



Village of Galena ♦ 109 Harrison Street, PO Box 386, Galena, Ohio 43021 ♦ 740-965-2484

VILLAGE OF GALENA PLANNING & ZONING COMMISSION MEETING MINUTES

Date: January 21, 2026

Time: 7:00 PM

Location: Galena Village Hall- 109 Harrison St, Galena OH 43021

1. Call to Order

The regular meeting of the Village of Galena Planning & Zoning Commission was called to order at 7:00 p.m. by Mayor Jeff Kinnell.

2. Oath of Office

Mayor Jeff Kinnell administered the oath of office to Michelle Parsons, reappointed to the Planning & Zoning Commission, and Zach Hopper, appointed by Village Council as Council Representative to the Commission for the calendar year.

3. Roll Call

- **Present:** Planning & Zoning Commission members: Mayor Jeff Kinnell, Seth Everitt, Alison Cherubini-Hillyer, Zach Hopper, Michelle Parsons
 - **Additional Attendees:** Matt Shock (Zoning Officer), Lauren Frank (Zoning Clerk), Matthew Hollis (guest), *sign in sheet attached to minutes*
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4. Guest Comments

Mayor Jeff Kinnell opened the floor for guest comments. No guest comments.

5. Approval of Minutes



A motion to approve meeting minutes from November 2025 Planning & Zoning Commission meeting.

Motion to approve made by Seth Everitt. Motion seconded by Michelle Parsons.

Motion **passed** unanimously in a voice vote

6. New Business

Concept Review – 42 West Columbus Street

Applicant: Matt Hollis, Property Owner

Mr. Matt Hollis appeared before the Planning & Zoning Commission to present a conceptual development proposal for the property located at 42 West Columbus Street. It was stated that the presentation was an informal concept review only, intended to provide early feedback and direction, and that no approvals, findings, or formal actions would be taken at this meeting.

Mr. Hollis described his proposed redevelopment concept for the site, which includes construction of an approximately 1,040 square foot building designed to resemble a vintage-style automotive service station. He explained that the intended use would function as an automotive studio focused on displaying classic vehicles, detailing, and client viewing, and that no mechanical repair work would be conducted on-site. Architectural design elements were described as quaint New England style.

Mr. Hollis provided a background on the development history of the property, outlining prior proposals and approvals dating back to 2007. He explained that a development plan approved in 2008 combined the parcels at 42 and 46 West Columbus Street, followed by an amended development plan approved in May 2012 that included a recorded lot split and separate development concepts for each parcel. Mr. Hollis stated that no construction ultimately occurred under those approvals.

Mr. Hollis requested clarification from the Commission regarding whether the May 2012 amended development plan remains valid under the Village's zoning regulations, noting potential conflicts between prior approvals and subsequent zoning code revisions. Commission members discussed that the determination of plan validity would require legal review, and that the matter would be referred to the Village's legal counsel for an opinion.



Mr. Hollis reviewed proposed parking arrangements, noting that on-site parking would be limited and that nearby public parking would be relied upon. He discussed the potential need for parking variances, including reductions from standard parking requirements based on the nature of the use.

The proposed driveway location along West Columbus Street was discussed at length, including spacing from nearby intersections, sight-distance requirements, and potential impacts to existing on-street parking. Commission members and staff emphasized the need for engineering analysis to confirm compliance with access and safety standards.

Mr. Hollis also discussed lot line and setback considerations, including a request to allow pavement and portions of the building to extend to the lot line in order to maximize usable space on the site. Commission members discussed whether adjustments to parking layout or reliance on off-site parking could allow for additional buffering or green space.

Variations and Key Takeaways Identified for Further Review

The Commission identified the following potential variations and outstanding items that would need to be addressed as the proposal advances:

Parking Variance- The applicant discussed the need for a parking variance due to limited on-site space and the nature of the proposed use.

Driveway Location / Intersection Spacing Variance- The proposed driveway location along West Columbus Street was discussed, including its proximity to nearby intersections and compliance with minimum spacing of 100 feet from intersection. It was noted that engineering review would be required to confirm whether a variance from standard spacing requirements would be necessary.

Lot Line / Setback Variance (Zero Lot Line)- The applicant identified a potential need for a variance to allow pavement and portions of the building to extend to the lot line in order to maximize usable site area.

Status of Prior Development Plan- The Commission discussed the uncertainty surrounding the validity of the May 2012 amended development plan and whether the applicant would be proceeding under an amended plan or a new, original development plan. It was noted that a legal opinion would be required to clarify this issue before the application could move forward.



Additionally, Alison Cherubini-Hillyer questioned if the building currently on the lot can be repurposed or relocated. She suggested repurposing it as a bike station on one of the trails. Mr. Hollis offered to donate the structure and would work collaboratively with the Village.

No motions were made.

7. Zoning Report

Matt Shock, Zoning Inspector presented his Zoning Report:

- **Miller Farm Development:** Construction continues to progress through multiple phases, with additional submissions underway. The project was reported to be proceeding smoothly with responsive construction management.
- **Arrowhead Development:** The development plan has received Village Council approval and is advancing through administrative steps.

Commission members raised concerns regarding traffic conditions and safety in areas experiencing increased development activity at the Miller Farm entrance. Staff will explore potential lighting with AEP. Traffic study status for both developments was discussed, noting that the Miller Farm traffic study is complete and Arrowhead's study remains in progress.

Discussion around the Altafiber/Brightspeed fiber install projects. Resident feedback about issues with infrastructure has been addressed.

8. Next Meeting

The next regular meeting of the Planning & Zoning Commission is scheduled for **February 18, 2026, at 7:00 p.m.**

An open hearing may be scheduled pending progress on the 42 West Columbus Street proposal.

9. Adjournment

Seth Everitt made a motion to adjourn. Motion was seconded by Michelle Parsons.

Motion passed unanimously in a voice vote. The meeting adjourned at **8:24 p.m.**