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PLANNING AND ZONING COMMISSION

Minutes of the Planning and Zoning Meeting of April 16, 2025

- **Attendees:** Mayor Jeff Kinnell, P&Z Commission Members, Matt Shock Zoning Officer, Lauren Frank Zoning Clerk, Tom Marshall Village Administrator
- **Guests:** Heidi Kinnell, Tom Hopper, Karin Underwood, Zach Hopper

Call to Order

- Meeting called to order at 7:02 PM by Mayor Jeff Kinnell.
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Roll Call

- **Present:** All Commission members except Seth Everitt, who was absent.
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Approval of Previous Minutes

Minutes from the last meeting were reviewed.

- Motion to approve- Mayor Jeff Kinnell
 - Second- Kathy Krupa.
 - Approved- Unanimous
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Guest Participation

- No guest participation
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Other Business

Zoning Code Revision: Demolition Permits

A discussion was led by Alison Cherubini-Hillyer on adding demolition to the zoning code.

- Her proposed updates to **Sections 4.01, 4.02, and 4.09** include:
 - Adding demolition language to required zoning certificates.
 - Reformatting application requirements as a checklist.
 - Including renderings, mailing lists for nearby properties, and demolition-specific conditions.
- **Section 4.09** summarized proposed demolition requirements:
 - Administrative approval for accessory structure demolition.
 - Public hearings for demolition in specific districts or historic landmarks.
 - Compliance with environmental regulations.
 - Utility disconnection and site restoration within 15 days.
 - Custom conditions may be added to permits.
 - The permit is transferable with property sale.

Key Feedback and Suggestions

- Matt Shock suggested adding back in the appeals process to allow Commission decisions to be appealed to Council rather than courts.
- Resident Tom Hopper (275 Harrison St) suggested zoning to clarify use of terms like "development plan" vs. "site plan" for unplanned districts. Revise vague references like "Old Town village square planned commercial and office district" to avoid legal ambiguity. Define the purpose and scope of public hearings related to demolition. Consider simplifying and separating the demolition permit process from historical evaluations.
- The Village Administrator, Dr. Tom Marshall emphasized the importance of including:
 - Utility disconnection.
 - Site grading and erosion control (per MS4 ordinance).

- Environmental compliance (e.g., asbestos, dust).
 - An additional form and process refinement are needed; Village staff will handle logistics administratively.
 - The commission will revise the draft accordingly and revisit at the next meeting.
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Zoning Report presented by Matt Shock, Zoning Officer

- **Inquiries:**
 - The fencing gate request from a resident was denied to maintain safety. Staff will advisor the property owner of the decision.
 - **Permits:**
 - Investigation at 514 Melimare confirmed no permit was required for patio replacement.
 - 5 grading, 2 right-of-way, 8 sewer, 6 zoning permits.
 - Miller Farm: 8 out of 33 parcels are in the permit stages; additional activity expected.
 - **Other:**
 - Engineering drawings for Miller Farm Section 3A were completed and available for review.
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Additional Business

- The large boulder from Miller Farm was discussed for potential reuse in a park or public area. Mayor took action item to follow-up.
 - Commission reviewed and selected **Allegheny Limestone with brown grout** for the pump station wall finish.
 - New cemetery sign installed; modeled after historic signage from ~100 years ago.
 - April 2 hearing must be redone due to a date error in public notice letters. New date set: **May 21, 2025**
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Upcoming Meetings

- **Additional Meeting (tentative):** May 7, 2025
 - **Regular Meeting & Public Hearing:** May 21, 2025
 - **Additional Meeting (tentative):** June 11, 2025
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Adjournment

- Motion to adjourn- Mayor Jeff Kinnell
- Second- Alison Cherubini-Hillyer
- Approved - Unanimous

Meeting adjourned at 7:45 PM.