



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

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# Village of Galena Planning & Zoning Commission Meeting Minutes

**Date:** November 19, 2025

**Time:** 7:00 PM

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

## 1. Call to Order

The meeting was called to order at **7:01 p.m. by Mayor Jeff Kinnell.**

## 2. Roll Call

- **Present:** Present Commission Members: Mayor Jeff Kinnell, Kathy Krupa, Seth Everitt, Alison Cherubini-Hillyer
- **Absent:** Michelle Parsons
- **Additional Attendees:** Matt Shock (Zoning Officer), Lauren Frank (Zoning Clerk), sign-in sheet attached to minutes

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## 3. Approval of Minutes

A motion to approve meeting minutes from October 15, 2025, by **Alison Cherubini-Hillyer.**  
Motion seconded by **Seth Everitt.**

Motion **passed** in a roll call vote.

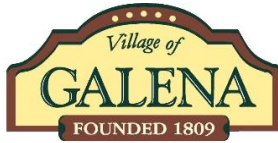
*Mayor Kinnell (yes), Alison Cherubini-Hillyer (yes), Kathy Krupa (yes), Seth Everitt (yes)*

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## 4. Guest Comments

There were **no guest comments.**

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## 5. Public Hearing – Proposed Language Changes to the Zoning Code

The public hearing was opened at **7:02 p.m.**

- **Matt Shock** was sworn in.
- It was noted that the proposed language had been read into the record at the October 2025 meeting.

### Summary of Proposed Amendments to Zoning Code Language (Presented by Matt Shock):

- Removal of the “Force DuJour” provision relating to unforeseeable circumstances.
- Addition of a performance bond requirement to Section C.
- No questions were raised regarding the changes.

### Additional Corrections Noted:

- Table of Contents numbering corrected.
- Page 44 citation error corrected.
- Page 57 citation error corrected.
- Page 101 updated language regarding pool covers.
- Page 156 citation error correction.
- Public Comment: **Zach Hopper, 275 Harrison St.** – noted Article 9, page number needs corrected in the Table of Contents.

### Motion to Close the Hearing

A motion was made to close the hearing by **Alison Cherubini-Hillyer**. The motion was seconded by **Seth Everitt**.

Motion **passed** in a roll call vote.

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

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## 6. Legislative Actions

### A. Demolition Code Amendments



Motion made by **Mayor Jeff Kinnell** to “*approve the demolition changes as presented, enter the changes into the record, and recommend the amendments to Council.*”

The motion was seconded by **Seth Everitt**.

Motion **passed** in a roll call vote.

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

### **B. Additional Zoning Code Amendments (Citation Corrections, Fence Height, etc.)**

Motion made by **Mayor Jeff Kinnell** to “*approve the remaining zoning code changes as presented, enter the changes into the record, and recommend them to Council.*”

Motion was seconded by **Alison Cherubini-Hillyer**.

Motion **passed** in a roll call vote.

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

**Matt Shock** entered the materials into the record.

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### **7. Zoning Report – Presented by Matt Shock** *(full report available upon request)*

- Development inquiry received for water and sewer service at **1767 S. Galena Rd.**
  - Signed mylars for **Miller Farm Section 3A.**
  - Grading permits will no longer be listed until the final permit is issued.
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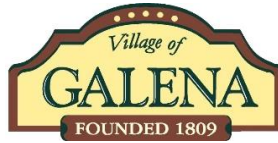
### **8. December Meeting**

It was noted that the **December meeting is cancelled** due to lack of agenda items.

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### **9. Adjournment**

**Seth Everitt** made a motion to adjourn. Motion was seconded by **Mayor Jeff Kinnell**.



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Motion **passed** unanimously in a voice vote.

The meeting adjourned at **7:12 p.m.**