



109 Harrison Street, PO Box 386 Galena, Ohio 43021

740-965-2484 740-965-5424 (fax)

www.galenaohio.gov

Village of Galena Planning & Zoning Commission Meeting Minutes

Date: October 15, 2025

Time: 7:00 PM

Location: Galena Village Hall

1. Call to Order and Roll Call

The meeting was called to order at 7:00 p.m. by Mayor Kinnell.

2. Roll Call

Present Commission Members: Mayor Jeff Kinnell, Kathy Krupa, Seth Everitt, Alison Cherubini-Hillyer, Michelle Parson

Also Present: Matthew Shock- Zoning Officer, Lauren Frank- Zoning Clerk

Additional Attendees List attached to these minutes.

3. Guest Comments

Resident Comment:

Jill Love, 311 Caleb's Court – Suggested formation of a *Design Review Board* to establish architectural guidelines for new development. Commissioners expressed support for exploring the concept.



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4. Presentation – Crossroads Community Planning

Presenters:

- **Ben Harter**, Planner
- **Kelsey Miller**, Planner

Purpose: Presentation of the *Zoning Code Diagnostic Report*.

Summary of Presentation

Crossroads provided an overview of their 30-page diagnostic analysis of Galena's zoning code. Rather than reviewing the full text line-by-line, they focused on the key recommendations summarized at the end of the report.

A. Structural and Administrative Recommendations

- Combine **Articles 1 and 2** (Title, Purpose, Interpretation, Conformities) for clarity.
- Separate **Administration** and **Enforcement** into two distinct articles.
- Clearly define roles for the Planning Commission, Board of Zoning Appeals, Zoning Clerk, and Zoning Inspector.
- Create **step-by-step procedural outlines** and flowcharts for enforcement.
- Adjust citation penalties to be more gradual.

B. Permits, Appeals, and Variances

- Merge zoning certificates, conditional uses, and demolition permits into one article for ease of use.
- Clarify the difference between **use variances** (unnecessary hardship test) and **area variances** (practical difficulty test).
- Include procedural timelines and visual diagrams.

C. Nonconformities

- Shorten the abandonment period to one year.
- Clarify timelines for restoration and remove potential loopholes.



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D. Zoning Districts

- Simplify district names and requirements for consistency with regional trends.
- Introduce visual aids, dimensional tables, and use tables for clarity.
- Rename “Farm Residential District” to **Agriculture District** with one-acre minimum lots and simplified frontage requirements to 150ft.
- Retain “Low-Density Residential District” with adjusted minimum lot sizes (from 28,000 sq. ft. to 15,000 sq. ft.).
- Consider renaming “Old Town Historic Overlay” to **Historic Village District** and remove the overlay designation to make it a distinct district.

E. Discussion on Planned Unit Development (PUD)

- Commissioners expressed concern about consolidating multiple planned districts (residential, commercial, industrial, etc.) into one broad PUD category.
- Several members emphasized retaining separate districts for greater local control and negotiation leverage.
- Others noted the importance of ensuring developers cannot exploit flexibility to introduce unwanted multifamily housing.
- Crossroads clarified that any PUD would still require a development plan approval by the Village, preserving council authority.

F. Design Standards Discussion

- Revisited the proposal for a **Design Review Board**.
- There was discussion around communities like New Albany and Dublin as examples of successful design standards ensuring aesthetic consistency.
- Crossroads supported the concept and recommended that a design review process, if adopted, be codified as an independent article.

G. Historic Preservation

- Recommendations included stronger facade preservation requirements in the Historic District and creating a formal demolition permitting process.
- Commissioners discussed balancing preservation with property owner flexibility.



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H. General Development Standards

- Suggested a comprehensive “General Development Standards” article to include items such as accessory dwellings, pools, fences, lighting, community mailboxes, etc.
- Separate **parking standards** from this section for clarity and update them to include landscaping islands and shared parking.
- Update **sign regulations** to ensure constitutional compliance and use clear visual examples.
- Relocate and modernize the **adult entertainment** section to adhere with Ohio Attorney General guidance.

I. Subdivision Regulations

- Remove permit forms from the code and adopt them separately.
- Eliminate redundant sections and ensure consistency with zoning language.
- Modernize design standards to guide growth and reflect current legal and development practices.

J. Final Steps & Next Steps

- Major issues identified: outdated language, lack of procedural clarity, and internal inconsistencies.
- Goals: Simplify, modernize, eliminate redundancies, and ensure compliance with Ohio law.

5. Approval of Prior Minutes

Minutes for July and August 2025 were reviewed.

Commissioner Allison Cherubini-Hillier presented proposed amendments to the **July 30 and August 20** minutes to ensure accuracy and completeness. Her proposed amendments are attached to these meeting minutes.

The Commission reviewed and discussed each proposed amendment.

Alison made a motion to amend July 30th, 2025, Planning & Zoning Meeting Minutes. Seth seconded the motion. Motion passed in a roll call vote.



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Mayor Kinnell (yes), Alison Cherubini-Hillyer (yes), Kathy Krupa (yes), Seth Everitt (yes), Michelle Parsons (yes)

Alison made a motion to approve the amended July 30th, 2025, Planning & Zoning Meeting Minutes. Seth seconded the motion. Motion passed in a roll call vote.

Mayor Kinnell (yes), Alison Cherubini-Hillyer (yes), Kathy Krupa (yes), Seth Everitt (yes), Michelle Parsons (yes)

Alison made a motion to amend August 20th, 2025, Planning & Zoning Meeting Minutes. Kathy seconded the motion. Motion was passed in a roll call vote.

Mayor Kinnell (yes), Alison Cherubini-Hillyer (yes), Kathy Krupa (yes), Seth Everitt (yes), Michelle Parsons (yes)

Alison made a motion to approve the amended August 20th, 2025, Planning & Zoning Meeting Minutes. Mayor Kinnell seconded the motion. Motion passed in a roll call vote.

Mayor Kinnell (yes), Alison Cherubini-Hillyer (yes), Kathy Krupa (yes), Seth Everitt (yes), Michelle Parsons (yes)

6. Additional Business

A. Review of Demolition Language – Article 4.09

The Commission discussed the final draft of the proposed **Demolition Permits section (Article 4.09)**. *This document is available upon request.*

Highlights of Discussion:

- **Purpose:** Establish uniform demolition standards and procedures across all zoning districts.



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Additional Edits/Comments:

- Replace the term “*force majeure*” with clearer language such as “*act of nature or similar event.*”
- Add a **performance bond requirement** to ensure site completion if work halts unexpectedly.
- Historic preservation specifics will be considered separately when the historic district section is refined.

Outcome:

The Commission agreed to move the **demolition permit language forward to an open public hearing** at a future meeting.

B. Additional Zoning Code Corrections

Matt summarized several small corrections and updates collected over recent months:

- **Table of Contents:** Fix formatting errors.
- **Page 44 & 57:** Correct citation references to proper code sections.
- **Page 101:** Align fence height and safety standards between sections regarding **hard pool covers**.

Outcome:

All proposed zoning corrections will be included in the same upcoming public hearing with the demolition section.

7. Zoning Inspector’s Report – Presented by Matt Shock, Zoning Officer

Miller Farm Development:

- **Section 1:** Public infrastructure completed up to the pump station; operational testing underway.
 - 28 of 33 parcels in permitting process.



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- **Section 2:** Improvement plans for phases A–C approved; construction underway; inspections ongoing.
- **Section 3:** Plans approved; addressing requests received from Delaware County Map Room.

Utilities:

- **Columbia Gas:** Mainline installed; service connections progressing.
- **Brightspeed & Alta Fiber:** Both companies approved for fiber installation; must wait until **Harrison Street project** completion.
 - Expected construction timeline: **6–8 weeks**.
 - Work includes both underground and above-ground installations.
 - Both providers will pay right-of-way fees.

Other Updates:

- No further communication from **185 N. Walnut St.** regarding a second driveway permit.
 - **Arrowhead Development:** Final reading scheduled for **October 26 Council Meeting**.
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7. Adjournment

Michelle Parsons made a motion to adjourn. Motion was seconded by Seth Everitt. Motion passed unanimously in a voice vote.

Meeting adjourned at 8:47 p.m.