



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

VILLAGE OF GALENA PLANNING & ZONING COMMISSION MEETING MINUTES

Date: February 18, 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. 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 available upon request*
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3. Public Hearing- 42 West Columbus Street

The public hearing was called to order. The purpose of the hearing was to consider an Amended Development Plan for the property located at 42 West Columbus Street, for construction of a small vintage-style service station to function as a classic car dealership.

The subject property is zoned Planned Commercial and Office District. The applicant seeks to amend the previously approved May 2012 Development Plan. The Village Solicitor confirmed that the 2012 Development Plan remains in effect and may serve as the basis for the proposed amendment.

Mr. Matt Hollis, owner of the property and applicant, presented the amended proposal. Mr. Hollis explained:



- He purchased the property in 2023.
- He proposes reducing the building footprint to approximately **1,040 square feet**.
- The structure would replicate a 1950s-style vintage service station (Gulf Oil–inspired aesthetic) and operate as a classic car dealership under the name Hollis Motor Co.
- The dealership would operate primarily by appointment, with required posted business hours consistent with Ohio BMV dealership licensing requirements.

Key Site Plan Changes

Mr. Hollis outlined several substantial revisions from the previously discussed concept:

1. Driveway Relocation

- The originally proposed public driveway from West Columbus Street has been eliminated.
- A **12-foot-wide private, gated access point** is proposed from Middle Street.
- The access would be locked and limited to the property owner and authorized guests.
- Initial recommendation was for left-turn-only egress; Commission discussion suggested further review of whether right-turn-only may improve safety.

2. Parking

- Eight angled public parking spaces are proposed along West Columbus Street.
- Applicant would dedicate approximately two (2) feet of property frontage to facilitate sidewalk and angled parking improvements.
- Four parallel spaces are anticipated along West Street in coordination with future roadway improvements.
- The applicant indicated he would contribute toward construction of the Columbus Street parking improvements in lieu of the prior Harrison Street contribution.

3. Public Amenities

- Parklet-style area between building and sidewalk.
- Benches and potential picnic seating.
- Vintage-style free air pump.
- Bike service station.
- Vending machines (including potential soft-serve ice cream).
- Pedestrian staircase from angled parking to site.

4. Lighting

- No pole-mounted lot lighting proposed.
- Low-level landscape and architectural lighting only.

5. Site Security

- Masonry knee wall surrounding lot.
- Gated private access.
- No open public vehicular circulation.



The final angled parking configuration may require agreement from the adjacent property owner for additional frontage dedication. A survey will be conducted to determine exact property boundaries.

Motion made by Zach Hopper to **Close the Public Hearing**.

Motion seconded by Seth Everitt.

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

Mayor Kinnell (yes), Alison Cherubini-Hillyer (yes), Seth Everitt (yes), Zach Hopper (yes), Michelle Parsons (yes)

Motion made by Mayor Kinnell to recommend Council to **approve amended development plan, contingent on current variances and engineering reviews and approvals**.

Motion seconded by Michelle Parsons.

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

Mayor Kinnell (yes), Alison Cherubini-Hillyer (no), Seth Everitt (no), Zach Hopper (yes), Michelle Parsons (yes)

4. Guest Comments

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

5. Approval of Minutes

Commission members confirmed review of the January 26, 2026, meeting minutes.

A correction was noted under New Business, second paragraph: the building size was incorrectly recorded as 2,040 square feet and should read 1,040 square feet.

Staff also provided follow-up regarding a prior action item concerning lighting at the Miller Farm entrance and the church entrance. A meeting has been scheduled for March 3 to discuss installation of lights on the poles, including pricing and next steps. The Commission will be updated accordingly.



Motion made by Seth Everitt to approve meeting minutes.

Motion seconded by Michelle Parsons.

Motion **passed** unanimously in a voice vote

6. Other Business

Code Revisions Update

Staff reported that the bundled zoning code amendments worked on throughout last year were presented to Village Council and were approved at Council's most recent meeting.

Galena Commons (Former Journey Church Property)

Discussion was held regarding the property formerly operating as Journey Church, now identified as Galena Commons. Concern was raised as to whether the use remains a permitted church use within the R-2 District or if the leasing of office space may constitute a commercial use requiring rezoning.

Communication was made with Jerry Funston regarding the property. Based on the information provided, it was indicated that the current use does not require rezoning at this time. Mr. Funston was unable to attend due to a scheduling conflict but is willing to attend a future meeting if requested.

7. Zoning Report

Matt Shock, Zoning Officer presented the Zoning Report:

Major Subdivisions – Miller Farm

- Several additional parcels have entered the permitting process.
- Zoning permits indicate lots have begun.
- Sewer permits indicate construction underway (basement excavation and sewer installation).
- Grading as-built approvals indicate homes nearing final inspection with Delaware County.

2025 Year-to-Date Summary (Planning & Zoning Department)



- 121 zoning certificates approved (final number pending Arrowhead redevelopment application)
- 91 grading permits issued
- 93 sewer permits issued
- 47 right-of-way permits issued

Most zoning, grading, and sewer permits were related to Miller Farm. Right-of-way permits primarily involved Columbia Gas service line installations and repairs, as well as Alta Fiber and Brightspeed right-of-way projects, which remain in progress.

Romanelli & Hughes Plan (Arrowhead)

The plan has been approved, pending final fee payment and issuance of formal approvals.

1792 Old 3C Highway

A question was raised regarding the annexation status of 1792 Old 3C Highway. Matt indicated the annexation is believed to be complete, though it has not yet appeared on the County Auditor's website.

8. Next Meeting

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

9. Adjournment

Zach Hopper made a motion to adjourn. Motion was seconded by Michelle Parsons.

Motion passed unanimously in a voice vote. The meeting adjourned at **8:33 p.m.**