION MEETING

Thursday, August 20, 2026, 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 May 21, 2026 Regular Meeting Minutes
- IV. Reports**
 - a. Law Director
- V. Old Business**
- VI. New Business**
 - a. Brookhaven Clubhouse Site Plan
- VII. Adjournment**

Chairperson Ryan Henderson • Mayor Chuck Letner

Members: • Ken Claggett • Tony Ezerski • Dennis Piper • Curt Schreier • Jason Thomas

Brookville Planning Commission
Regular Meeting
May 21, 2026

The Regular Meeting of the Brookville Planning Commission was called to order by Chairperson Henderson at 7:30 p.m. on May 21, 2026. The meeting was held in the City Council Chambers. The Pledge of Allegiance was recited. Mayor Letner, Members Claggett, Piper, Schreier and Thomas; Law Director Stephan and Clerk Duncan were present. Member Ezerski and Manager Kuntz were absent.

Roll call by Clerk Duncan.

Motion by Claggett, second by Schreier to adopt the Agenda with an addition. All yeas, motion carried.

Motion by Piper, second by Thomas to approve the minutes of the March 19, 2026 Planning Commission Meeting as presented. All yeas, motion carried.

Law Director Stephan reported O'Brien Burgers has filed a special use application to operate as a Mobile Food Vendor. The vendor will be operating at the City Parking Lot on Arlington Rd. O'Brien Burgers has previously been approved by Planning Commission to operate as a mobile food vendor at the municipal parking lot, and there have not been any issues with their operation. It is requested that Planning Commission approve this special use application for O'Brien Burgers.

Motion by Claggett, second by Schreier to approve the Special Use Permit for O'Brien Burgers to operate as a Mobile Food Vendor in the City Parking Lot on Arlington Road as presented. All yeas, motion carried.

Law Director Stephan reported El Diablo Grill has filed a special use application to operate as a Mobile Food Vendor. The vendor will be operating at the City Parking Lot on Arlington Road. El Diablo Grill has previously been approved by Planning Commission to operate as a mobile food vendor at the municipal parking lot, and there have not been any issues with their operation. It is requested that Planning Commission approve this special use application for El Diablo Grill.

Motion by Schreier, second by Thomas to approve the Special Use Permit for El Diablo Grill to operate as a Mobile Food Vendor in the City Parking Lot on Arlington Road as presented. All yeas, motion carried.

Chairperson Henderson opened discussion regarding potential administrative approval for previously approved vendors to streamline processes.

Motion by Schreier, second by Claggett to recommend amending the zoning code to allow for administrative approval of special use applications for previously approved Mobile Food Vendors, with a maximum of three Mobile Food Vendors to operate at the City Parking Lot on Arlington Road. All yeas, motion carried.

Chairperson Henderson acknowledged Clerk Duncan's years of service and her upcoming retirement, expressing gratitude for her contributions to the city.

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

Kimberly Duncan, Clerk

Ryan Henderson, Chairperson

MEMORANDUM:

DATE: AUGUST 5, 2026

TO: CITY OF BROOKVILLE PLANNING COMMISSION

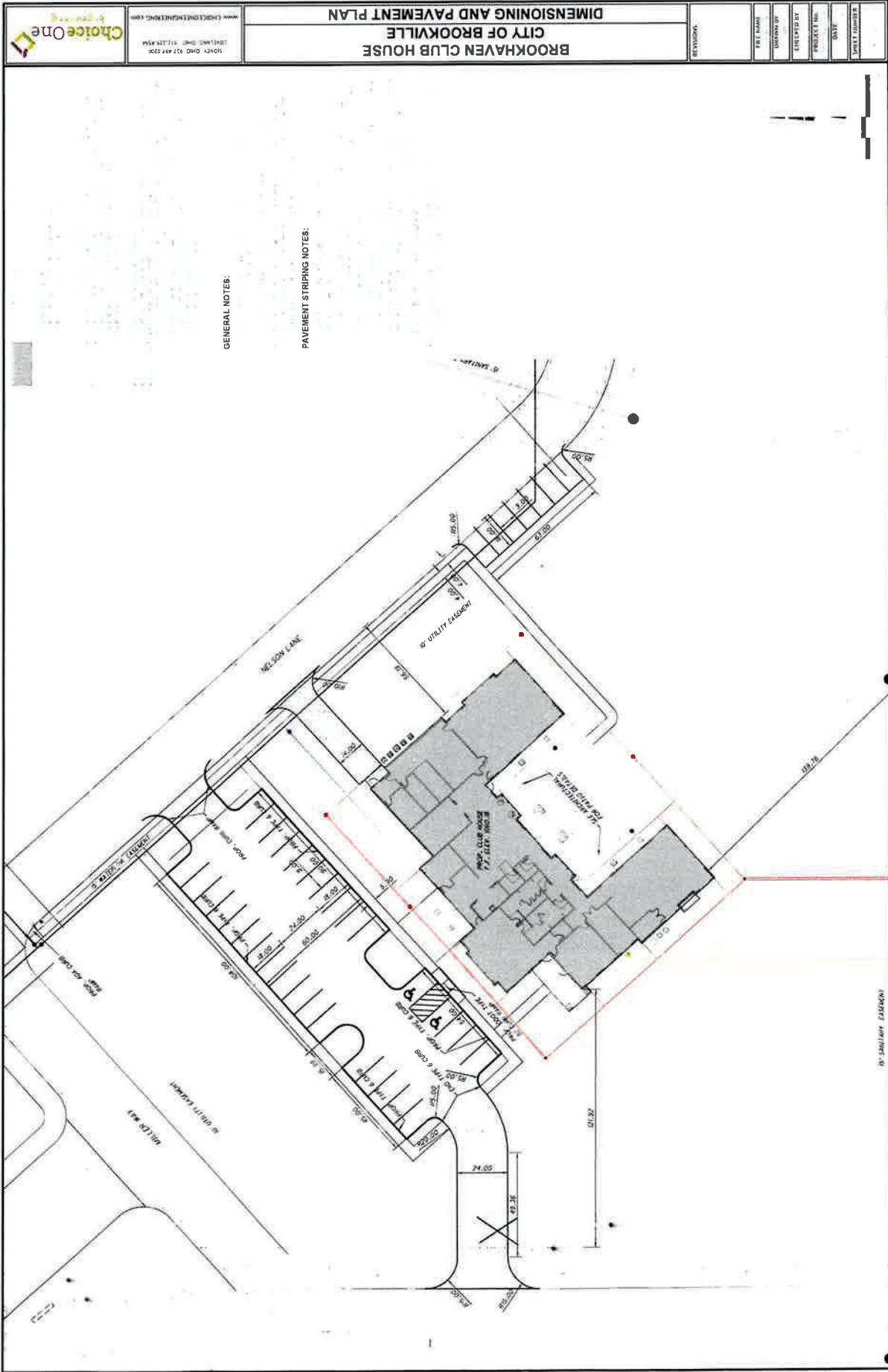
FROM: RODNEY L. STEPHAN, LAW DIRECTOR

RE: BROOKHAVEN CLUBHOUSE

Brookville Enterprises, Inc. has filed an application for site plan approval for the Brookhaven Clubhouse. The Clubhouse will be located within the Brookhaven Expansion-Phase One Subdivision and is part of the expansion plan previously submitted and approved by Planning Commission.

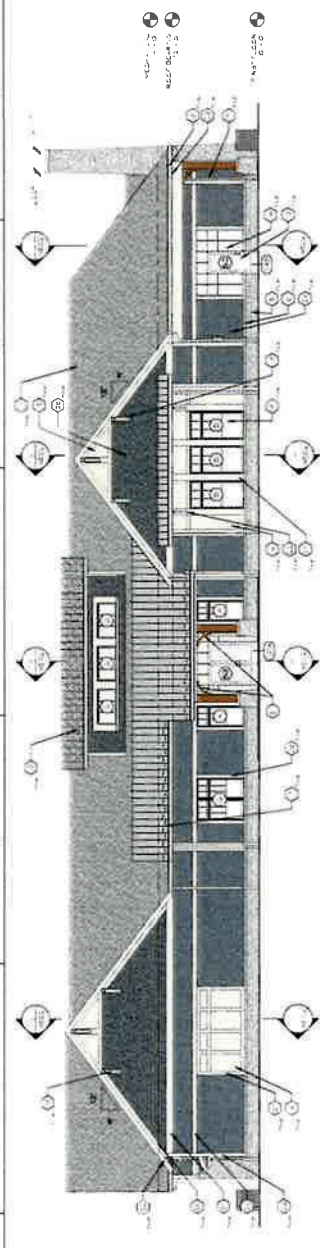
The Brookhaven Clubhouse will provide amenities for the residents of Brookhaven including an office, fitness facility, bar area, grab-and-go food service, business room, and several gathering areas.

A copy of the site plan is attached to this memorandum. It is requested that Planning Commission approved the site plan for the Brookhaven Clubhouse.

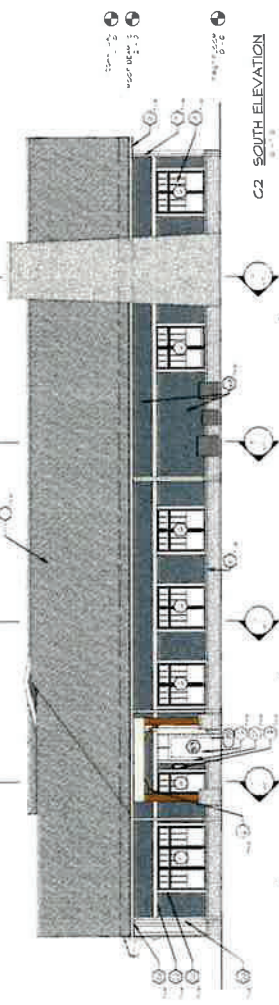


ELEVATION CODED NOTES,

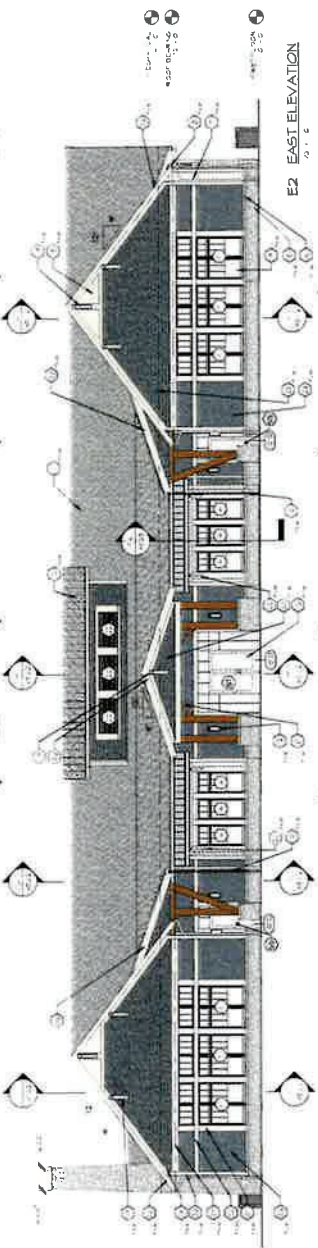
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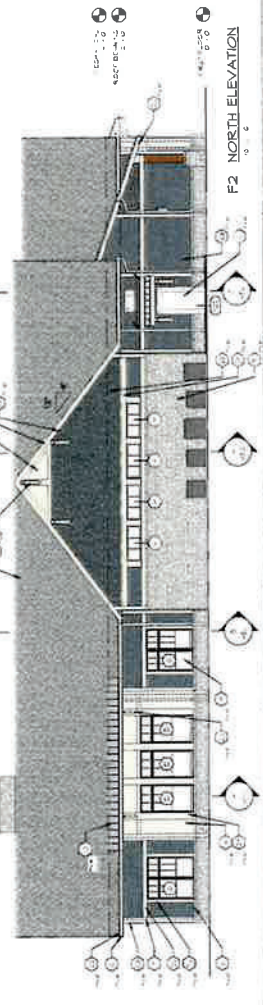
B2 WEST ELEVATION



C2 SOUTH ELEVATION



E2 EAST ELEVATION

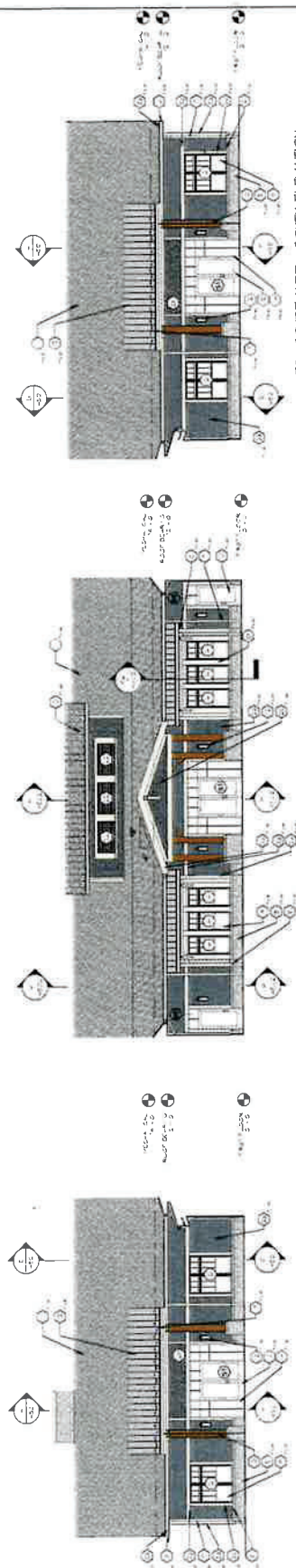


F2 NORTH ELEVATION



25 GABEL ELEVATIONS

75 GABEL ELEVATIONS



F2 COURTYARD - SOUTH ELEVATION

F4 COURTYARD - EAST ELEVATION

WEST COURTYARD - NORTH ELEVATION



